

STUDENT'S GUIDE

TO PUT

INTRODUCTORY NOTE

"Student's guide" was created by the Students' Union of Poznan University of Technology in cooperation with the Vice-Rector for Education Prof. Jacek Goc, and the Education and Student Affairs Office of Poznan University of Technology.

The information contained herein complies with the *Regulations of first and second cycle studies and long cycle studies* (adopted by the Academic Senate of Poznan University of Technology on 24.04.2019) and the *Regulations for granting benefits to students of Poznan University of Technology* (Ordinance No. 19 of the Rector of Poznan University of Technology of 24.09.2019), and the described procedures apply throughout the University.

Any comments on the guide or questions on educational and didactic issues, should be sent to an e-mail address: komisja.ksztaleni@samorzad.put.poznan.pl or the fan page of the [Students Union of Poznan University of Technology](#).

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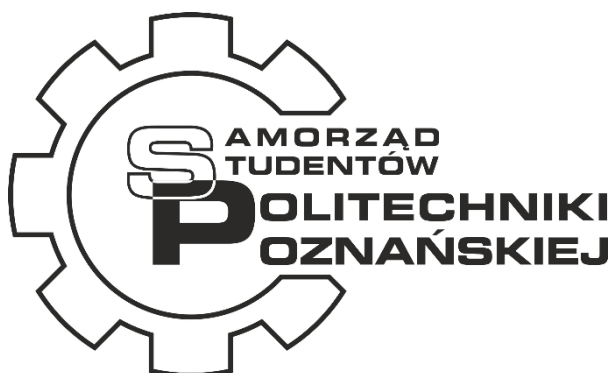


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You've made it!

Welcome to Poznan University of Technology. Especially for you, we have created a guidebook that will answer your student questions.

Glossary

- **Study completion** (*Absolutorium*) - the usual confirmation of leaving university without obtaining a diploma. Certificate of completion is obtained after passing all exams and gaining credits required by the study program. Obtaining the certificate of completion is a prerequisite before defending a thesis; it does not entitle to use a professional title.
- **Centre of Languages and Communication of Poznan University of Technology** - unit responsible for carrying out foreign language classes for students.
- **Centre for and Careers for Students and Alumni of Poznan University of Technology** - a unit established to promote students and graduates of the University on the labour market in Wielkopolska (Greater Poland) and throughout the country. The main task of the office is to mediate in relations employer - student and employer - graduate.
- **Sports Centre of Poznan University of Technology** - a unit responsible for sports activities at the University and for conducting physical education classes for students.
- **Classes** - the form of education conducted at universities, usually focuses on the practical performance of a given task (e.g. computational).
- **Dean** - the most important person at the Faculty. He exercises authority over the Faculty of the University, and manages the affairs of the University within the Faculty with the help of Vice-Deans. He is the chairman of the Discipline Board and the Faculty Board.
- **Dean 's Office** - a place of administrative service for students of a given faculty, where matters related to studies can be arranged.
- **eProto** - an electronic system of exam and credit reports, from which students receive messages by e-mail with information about the grade obtained from a given form of classes.
- **Form of study** - full-time and part-time studies.
- **Form of classes** - the method of conducting classes and acquiring learning outcomes, i.e. lectures, classes: auditorium, laboratory, project, seminar, language classes, physical education classes and professional internships.
- **Rector / Dean hours / days** - hours / days off classes (rector hours/days - announced by the Rector, dean hours/days – announced by the Dean).
- **Chancellor** - a person managing the University's administration and economy, authorized to represent the University in property matters.
- **Colloquium** (*Latin colloquium - conversation*) - a written test of the current knowledge and skills of university students, which is the basis of, among others, to

issue credit for a given subject. At Poznan University of Technology, the colloquium is a form of passing a subject that does not end with an exam.

- **Consultations** - lecturers' hours of duty, during which questions, doubts and ambiguities can be raised by individual students.
- **Academic Quarter** - a custom at universities that allows students to leave classes without repercussions when the teacher is over fifteen minutes late. The same habit allows students to be fifteen minutes late for classes without incurring negative consequences - the exception applies to laboratories and projects that you can't be late for.
- **Laboratory (as a form of teaching classes)** - a specific form of conducting classes that allows students to participate or independently carry out various types of research and experiments.
- **Foreign language classes** - classes where students learn a foreign language.
- **Album number** - student ID number.
- **Organisation of the academic year** - it is a schedule of didactic classes, examination sessions and holidays during the academic year.
- **Study plans** - is a detailed study path for each field of study. They contain subjects of education (general, basic, major and specialization), form of passing the subject (exam, credit), category of the subject (elective, compulsory), form of classes (lecture, class, laboratory, seminar, project), number of hours provided for the implementation of a given subject and ECTS points.
- **Class schedules** - are semester schedules of teaching classes specially prepared for each group of students within particular fields.
- **Student internships** - consist in delegating a student to work related to the field of education for a specific period of time (more in 5.2).
- **level of education** - first-cycle studies, second-cycle studies or long-cycle MA program
- **Vice-Dean** - deputy dean, i.e. head of the faculty at the University.
- **Project** - a form of classes at the university, usually involving the implementation of a construction, technology or other type of project.
- **Supervisor** - diploma thesis advisor.
- **Vice-Rector** - an employee of the University performing administrative and representative functions as the deputy of the University Rector. At Poznan University of Technology (as of March 2020), there are four of them: Vice-Rector for Lifelong

Learning, Vice-Rector for Education, Vice-Rector for Science and Vice-Rector for Cooperation with the Economy.

- **ECTS points** (European Credit Transfer and Accumulation System) - points defined in the European credit accumulation and transfer system as a measure of the average workload of a learner, necessary to achieve the assumed learning outcomes. It is assumed that one ECTS is 25-30h of time devoted to learning.
- **Rector** - the most important person at the University who exercises authority over it. With the help of Vice-Rectors, he manages the academic, didactic, organizational, cultural, sport and economic activities of the University. He is the chairman of the senate. The Rector is elected every four years.
- **Regulations** – *Study Regulations of full-time and part-time first and second cycle and long-cycle studies* adopted by the Academic Senate of Poznan University of Technology on 24th April 2019
- **Academic year** - a unit of measure for study and teaching time at universities. At Polish universities, it usually covers the period from October to September. The academic year consists of two semesters (winter and summer) ending with exam sessions
- **Exam session** - one of two periods in the academic year, falling at the end of each semester. It is the time allocated to pass particular subjects. A winter session (end of the first semester) and a summer session (end of the second semester) are distinguished. A resit examination session is organized after each of the two basic sessions. Students with a negative grade then have the chance to take the exams for the second time,. There are no classes during the session.
- **Group rep** (*starosta*) - a representative of the group responsible for contacting the Dean's Office or lecturers and dealing with current affairs in the group.
- **Syllabus / ECTS subject card** - list of issues that will be discussed within the given subject during the semester. It contains, among others, personal data of the person responsible for the subject or literature on the topics covered in these classes.
- **University** - Poznan University of Technology.
- **Dean's Leave of Absence ("*dziekanka*")** - a break in studies for no more than an academic year.
- **Conditional credit - (conditional permission to continue studies) / retaking a subject** - in the case of failure to complete the subject (group of classes or one of the forms of classes), the Dean may grant conditional permission to continue studies. Failure to obtain the conditional credit within the time limit will result in removal from the student list. The decision whether a student repeats a failed subject is made by the dean at the student's request.

- **Faculty** - the basic organizational unit of the University. The Head of the Faculty is the Dean.
- **Lecture** - a form of teaching used in higher education. It consists in verbal transfer of knowledge to students, usually it takes the form of a lecturer's monologue, which is supported by a multimedia presentation.
- **Classes or groups of classes** - subject, block of subjects, fieldwork or internship; they all include forms of classes.
- **Integrated Service Centre (ZCO)** - a place for central student service, which is also the Dean's Office for part-time students as well as full-time students from the Faculty of Technical Physics. This is also the place where applications for a scholarship or for the allocation of a place in a dormitory are lodged.

1. First steps at Poznan University of Technology

1.1 Groups on Facebook

Studies = new acquaintances

Starting your adventure in a new place, it's worth getting to know your companions beforehand. To this end, the Students' Union of Poznan University of Technology creates a special group for each field of study on Facebook, so that you can get to know each other before starting your studies.

How to get to the right group?

On the [SSPP website](#) you will find special links that will redirect you to the page of the relevant field of study group on Facebook, where you should send a request for admission. If your name is on the list of people admitted, the request will be approved and you will find yourself "among your peers"!

Each group is supervised by members of PUT Student Government. If you have any questions about your field of study, don't hesitate to contact your group admins!

1.2. Taking the oath and starting the academic year

Well, you are out of the woods, you are admitted to the university, but ATTENTION! you are not a student yet.

A person admitted to studies starts studies and acquires the rights of a student upon taking the oath.

§ 4 item 1 of the Study Regulations

If you are just starting your studies, you may be surprised to learn that there will be "two" commencements of the academic year.

The first is an organizational meeting of your field of study conducted by the Faculty authorities and obligatory for first-year students. During it, you will take an oath and receive a student ID.

The content of the oath is as follows (annex to *Study Regulations*):

Aware of the duties of a student of Poznan University of Technology, I solemnly vow:

- to persistently acquire knowledge, skills and competences,*
- to take care of student's dignity and the good name of my University,*
- to comply with the rules of coexistence of the academic community and the regulations in force at the University.*

The "second" one is the solemn inauguration of the academic year with the participation of University authorities. It is addressed to all students of any faculty regardless of the year in which they currently are. It is not obligatory, but we strongly encourage you to

participate in this ceremony - this is one of the few opportunities to see the University authorities in gowns!

1.3 Student ID card

The University issues a student ID card (ELS - Electronic Student ID). Student ID is a document confirming the status of a student at a given university and entitling a student to student discounts.

To receive an ID, you must pay the fee to the account indicated in the documents that you received by post together with the information that you have got admitted to university.

PLEASE NOTE: if you take the second / next major at Poznan University of Technology and keep your ID, no fees are paid.

Validity of the ID:

- in the summer semester - until October 31
- in the winter semester - until March 31

For first cycle graduates, the validity of the ID card expires on October 31.

1.3.1 Extending the validity of the ID card

Student IDs are collected twice a year to extend their validity.

The Dean's Office informs about the need to provide an ID by means of an announcement on the website, in a showcase or on the office door. ID cards of the whole group should be submitted to the Dean's Office by the group rep. After the validity of the ID card has been extended, the Dean's Office gives the valid IDs back to the rep of the dean's group.

An ID card that does not qualify for renewal is returned without it (with information on the reason for non-renewal).

ID cards can be submitted by anyone from the group, not necessarily the group rep. If someone was absent while his group was prolonging the validity of the ID, they can do it on their own. However, it's best to find out if there were more such people, collect the documents and bring them as a group.

1.3.2 Duplicate ID cards

In the event of loss of student ID, please download the specimen application form for a duplicate electronic ID card from the Faculty website. A completed application together with the proof of payment should be submitted to the Dean's Office (payment according to the Order of Rector of Poznan University of Technology). If the ID card is lost / stolen, the Dean's Office is obliged to wait 2 weeks before applying for a duplicate ID card.

1.3.3 Functionality of a Student Electronic ID

The primary function of the ELS card is being a student ID - but in addition it combines many other functions that are worth knowing about.

At Poznan University of Technology, the student ID is also:

- The library card for the Technical Library - it is thanks to it that you can borrow books and use the "deposit box".
- Electronic ticket carrier - thanks to the agreement with the City Transport Authority in Poznan, you can connect your ID card with the PEKA card (Poznan Electronic Agglomeration Card). However, it must be activated, which you can do at the ZTM Customer Service Centre or online on the PEKA [system website](#).
- Poznan City Bike Identifier - allows for renting a bike in the City of Poznan PRM system.
- The access control card - thanks to ELS you can use the designated parking spaces and bicycle garages - after registering on the eKD [website](#). In addition, all the student dormitories of the University have been equipped with an access control system on the main door to the facility. Access is granted automatically to students accommodated in a given dormitory.

1.4 Tradition of academic titles

At Poznan University of Technology, the tradition of addressing people using titles depends on, among others, the function held at the University or the academic degree.

- Rector - in this way you should address the person performing the function of Rector and Vice-Rector,
- Dean - this is how we address both the dean and vice-dean,
- Professor - this is how you should address people with the academic title of professor (the so-called Belvedere professors); we also use this term in relation to persons employed as an associate professor (so-called university professors, e.g. habilitated doctor, engineer, architect) Jan Iksiński, PUT professor) and customarily to persons holding the academic degree of *doktor habilitowany*,
- Doctor - this is how you should address persons with a PhD degree,
- Magister - this is how people with a master's degree or master's degree in engineering are entitled.

"His Magnificence" - in this way one should only speak in formal contacts with the Rector currently performing official duties.

Persons with a master's degree / M.Sc. in architecture are usually referred to as "*magister*", as these are professional titles.

1.5 Class schedule

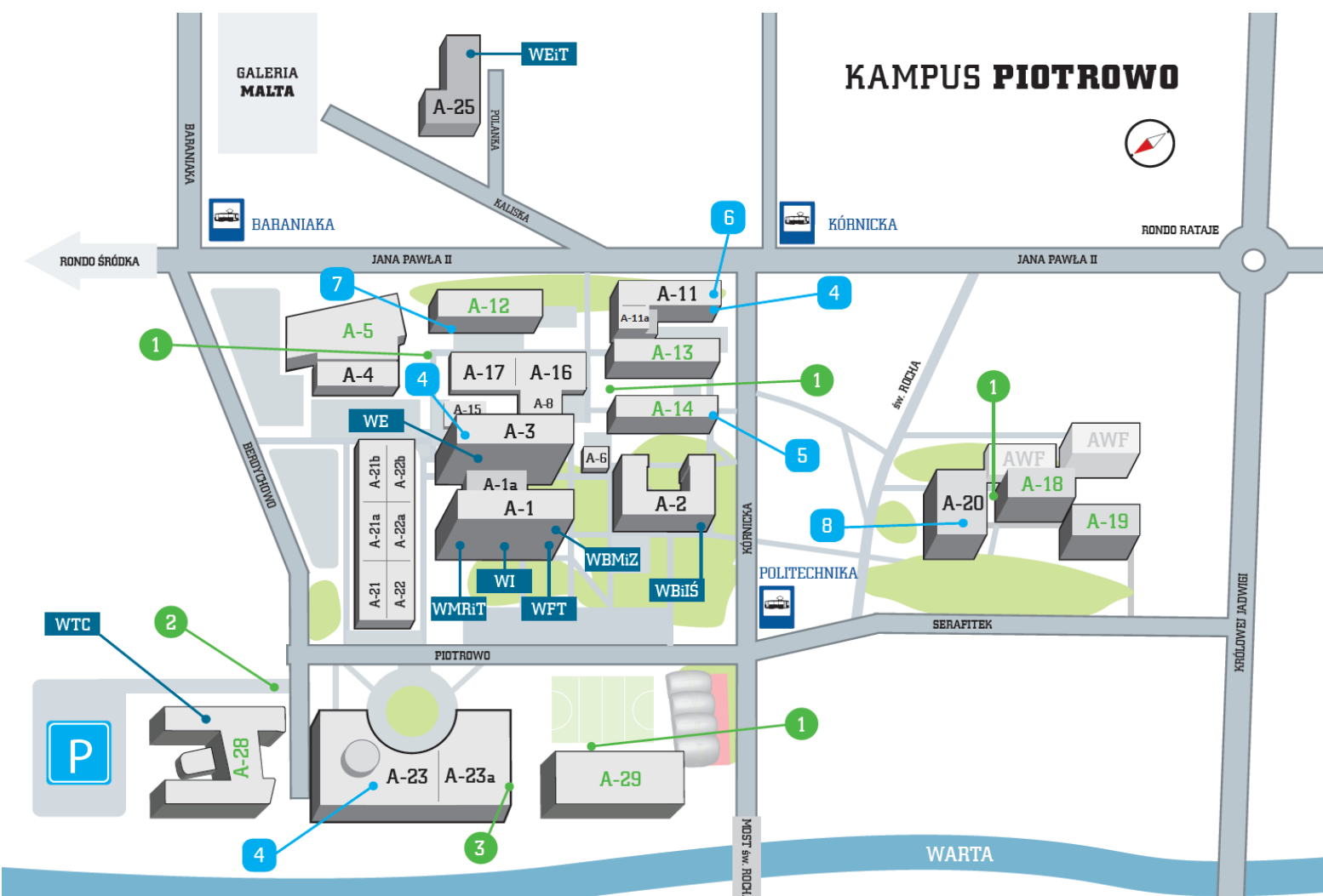
The class schedule is posted on the faculty website before the start of each semester.

Each faculty has its own way of presenting class schedules. In order to read the schedule correctly, you should be familiar with:

- academic year schedule,
- list of weeks of the given semester,
- designation of rooms

1.5.1 Map of Poznan University of Technology

The map below will help you navigate the maze known as Poznan University of Technology.



- ❖ **A-1** Teaching facility (so-called "building with a clock", "building of mechanics"),
- ❖ **A-1a** Connector,
- ❖ **A-2** Teaching facility (pink),
- ❖ **A-3** Teaching facility (the so-called "electrician", next to the building with a clock),
- ❖ **A-4** Red Hall,
- ❖ **A-5** Centre of Mechatronics, Biomechanics and Nanoengineering ("mechatronic"),
- ❖ **A-6** Laboratory halls,
- ❖ **A-8** Laboratory halls,

- ❖ **A-11** Student Dormitory No. 1,
- ❖ **A-11a** PNCA conference room,
- ❖ **A-12** Student Dormitory No. 2,
- ❖ **A-13** Student Dormitory No. 3,
- ❖ **A-14** Student Dormitory No. 4,
- ❖ **A-15** Laboratory halls,
- ❖ **A-16** Laboratory halls,
- ❖ **A-17** Laboratory halls,
- ❖ **A-18** Student Dormitory No. 5,
- ❖ **A-19** Student Dormitory No. 6,
- ❖ **A-20** Student canteen,
- ❖ **A-21 (a / b)** Laboratory halls,
- ❖ **A-22 (a / b)** Laboratory halls,
- ❖ **A-23** Lecture and Conference Centre,
- ❖ **A-23a** Technical Library,
- ❖ **A-25** Teaching facility,
- ❖ **A-28** Teaching Centre,
- ❖ **A-29** Sports Hall.

1. Bicycle garage,
2. Entry barrier,
3. Drop box,
4. Automated Teller Machine (ATM)
5. Post office
6. Cash desk,
7. Healthcare centre,
8. Canteen.

1.5.2 Places of interest around the campus

In the vicinity of Piotrowo campus, apart from teaching facilities, there are many places worth knowing if you are a student. You will definitely visit, at least once, *Posnania* shopping centre, located just next to Kórnicka street tram stop.

A bit further, at Malta Lake, there is Malta Gallery.

At the intersection of Piotrowo and Berdychowo streets you will find copy and print shops, as well as casserole or burger bars. Some bars are also situated a bit further, at the intersection of Berdychowo and Jana Pawła II streets. Copy and print shops are also located in the A-2 building. There is a Post Office in Student Dormitory No. 4.

In addition, next to Student Dormitory No. 5, there is Poznan University of Technology Canteen, and there is a restaurant at Student Dormitory No. 1. In most of the university's teaching buildings you will find vending machines with food and coffee as well as food and beverage outlets.

1.6 Student's rights and obligations - training

A conscious student is a happy student!

Over 15,000 people study at Poznan University of Technology, so in order to control such a large group, some provisions regulating their rights and obligations were introduced. We are aware that legal language may be hard to understand, and that is why we come to the rescue.

As the Students' Union of Poznan University of Technology, we organize special trainings for newly admitted students. The purpose of the meetings is to present the main principles prevailing at the University based on the Study Regulations. In addition, it is also an ideal opportunity to get to know the University through the eyes of an experienced student, our representatives are happy to answer all your questions, share their insights and valuable tips.

A surprise awaits everyone who persists to the end of the training!

1.7 Library

In the life of every student there comes a moment when the Internet ceases to be a good source of information and the time comes to use some appropriate literature. Unfortunately, academic books are expensive, which is why students of Poznan University of Technology have the option of borrowing books from the PUT Library.

1.7.1 Using the resources of the PUT Library

There are two conditions of using the Library resources, namely to have a valid reader card, which is activated after completing the appropriate reader declaration and paying the required fee - PLN 12. The documents required while enrolling in the PUT Library are an ID card and a valid student ID. The account remains active from the moment of its establishment until 31 October next academic year (the academic year lasts from 01 October to 30 September). The reader account must be reactivated for each subsequent academic year.

Problems finding the right textbook?

Searching for books by means of an online search engine is very convenient for students lost in the maze of books. Just use the computers in the library or your own one and go to the PUT Library website. On the main page of the [library](#) →, in the search field, enter the author or title of the book you are looking for, and the system will display the list of search results. Then select the desired item from the list and the system will present copies of the book you selected with assigned locations.

Following the saying "Who asks, does not error", you can also use the help of library employees who will be happy to share their knowledge.

1.7.2 Online library course for first year students

Completing the course is done by taking the test, which is available on the [Moodle](#) platform → (Library tab).

Login to the course: password and login to the student's e-account.

Can you fail the library course?

Yes, then you need to retake it.

And what if you didn't complete the course in time?

Write to the person entering the credit in the system and ask what you should do. You will probably get credit on a different basis.

1.7.3 Borrowing books

You can borrow 20 volumes at the same time. Some books require prior reservation via the Internet through the reader's account - they cannot be found "physically" on the shelf. After completing your reservation, you have 3 days to collect the books from the library.

Depending on their category, books should be returned after a certain period of time. The maximum loan periods for particular collections are the following:

- MG - 30 days
- W - 90 days
- WK - 14 days

If you know that you will need the book longer, don't forget to postpone the date of its return (extend the loan period). For books from the MG collection, you can extend them by 30 days, the W collection - 3 times for 30 days each, whereas the WK collection is not extendable at all. Books are renewed via the Internet on the PUT Library website, using a reader account.

If you do not renew the books you borrowed, after 3 days from the date of return, a penalty of PLN 0.20 for 1 day for 1 book will be charged.

1.7.4 Library collections and services provided only on site

Reading room collections

- ☐ Reading room [book](#) collection (here you are looking for a book if you cannot borrow it or when you find it in the catalog marked with the letter A)

- for free access - reference CzO
- from the warehouse - reference A
- Doctoral dissertations
- Periodicals
- Standards and norms

Services

Do you need fast Internet access, wifi, a laptop or tablet because you forgot to take your own one?

Among other things, the library offers the Internet access, wifi, [computer stations in the PUT Library](#) (PUT Reading Room), wireless access to the University computer network.

In addition, a laptop and tablet rental service is also offered for use at the PUT Library. The service is available to PUT employees and students of first, second and third cycle. Laptops and tablets may be borrowed in [the](#) Reading Room - upstairs (stand INFO 5).

Do you need a copy of the article? Use the "Order a copy" service. Do you want to scan something? We can recommend scanners available in the Reading Room. Need to print? Come to the library. Printing up to 5 pages is free.

Or maybe you want to work on a project with your colleagues?

This is what PUT Library can offer:

- two teamwork rooms,
- five teamwork cubicles,
- a teamwork room with a video conferencing system

Remember that rooms must be booked in advance by means of your student account on the PUT [Library](#) website.

1.8. Health and safety at work

Health and safety training is compulsory and takes place within the time limits set by the faculty authorities. The duration is individual for each course, the course can last from three to six hours in the form of one meeting or it may be divided into several meetings per semester.

It is possible to rewrite a grade if the student has completed the aforementioned course studying first-cycle at the Poznan University of Technology. To obtain a "rewriting

assessment", you must submit a proper confirmation to the lecturer and obtain his/her consent. Courses completed at other universities will not be taken into account, while the lecturer decides whether to re-write the credit received at another PUT Faculty.

If you fail the final test on health and safety at work, it is possible to retake it.

2. How to pass?

2.1 Grading scale

Poznan University of Technology uses the following scale for grading students:

5	Very good (A)	} Positive marks
4.5	Good plus (B)	
4	Good (C)	
3.5	Satisfactory plus (D)	
3	Satisfactory (E)	
2	Insufficient (F)	

Determining the minimum number of points / percentages to receive a given grade depends on the lecturer. Usually 3.0 may be obtained on exceeding 50% of the total.

2.2. Calculating the number of ECTS points

ECTS points are used to check the learning outcomes obtained and determine the amount of work to be done to pass the subject. The number of points assigned to classes for each semester of study is specified in the study program and amounts to a minimum of 30 ECTS points. For part-time studies, the number is respectively lower, as long as these studies last longer than the corresponding full-time studies. In order to receive them, you must complete all forms of activities for a given subject. In case of failure to complete one form of activities, we will not pass the entire course. After losing more points than allowed, resuming studies in the semester in which we have arrears is possible only from the second semester (the first semester must be passed, i.e. all subjects must be completed).

§ 19 ust. 2 point 1 of the *Regulations of Studies* informs about the minimum number of ECTS points that must be obtained in order to receive registration for the next semester. In the case of full-time studies with a general academic program, 14 ECTS points may be "lost" during one academic year. The arrears (non-completed subjects) should be made up within two semesters of their occurrence.

2.3 Passing subjects

You should know the conditions for passing the subjects at the beginning of the semester. The lecturer is obliged to present them during the first class. In the same way, the first class should include: a program of classes, a cross-section of individual forms along with a list of literature, the required form of participation in classes, the method of ongoing verification of learning outcomes, dates and places of consultations, as well as the way of informing about the results of exams and tests.

2.3.1 Attendance

To be or not to be, that is the question.

Participation in exercises, laboratory classes, project classes, seminars, language classes and physical education classes is compulsory and controlled by the lecturer.

§ 9 ust. 10 of the Regulations of Studies

The student should have at least 2/3 of attendance, including absences with and without excuses. Student absence, including excused exceeding 1/3 of classes, may be the basis for failing these classes. The student may not have a total absence of more than 30% of classes in the plan of studies.

The issue of attendance at lectures is not clear, depending on the individual beliefs of the lecturer. It often works for the student's benefit - extra points, more favourable grading and a large dose of interesting information. However, the teacher cannot draw negative consequences from the fact that the student did not attend lectures.

It is worth remembering about the academic quarter
≤15 minutes late is not a
basis for entering the
absence (see: Glossary)

2.3.2 Making up for absences

What can you do if you don't get to the class?

The student is obliged to justify the non-attendance, immediately after the cause of the absence has ceased.

§ 11 ust. 2 point 4 of the Regulations of Studies

After showing the excuse, an additional date and a way to make up for the arrears is set together with the teacher.

If you know in advance that you will not be able to attend a given class, you should immediately inform the teacher. Earlier information allows you to determine in advance how

to make up for them, depending on the class, they are often made up for with another group of students or by sending tasks that can be solved at home.

ATTENTION! In case of absence from the exam, the absence should be excused within 7 days of the exam in order not to lose the first date. After this time, the excuse may not be accepted and the first date will expire.

2.3.3 Forms of assessment

The requirements for passing depends on the type of class and the teacher's preferences. Most often these relationships are as follows:

Classes are usually associated with the 'pleasure' of writing a colloquium, i.e. in practice a large test, and it is written rather at the end of the semester, but it may also happen more often, e.g. two or three times in a semester if the scope of the material is extensive. The form may be descriptive, computational or test.

Laboratories are often associated with providing reports on the experiments performed. They must contain relevant data, calculations and, above all, conclusions. However, not all laboratories require reports - remember that the requirements for passing the subject are given by the lecturer during the first class!

In addition, in laboratories, the teacher often verifies students' knowledge of some experiments by carrying out entrance tests.

So there was no entrance at the beginning of the class? Relax, nothing to worry about, there are also exit tests! Exit tests inform the lecturer about the student's involvement in the current class.

In addition, periodically, usually once or twice per semester, you can expect a colloquium to check the knowledge of the material covered.

Projects - here, very often regularity and ongoing work count more, because in addition to the evaluation of the presentation / defence of the project, the lecturers assess the quality of the materials prepared as well as work in class.

As for grades - you should receive the results of the test **within 7 days** of conducting it, at the same time **not later than 3 days** before the retake date.

Remember that you have the right to inspect your work **within 14 days** of receiving the results and the teacher cannot prevent you from doing so.

2.3.4 Retakes

If a Poznan University of Technology student fails the first date, he/she is still entitled to a resit date.

Usually the student is entitled to one resit within the time limit set earlier by the lecturer. If the student fails the second term, then he / she fails the whole course and gets a 2.0 grade from a given form of classes. In this case the student must apply for a condition completion on this form of academic activities or for a committee examination (only in justified cases).

It should be emphasized that the grades are separable for specific classes. When 2.0 is received for a given form of classes, the entire subject is not passed. The condition, however, is only for the form of classes which was not passed. After passing it, the whole subject is passed.

The retake date is set in consultation with the group leader 'starosta grupy' (in the case of retakes where students are divided into dean's groups) or the year leader 'starosta roku' (in the case of tests or exams for the whole year). According to the Regulations of Studies, it cannot take place earlier than 3 days after receiving the results.

Sometimes it is worth talking to the lecturer about an additional retake, a sincere smile and willingness to improve can do wonders!

2.4 Committee examination

If you receive a negative grade from both dates and you suspect that some terms and conditions from the Regulations of Studies were violated during the examination, you can apply for credit by the committee examination.

Documents

You must download the application to the head of the organizational unit for committee credit from your Faculty website, fill it in and submit it at the unit office in which employs the lecturer conducting the subject you failed. If your Faculty does not have a template on the website, write your application yourself, copying the 'forms' of other Faculties.

Deadlines

You have 3 working days from the date you received the results to submit the application. You will receive information about the positive or negative result of the application at the unit office, by phone or email, depending on the Faculty. In the case of positive result of your application, you will also receive the date set for the committee examination. In the case of negative result, remember that you have the right to appeal against the decision. The appeal shall be submitted to the Dean of the Faculty.

Composition of the Committee

The committee will be headed by the head of the organizational unit, the lecturer who examined previously, and the third person appointed, who should be a specialist in this discipline. In addition, you have the right to appoint the fourth person - an observer. We

recommend that you appoint a member of the Student Union of the Poznan University of Technology.

Remember that committee examinations are not awarded for trivial reasons, e.g. because you haven't had time to learn. The reason for a committee examination may be, e.g. violation of student rights or disturbing noise while you were writing your exam paper (e.g. renovation in the neighbouring room).

2.5 Rewriting grades for the subject

According to the regulations, in the case of resumption of studies, all completed subjects (i.e. ending with a positive grade from the first or second term) are rewritten.

The student who resumed studies is not required to re-obtain credits in subjects he/she finished with a positive grade, if the learning outcomes defined for those subjects have not changed. The Dean, considering the application for resumption of studies, decides whether or not to credit the subjects finished before the interruption of studies.

§29 ust. 6 of the Regulations of Studies

The situation is slightly different while rewriting grades from subjects that are repeated at various faculties studied at Poznan University of Technology. An important issue here is the compliance of the syllabuses of the items, and not every lecturer checks that. If the scope of the didactic material is similar, there is usually no problem rewriting the grade.

3. SESSION

The System of Eliminating StudentS Is ON! ;-)

3.1 Examinations

Obtaining a positive grade on the lecture part of a given examination subject is necessary to pass it. Each student has the right to take this form of credit twice (first date and retake date). Some lecturers also introduce a 'zero exam', usually written before the finals, whose negative result does not (usually) affect other dates. Each additional term except the two basic ones is a sign of the lecturer's good will.

3.1.1 Missing the exam

Unexcused failure to take the exam results in losing this date. Such an unexcused failure causes the absence 'nieobecny' to be entered into the eProto system. On the other hand, the absence does not mean that the student fails the subject if an excuse is provided within 7 days after the exam. In this situation, the student is entitled to one additional date. The additional date may not be later than two weeks after the beginning of the next semester. This procedure also extends the registration period.

3.1.2 Exam results

Examination grades should be sent to students **within 7 days** of the examination and **no later than 3 days** before the retake date.

Remember that regardless of the grade you received from the exam, you have the right to inspect your work **within 14 days** of sending the results. It is worth using it - it is possible that the lecturer made a mistake while entering grades or incorrectly counted points. In addition, you can always find out what was incorrect.

We hereby deny the rumours: no matter how many people fail the exam - the results **CANNOT** be annulled!

3.1.3 Retake examination

The date of retake examination is set together with the students before the finals. Follow the session schedules!

3.2 Committee examination

Documents

The application to the Dean of the Faculty should be downloaded from the Faculty's website, filled in and then submitted to the Dean's Office. Depending on the Faculty, you will receive information about the positive or negative result of the application by phone, e-mail or you can collect the decision in person at the Dean's Office.

Deadlines

At the student's request, submitted within **three working days** from the date of announcement of the retake examination results, the Dean may order a committee examination on the day he/she considers convenient.

Composition of the Committee

The committee examination is chaired by the Dean or a person appointed by him/her. The chairman of the committee may not be the person who previously examined the student. The committee, in addition to the chairman and examiner, should include at least one specialist in the same or related discipline of knowledge.

Form

The committee examination may be oral, written or both written and oral. The decision on this matter is made by the chairman of the committee. The assessment of the committee is final.

3.3 Conditional repetition of a subject (the so-called condition 'warunek')

Regulations of Studies require us to catch up with all arrears in maximum two semesters from the moment they occur. This means that you can use the so-called accelerated condition, in which catching up takes place in the next semester (e.g. you do a condition from a course from the second semester while studying the third semester) or the so-called normal condition, when you wait one semester to start catching up (i.e. the condition of the subject from the second semester you do when studying the fourth semester).

The type of condition - accelerated or normal - is agreed with the lecturer in charge. This should be done before submitting an application for conditional repetition of the subject.

Documents

The application to the Dean of the Faculty should be downloaded from the Faculty website, filled in and then submitted to the Dean's Office. If you receive a negative decision, you can appeal to the Vice-Rector for Education.

Fees

The condition is payable depending on the number of classes in a given subject. Details are provided in the regulation on fees. If the Dean approves your application, you will receive the account number with the amount due and the payment due date.

Deadlines

After settling the payment you will receive your progress card in the Dean's Office and with this card you begin working on your condition. After obtaining an entry with a grade, the card should be submitted again to the Dean's Office.

3.4. Extension of the registration / finals settlement date

Permission to extend the term of settling the semester is granted only in exceptional, justified and documented cases. Lack of the required number of ECTS credits is not a sufficient reason to obtain an extension of the semester completion date. The application should be accompanied by relevant documents confirming the justifications given.

3.5 Class survey

After each semester the student has the right to evaluate classes and lecturers by means of an anonymous questionnaire. At the Poznan University of Technology the system used for the survey is eA survey - the student must log in through his student account, select the eA survey tab and fill it in or log in directly at <http://eankieta.put.poznan.pl>

The survey is anonymous and none of the lecturers can check who exactly wrote it. The only things the lecturer can see are: the average grade, the number of surveys completed, comments (concerning the classes and lecturers) and which field of study they come from.

It is worth doing an e-survey, because not only does it provide feedback to the lecturers, but it also lets students contribute to improving the quality of teaching at the University. The results are used by the authorities when a problem concerning a lecturer is reported. According to the results of the survey, lecturers may also become 'Teachers of the Year'.

In addition, the Students' Union of the Poznan University of Technology organizes a Survey Action every semester to promote the completion of e-surveys. On completing the survey, the student may win a prize. It often happens that on exceeding a certain percentage threshold of surveys completed at the University scale, Rector's days are granted.

3.6 Removal from the list of students

According to §27 of the Regulations of Studies, the student is removed from the student list by the Dean in the following cases:

- 1) failure to start studies;
- 2) resignation from studies;
- 3) failure to submit a diploma thesis or take a diploma examination on time;
- 4) punishment with disciplinary expulsion from the University.

However, it is also possible to be removed from the student list by the Dean in the case of:

- 1) missing compulsory classes;
- 2) finding no progress in learning;
- 3) failure to obtain credit for a semester within a specified period;
- 4) non-payment of fees related to studies.

The Dean states:

- 1) not taking up studies - if a student has not taken the oath within 1/3 of the semester from its beginning,
- 2) no progress in learning - obtaining the appropriate number of ECTS points and obtaining a positive assessment of ongoing verification of the degree of learning outcomes achieved,
- 3) missing compulsory classes - more than 30% of classes in the study plan,

You will receive the decision about the removal from the list of students by post to the address provided for correspondence.

If you think you have been wrongly removed and you can justify it, then within 14 days of receiving the decision, you can:

- ask the Dean to revoke the decision to remove,
- submit an appeal to the Vice-Rector for Education.

4. Changes, big changes

The student may move to the University from another university, including a foreign one, and change the field, profile and form of studies within the University.

§17 ust. 1 of the Regulations of Studies

4.1 Changing the field at the University

Changing the field of study at Poznan University of Technology is possible no earlier than after completing the first semester in the case of first-cycle or long-cycle master's studies. The decision to change the field of study is made by the Dean of the Faculty at the student's request, determining the semester to which the student may be transferred. The student receives the number of ECTS points that is attributed to the learning outcomes obtained as a result of the implementation of relevant classes and internships at PUT. The condition for transferring passed classes is to confirm the convergence of obtained learning outcomes with those required in a given field of study. In case of failure to achieve the learning outcomes required, the Dean may determine the curriculum differences and decide how to compensate for them. In case of program differences which are so large that they cannot be realized in one academic year, the Dean may not agree to the transfer.

In case you want to change the field of studies at Poznan University of Technology, you must write an application for admission to the Dean of the Faculty where you want to move. This application should be submitted at the Dean's Office of the Faculty you chose.

Depending on the Faculty, you will receive a decision on the positive or negative result of the application by phone, email or personally at the Dean's Office.

In the first case, the positive decision you receive contains information which semester you are transferred to, which program differences you need to make up for and how to do that. Making up for these differences is free of charge.

In case the decision is negative, you can appeal to the Vice-Rector for Education.

4.2 Changing fields between universities

Transferring to another university is usually the most difficult because the differences in curriculum are often large (even when the field of study has the same name).

Begin this adventure by contacting the Dean's Office at the university you chose to ask about the possibility to transfer. You must follow the procedures at the university you want to move to.

4.3 Change of form of studies

According to the Regulations of Studies, students have the right to change the form of studies.

Part-time students may apply for transferring to full-time studies after completing at least two semesters in the case of first-cycle studies or long-cycle master's studies and at least one semester in case of second-cycle studies.

Full-time students may transfer to part-time studies. The decision about the transfer is made by the Dean, determining the semester to which the student may be transferred and the curriculum differences.

In both cases, the student must write a request to the Dean of the Faculty for changing the form of studies and submit it to the Dean's Office.

Depending on the Dean's Office, you will receive information about the positive or negative result of the application by phone, e-mail or personally in the Dean's Office. In case of refusal, you have the right to appeal to the Vice-Rector for Education.

4.4 Changing the Dean's group

Usually, it is enough to go to the Dean's Office and ask to change the Dean's group. It will be easier if you can swap places with someone else.

What if only some activities do not fit your schedule and you would rather do them with another group?

Ask the lecturer if you can attend. If they are taught by the same person and if there is room for one more student, there should be no problem with permission to attend. Remember, the lecturer is a human and he/she used to be a student too! If you explain to him/her why you cannot attend the previous class, it is possible that he/she will understand.

4.5 Resumption of studies.

You can apply for resumption of studies after completing the minimum of the first semester (if you fail the first semester, you must go through the regular recruitment process to resume studies).

It is important that studies can be resumed at a semester which is not higher than the one following the semester passed before being removed from the list of students.

How to apply for resumption of studies?

In order to do that, print the application, fill it in and submit it to the Dean's Office before the beginning of the semester (according to the schedule of the academic year).

If the Dean's decision is negative, you have the right to appeal to the Vice-Rector for Education through the Dean.

If the decision is positive, before starting the didactic activities of the semester you resume studies in, report to the Dean's Office to determine which group you are in.

5 Other flavours

5.1 Student exchange

5.1.1 Erasmus +

Do you dream of going abroad? Take advantage of the Erasmus + student exchange!

Erasmus + is intended for all students of the university. A study mobility at partner universities must last a minimum of 3 months and a maximum of 12 months within one cycle of study.

Each student qualified for a mobility at a given foreign university should check and prepare ON THEIR OWN what documents are required by a chosen foreign university and when they should be submitted. Next, the student should obtain signatures of the faculty/institute coordinator under the Learning Agreement and Transcript of Records (as well as under any other document required by the university if there is a place for signature, the so-called "departmental coordinator"). Documents with the signature of the faculty/institute coordinator must be sent to the Lifelong Learning and International Education Office to be signed by the institutional coordinator. After obtaining all required signatures, the student submits one set of documents in the Lifelong Learning and International Education Office and then sends on his/her own the second set to a foreign university. One should find out if the faculty coordinator requires an additional package of documents for the needs of the faculty/institute.

The student of a given field of study may only go to universities with which his/her faculty or institute has signed an appropriate cooperation agreement under Erasmus+.

Detailed information on the Erasmus + programme can be found on the [website of Poznan University of Technology](#) and your faculty.

5.1.2 MOSTECH

Would you rather try studying at another technical university, but in Poland?

MOSTECH is for you!

MOSTECH is a mobility programme addressed at students of 5th and 6th semesters of first-cycle studies and at students of 1st, 2nd and 3rd semesters of second-cycle studies (unless it is the last semester). The idea of the agreement concluded by Polish technical universities is to provide mechanisms that facilitate the implementation of the principles of the Bologna Process, improve the quality of education and facilitate national student exchange.

The student exchange coordinator is the Accreditation Commission of Technical Universities (KAUT) at the AGH University of Science and Technology. in Kraków.

Information on participation rules, required documents and free places at partner universities can be found on the KAUT website.

Detailed information on the MOSTECH programme can be obtained at Dean's Offices of individual faculties. The Education and Students' Affairs Office coordinates the programme at Poznan University of Technology.

5.1.3 Other options

If you are interested in a different type of student exchange, check out the [Poznan University of Technology website](#) (For students -> Exchange).

5.2 Internships

Student internships are a time of practical learning related to a given field of study. They are a form of gaining professional experience.

The purpose of an internship is to use and consolidate acquired theoretical knowledge and to improve both professional and socio-organizational skills.

Student internships are compulsory for students of all fields of full-time and part-time first cycle studies. In the case of second-cycle studies, compulsory internships depend on the field of study.

Internships can be paid or unpaid. This depends entirely on the will of a given company. Depending on the student's field of study, between 3 and 6 weeks (120-240 hours) of work are required. A student should find a company or enterprise where he/she wants to carry out an internship and contact an internship coordinator in his/her field of study (also called an internship supervisor and/or promoter) in order to obtain permission to carry out an internship in the place of his/her choice.

Students carry out internships within the period specified by the academic year schedule. In justified cases, the Dean may agree to carry out an internship in a different period which does not collide with the teaching schedule.

Poznan University of Technology offers students support in the preparation of CVs, career counselling and help in finding a job, internship or traineeship. For detailed information, please contact: [Centre for Careers Service for Students and Alumni of Poznan University of Technology](#).

An exception, as far as internships are concerned, are practical profile studies (see 5.5 Practical profile studies).

5.3 Science clubs and student organizations

There are a lot of student organizations at Poznan University of Technology. At least one science club operates at each faculty. Everyone will find something for themselves. For more information, please visit the website of the [Council of Science Clubs of Poznan University of Technology](#).

In the case of student organizations, the most popular are: the Independent Student Association (NZS), IAESTE Poznan, the Association of Students with Disabilities Poznan University of Technology "Nieprzeciętni" or academic sports clubs (more information on the Council of Science Clubs website).

In addition, since 1990 a student broadcasting radio station called Radio Afera has been operating at Poznan University of Technology.

5.4 Individual organization of studies

For outstanding students who achieve very good results in learning, the University provides didactic and scientific care by offering classes, methods and forms according to the individual organization of studies.

§ 14 para. 1 of the Study Rules and Regulations

A pregnant student and a student who is a parent have the right to study full-time in a specific field of study and level according to the individual organization of studies until they graduate. The Dean specifies changes in the study plan and schedule.

§ 14 para. 5 of the Study Rules and Regulations

An application for individual organization of studies should be submitted to the Discipline Council before the beginning of the semester in which you want to receive a permission to follow the IOS. After analysis, a decision with all necessary information is sent. At the same time, you must have completed at least the first semester of studies (first-cycle or uniform Master's programme) to apply for it.

Detailed principles of studies according to the IOS are established and approved by the Discipline Council, which appoints a science supervisor.

5.5 Practical profile studies

Work + studies = impossible? It's not!

Practical profile studies consist in simultaneous studying and carrying out an internship at one of PUT's partner companies during the academic year. Students learn theory in University rooms and lecture halls and perform practical tasks in companies. Students are selected through a recruitment process. Recruitment rules are specified by a given company.

Practical training is summed up by an engineer's thesis, which is also prepared in companies.

At present (2019), practical profile studies at Poznan University of Technology are conducted in the fields of automatic control and robotics, electrical engineering and interior design - only first-cycle studies.

Practical profile studies are connected with the fact that some subjects are run in companies, e.g. laboratories. In addition, each student must complete a six-month internship in an enterprise during the entire cycle of study.

Students also receive remuneration for working time, which is specified in a separate tripartite agreement. It also contains non-competition clauses. The contents of the agreements include the possibility of continuing studies at the second-cycle level.

5.6 Studying two programmes at Poznan University of Technology (and not only)

Something for the brave!

One programme at PUT sounds scary, let alone two.

You can study two programmes simultaneously in the same year (e.g., be a first-year student of electronics and telecommunications and computing at the same time) or at some interval (e.g., be a first-year student of electronics and telecommunications, and a third-year student of computing simultaneously). In the first case, after having been admitted to study the first programme, an application must be submitted to the University Admissions Committee with a request to be admitted to the second programme. This does not cause a student to give up the first programme.

In the second case, one should undergo normal recruitment process with next year students and pay the recruitment fee.

If you study two programmes, it is worth trying to transfer grades in the subjects that overlap in the two programmes. It is always less to pass and more free time!

Remember that studying two programmes does not exempt you from attending classes in any of them! You still have to observe the study rules and regulations and attend compulsory classes. If you are unable to attend, try to discuss it with your tutor.

Practical tip: it is easier to study two related programmes than two completely different ones. The best option is to start the second programme at the end of your studies - usually there are fewer classes and it is easier to combine them with classes in the other programme.

5.7 Dean's leave

If you want to apply for a leave, you must have appropriate arguments which will be confirmed by enclosing relevant documents with the application. You should apply for a leave before or during the semester for which you have obtained registration (and not after an unsuccessful examination session).

At the University, leaves are granted:

- to a pregnant student for a period up to the day the child is born,
- to a student who is a parent for a period of up to 1 year,
- in other justified cases - for up to two semesters, but if the end of the leave falls during the semester, the leave may be extended until the end of this semester.

A student on leave can, with the Dean's consent, proceed to the verification of the learning outcomes specified in the study programme. This means that during the leave, after receiving an appropriate consent, you may, for instance, try to obtain conditional credits for a course.

5.8 Benefits system

Benefits are **financial help** that a student can apply for if he/she meets certain requirements. To apply for them, one must complete an appropriate electronic form through an individual account in the e-Student system, print and deliver it in paper form to the Integrated Service Centre.

Types of benefits include:

- means-tested benefit,
- disability benefit,
- Rector's scholarship,
- special support grant.

A means-tested benefit may be awarded to a student who is in a difficult financial situation. When considering the application for this benefit, the level of income per person in the student's family is taken into account.

A disability benefit may be granted to students with disability confirmed by the decision of the competent authority. The amount of the benefit depends on the degree of disability.

A Rector 's scholarship may be awarded to students who have obtained outstanding results in science, scientific or artistic achievements, or sports achievements competing at least at the national level.

A Rector's scholarship may also be granted to a student admitted to the first year of first-cycle studies in the year of passing the secondary school leaving examination, who is the winner of an international olympiad or the winner or finalist of a central olympiad in a given subject or in a given sport at least in the Polish Championship.

On the other hand, students in subsequent years may receive a Rector's scholarship for a high GPA (i.e. at least 4.0) or for scientific, artistic or sports achievements in international or national competitions. On the basis of the application, points are awarded, and then a ranking list is created. According to the list, a scholarship for no more than 10% of students in a given field of study is awarded.

A special support grant may be awarded to a student who has temporarily found himself/herself in a difficult life situation and justified it in the application. A special support grant may be awarded no more than twice in the academic year.

An appeal may be lodged against the decision regarding the above benefits/scholarship/grant to the Scholarship Appeal Board within 14 days of receipt of the decision.

A student may receive the above-mentioned benefits at first- and second- cycle studies for a period no longer than 6 years. This means that the total period during which a person may receive benefits as part of studies - irrespective of their type and duration, as well as universities at which they are completed - cannot exceed 6 years. Thus, for the course of this period, it does not matter whether the student is applying for benefits or whether he/she is receiving them. The six-year period of being entitled to draw benefits begins when a student commences his/her studies and acquires the student's rights for the first time (in the first field of study), which occurs upon taking the oath. This term also runs when a person is on leave, but has the status of a student. In the event of breaking and resuming studies, counting of the indicated period is continued and not counted from the beginning.

Benefits are not entitled to a student who has a professional title and resumes studies at the same level as he/she graduated (irrespective of when the title was obtained and in which field). These restrictions also apply to professional titles obtained abroad.

More information on benefits can be found on the [website of Poznan University of Technology](#). There you can find *Rules and regulations for granting benefits to students of Poznan University of Technology* and documents that must be completed to apply for a given type of benefits.

5.9 Student dormitories

There are six student dormitories (DS) at Poznan University of Technology. They differ from each other in the standard of rooms and additional rooms available to residents. To receive a place in them, you must complete an application in electronic form through an individual account in the e-Student system, print and submit it in due time (usually in June for current students and August for first-year students) to the Integrated Service Centre.

When considering the application, factors such as: distance from the University, difficulty in travelling to the University, number of people in the family, average monthly income per person in the family and disability are taken into account. The amount of the monthly fee depends on the Student Dormitory, the number of people in the room and the status of the resident (as PUT students we pay the least). It ranges from PLN 367 to PLN 810.

Student Dormitory No. 1 consists of 4 floors and a basement. On the ground floor there is the Campus administration, DS1 administration, and the Students' Union rooms. Most student rooms are double rooms (the other ones are single rooms) and have a en-suite

bathroom. On each floor, there are two kitchens equipped with two electric stoves, an oven and a microwave. Rooms with a higher standard have a kitchenette in the room (including a sink and an induction or heating top). DS1 also has a restaurant, an ATM and a fitness club.

Student Dormitory No. 2 has three floors. It has 96 triple rooms and 3 double rooms. All rooms have a kitchenette, a sink and a fridge. Shared kitchens, showers and toilets are available on each floor. In the hall on the first floor, there is a TV available to all residents. The dormitory provides drawing board rooms, billiards, table football, table tennis, women's and men's gym, entertainment room (so-called "Piekiełko") and outdoor grill sites.

Student Dormitory No. 3 is a 3-floor building. It has 110 double and triple rooms. Each room is equipped with a kitchenette and a washbasin. Kitchens, showers and toilets are available on every floor.

Student Dormitory No. 4 has three floors. It has 129 single or double rooms. 3 places are adapted for students with disabilities. Each room has a bathroom, a kitchenette, a sink and an induction top.

Student Dormitory No. 5 is a 10-floor building. It has 239 double and triple rooms. The rooms are arranged in a segmented system so that there is a bathroom for 4 rooms. Shared kitchens are available on each floor. DS5 allows you to rent a multimedia room and features a gym. Radio Afera broadcasting station is located here.

Student Dormitory No. 6 has 10 floors. It has 236 double and triple rooms. Each room has a kitchenette. The rooms are arranged in a segmented system so that there is a bathroom for 2 rooms. Shared kitchens are available on each floor. DS6 allows you to rent conference rooms and features a gym and study rooms.

Each dormitory has a laundry and drying room which residents can use for free. All dormitories feature sockets with Internet access.

Thanks to constant renovations, the standard of dormitories keeps changing for the better from year to year.

6. Every studying period must end...

All good things come to an end. When everything goes well, the studying period ends with the submission of a diploma thesis, a diploma examination is taken and a university completion diploma is received! And, of course, an appropriate professional title is awarded.

6.1 Diploma thesis

A diploma thesis is compulsory at all levels, forms and fields of study at Poznan University of Technology. A diploma thesis is defined as an independent development of a given scientific, artistic or practical issue, as well as a technical or artistic achievement that presents general knowledge and skills of a student related to a given field of study. A diploma thesis can be a written or a project-based paper.

6.1.1 How to find a topic for the thesis?

There are several possibilities. Usually, the list of possible supervisors and proposed topics to be worked on is made available before the semester in which studies end.

However, if you do not like any of the proposed topics, you can always choose the area in which you want to carry out your work and find a person who will agree to supervise your thesis. Even if you do not have a specific topic, after talking to the supervisor you will definitely reach a consensus.

Remember that you can write your diploma thesis under the supervision of an academic with at least a doctoral degree.

6.1.2 Alone or in a team?

Usually, diploma theses are written independently. However, the so-called teamwork is allowed. Its undoubted advantage is the ability to develop a more extensive issue or carry out a more complicated project, but you should be aware of the fact that you need to rely on others.

In the case of team work, it is required to indicate the authorship of its individual parts or the contribution of individual co-authors.

6.1.3 Documents

A student must make a written statement about the independent completion of the diploma thesis and about the compliance of the paper version of the work with the electronic one. Remember that you cannot change the already uploaded work!

Look for documents required for submission before the defence on the website of your faculty. They should be available under the option "Templates for diploma documents" or something similar.

6.1.4 Submission of a diploma thesis

A diploma thesis is submitted in electronic form (uploaded to the system) and in paper form. The contents of both forms of work must be identical.

6.1.5 Plagiarism

In order to avoid fraud, each written thesis is checked using the Uniform Anti-Plagiarism System. The result of the percentage similarity of your work to others is obtained within 24 hours of uploading the work to the system.

In the case of a high degree of similarity, the work may not be allowed to be defended. Then, the supervisor will decide about the fate of the work. Sometimes - as in computational and design work - it is difficult to avoid a high similarity index. Hence, an individual approach to each paper is required.

At the same time, it should be remembered that committing plagiarism may end not only with a disciplinary penalty of expulsion from the University, but also with notification sent to the appropriate judicial authority.

6.1.6 Dates

A student is required to submit a diploma thesis by:

a) in the case of full-time studies:

- first-cycle studies ending with:
 - winter semester - 31 January
 - summer semester - 30 June
- second-cycle studies ending with:
 - winter semester - 31 March
 - summer semester - 15 September

b) in the case of part-time studies

- first- and second-cycle studies ending with:
 - winter semester - 31 March
 - summer semester - 30 September

6.1.7 Extension of the deadline for submitting a diploma thesis

In the event of a student's long-term illness confirmed by an appropriate certificate or inability to complete the diploma thesis within the applicable deadline for justified reasons,

the Dean may, at the request of the supervisor or student, postpone the submission of the diploma thesis by no more than 2 months.

6.1.8 What happens after the defence?

Your diploma thesis will be introduced by the University in electronic form to the National Repository of Written Diploma Theses. Moreover, the University has priority in publishing the student's thesis. If within six months of the defence the paper is not published by the University, the student who wrote it may have it published, provided that it is not part of the collective work.

6.2 Diploma examination

You are almost at the end of your journey!

6.2.1 Conditions for admission

First, you must obtain the number of ECTS credits specified in the study programme and obtain credits for all required information-related classes.

In addition, you must submit a diploma thesis and obtain a positive opinion on the thesis from your supervisor as well as at least one reviewer. In the event of a negative opinion from a thesis reviewer, the Dean, having consulted an additional reviewer, will determine whether a student will be allowed to take a diploma examination.

Before the planned date of defence, you must also submit a set of required documents to the Dean's Office or Integrated Service Centre.

6.2.2 Dates

A diploma examination takes place on a date set by the Dean. In practice, the proposed date is set in consultation with the supervisor and the intended composition of the examination board.

6.2.3 Composition of the examination board

The examination board is appointed by the Dean and is composed of minimum three members: a chairperson, a supervisor and a reviewer. A chairperson and a reviewer are usually suggested by your supervisor. Hence, it is worth talking to him/her about the potential composition of the examination board.

At the same time, a chairperson must be a person with at least a postdoctoral degree. In the case of first-cycle studies, the Dean may authorize a person with a doctoral degree to perform this function.

At least one academic teacher with the title of professor or with a postdoctoral degree must sit on the examination board.

6.2.4 Issues and form of the examination

The list of issues for a diploma examination is announced before the beginning of the diploma semester. A diploma examination is generally oral, but with the Dean's consent it may contain a written part.

6.2.5 Course of a diploma examination

During the defence, the grade for your thesis will be determined after taking into account the opinions from a supervisor and a reviewer.

A diploma examination basically consists of two parts: a thesis defence (you will receive several questions about its contents or a developed issue) and answers to at least three questions from the list of issues.

Before defending, you should go to members of the examination board and ask what questions you can expect from them - some academic teachers are willing to narrow down the area of knowledge that you must remember before defending. It is always less stressful at the examination.

6.2.6 Grade for a diploma examination

The grade for a diploma examination is the arithmetic mean (rounded off to decimal places) of the grade for the defence of a diploma thesis and partial grades obtained for answering all the questions asked. A diploma examination is considered passed if the grade for the diploma thesis defence and most of the other partial grades are positive.

6.2.7 Absence at a diploma examination

In the event of not taking a diploma examination and justifying the absence, the Dean will set a second date, which may take place no later than three months after the date of the first examination. The second date is also valid if you get a negative grade for the examination.

In the event of an unjustified absence to take a diploma examination or failure to submit a diploma thesis within the deadline, a student may resume studies at the last semester and complete them on the terms specified by the Dean.

6.3 Completion of studies

You submitted your paper, defended it and passed a diploma examination - good job! It is time to determine your final study result.

The final study result is determined by the diploma examination board, calculating it with two decimal places based on the sum of:

- a) 0.6 of weighted average of grades from the whole study period