

## **RECTOR'S ORDINANCE**

### **of 24 April 2018**

**concerning: recruitment for full-time and part-time studies in a foreign language of  
citizens of European Union member countries and citizens of countries  
outside the European Union.**

## **GENERAL PROVISIONS**

### **Article 1**

1. This ordinance concerns the recruitment of foreigners who undertake studies in a foreign language, conducted in a full-time and part-time form at the headquarters of the University in Katowice
  - from the academic year 2018/19
    - **first cycle study** ('licencjat' degree, engineering)
    - **second cycle study** (supplementary 'magister' degree)
    - **one-tier study.**

## **RECRUITMENT**

### **Article 2**

1. Recruitment for studies is carried out at the University on the basis of generally applicable laws in the Republic of Poland, in particular on the basis of the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2012, item 572, with later amendments) and the Act of 7 September 1991 on the system of education (Journal of Laws of 2004 No. 256, item 2572, with later amendments) and implemented regulations issued on their basis, including:
  - a) Regulation of the Minister of National Education of 25 March 2015. regarding proceedings for the recognition of a certificate or other document or confirmation of education or permission to continue education acquired in a foreign educational system (Journal of Laws of 2015, item 447, with later amendments)
  - b) Regulation of the Minister of Science and Higher Education of 12 October 2006 on taking up and conducting studies and training by foreigners and their participation in scientific research and development works (Journal of Laws of 2006, no. 190, item 1406 with later amendments),
  - c) Regulation of the Minister of Science and Higher Education of 19 August 2015 on the nostrification of diplomas of higher education obtained abroad and on confirmation of completion of higher education at a given level of education (Journal of Laws of 2015 item 1467)
  - d) Applicable University Statute, Study Regulations and Financial Regulations as well as internal University legal acts.
2. Recruitment will be conducted in the following conditions:
  - a) Candidates for studies at the University are required to demonstrate knowledge of a foreign language to the extent enabling them to study at the higher education level,
  - b) To study at the University, only a candidate who has the following is allowed:

- in the case of first cycle study and one-tier studies, a secondary school leaving certificate, entitling to take up higher education and meeting the recruitment conditions specified by the University,
- in the case of second cycle studies, the diploma of higher education entitling them to take up higher level studies and meets the recruitment conditions specified by the University.

## **REQUIRED DOCUMENTS**

### **Article 3**

#### **1. Part A - before the start of studies**

- 1) Candidate's application for admission to the studies, including a personal questionnaire completed by the candidate (according to the formula applicable at the University);
- 2) Only in the case of applying for first cycle studies or uniform second cycle studies, the original, copy or excerpt of
  - a) a secondary school leaving certificate or secondary school leaving certificate and confirmation of the results of the leaving certificate examination in specific subjects issued by the Republic of Poland referred to in the Act of 7 September 1991 on the education system **or**
  - b) certificates, other document or diploma referred to in Article 93 passage 1 of the Act of 7 September 1991 on the education system (the so-called recognition under the law) **or**
  - c) legalised or approved apostille of certificate or other document issued abroad by a school or educational institution recognised by the state in whose territory or in which education system operates, recognised as confirming in the Republic of Poland the right to apply for admission to higher education in accordance with Article 93 passage 2 or 3 of the Act of 7 September 1991 on the education system (the so-called recognition under international agreements or by way of an administrative decision) **or**
  - d) a legalised or approved apostille of certificate issued abroad, entitling to apply for admission to higher education in a country in whose education system an institution issuing a certificate operates, recognised - on the basis of the nostrification of certificates regulations - equivalent to a secondary school leaving certificate issued in the Republic of Poland.

a) -d) together with a **translation into Polish** by a sworn translator if issued in a language other than English.
- 3) Only in the case of applying to the **second cycle studies**:
 

**original, copy or excerpt**

  - a) higher education diploma obtained in Poland **or**
  - b) legalised or approved apostille of diploma or other document of university completion abroad entitling to second cycle studies in the country in which it was issued,
    - i. recognised as equivalent to the relevant Polish diploma of completion of first cycle studies, in accordance with the provisions on nostrification of diplomas of higher education obtained abroad, unless there has been an exemption under these provisions from nostrification proceedings **or**
    - ii. recognised on the basis of an international agreement, as equivalent to the relevant Polish diploma of completion of first cycle studies or for giving the right to undertake second cycle studies in the Republic of Poland **or**

c) diploma confirming the completion of higher education abroad, recognised in the Republic of Poland in accordance with Article 191a, passage 3 or 4 of the Act of 27 July 2005 - Law on Higher Education **or**

d) confirmation of completion of higher education at a given level of education referred to in Article 191a passage 7a of the Act of 27 July 2005 - Law on Higher Education.

a) -d) together with legalised or approved apostille - if applicable, of **supplement** , i.e. a grading sheet and **translation** (diploma and supplement) into Polish by a sworn translator if it was issued in a language other than English.

- 4) copy of the Candidate's passport or identity document for EU candidates (together with a translation into Polish made by a sworn translator in case the document was issued in a language other than English)
- 5) a document confirming the knowledge of a foreign language to the extent enabling students to study at higher education level. Such document may be: a certificate, diploma or other document confirming the completion of a secondary school abroad, in which the classes were conducted in the same foreign language in which the foreign student will study in Poland or a document confirming knowledge of a foreign language listed in Appendix 2 to the Regulation of the President of the Council of Ministers from the President of the Council of Ministers of 16 December 2009 on the manner of conducting qualification proceedings in the civil service (Journal of Laws, item 1695), which entered into force on 1 January 2010. (along with a translation into Polish made by a sworn translator in case the document was issued in a language other than English).
- 6) two current photographs, in accordance with the requirements of Polish identity cards (left profile, 3.5x4.5 cm),
- 7) a medical certificate stating that there are no contraindications to study in the chosen field of study, including a sworn translator into Polish, if issued in a language other than English (with the exception of candidates for Physiotherapy, Cosmetology or Nursing, with separate certificates, referred to in Part B, items 1-2 of this ordinance).
- 8) the agreement for the provision of educational services signed by the candidate,
- 9) the oath certificate of the Student of the Upper Silesian School of Economics signed by the candidate, Katowice School of Economics,
- 10) proof of payment of the registration fee and if it concerns the entry fee,
- 11) proof of tuition payment for the first semester of studies,
- 12) copy of the insurance policy in case of illness or accident for the period of education in Poland or a copy of the European Health Insurance Card or a certificate of joining the NHF (NFZ) insurance immediately after the start of education (together with a translation into Polish made by a sworn translator in case the document was issued in a language other than English).
- 13) If the documents on the Candidate's education do not contain information about the obtained rights, in particular in terms of continuing education, the University may additionally require a certificate of acquired rights to continue education at the appropriate level in the country in whose system the certificate/diploma was issued, including the right to apply for admission to higher education studies in the country the document was issued and the scope of these rights. This certificate should be issued or confirmed by the school or educational institution that issued the certificate/diploma or by the educational authorities of the state in whose territory or in whose education system the certificate/diploma was issued. The

certificate should be translated into Polish by a sworn translator if it was issued in a language other than English.

## 2. **Part B**

immediately upon arrival of the Candidate to Poland, the Candidate shall submit at the Katowice School of Economics the following documents:

- **before starting classes at the University:**
    - 1) medical certificate on the absence of contraindications to take up studies in the field of Physiotherapy/Cosmetology/Nursing issued by a doctor of occupational medicine (applies only to candidates for studies in the field of Physiotherapy, Cosmetology or Nursing) - in accordance with the template of the University,
    - 2) a medical certificate from a test carried out for sanitary and epidemiological purposes (applies only to candidates for studies in the field of Physiotherapy, Cosmetology or Nursing) - according to the template of the University,
  - by 15 October of the relevant year in which education begins - in the case of studies starting in October,
  - by 15 March of the year in which education begins - in the case of studies starting in March and on condition that the recruitment starts on summer in a given academic year.
- 3) **for inspection, the original or copy of the certificate obtained abroad**, referred to in Part A, item 2 of this paragraph, entitling to take up higher education, if a copy of this certificate was submitted in the previous recruitment phase - applies only to Candidates for the first cycle and uniform master studies.
- a) If the student does not submit the above-mentioned certificate to the University of the given date, this means that he/she has submitted on the basis of the signed declaration of Candidate for Studies, constituting an APPENDIX to the the agreement for the provision of educational services by KSE in accordance with the provisions of this Agreement, and the Katowice School of Economics will inform the relevant authorities about this.
  - b) in the absence of international agreements on the recognition of foreign educational documents or the impossibility to recognize a certificate by operation of law pursuant to Art. 93 para. 1 of the Act of 7 September, 1991 on the education system undertaking first-cycle studies or uniform master studies. The student is required to submit the University to the end of the first semester of study, ie 28/29 February or 30 September, respectively, a certificate of equivalence of a certificate obtained abroad with a national certificate or the decision of the competent superintendent of education to recognize them as confirming in the Republic of Poland the right to apply for admission to higher education. The certificate must be nostrified/validated by an appropriate recognition/validation authority competent for the place of residence of the person applying for recognition/validation, and in the absence of such a place - by the superintendent of the education responsible for the seat of the institution in which the person intends to submit a certificate in accordance with the Regulation of the Minister of Education and Science of 6 April, 2006 on the recognition of school-related certificates and secondary school-leaving certificates obtained abroad or the Regulation of the Minister of National Education of 25 March 2015. regarding proceedings for the recognition of a certificate or other document or confirmation of education or the right to

continue education acquired in the foreign system of education. If the student does not submit the above-mentioned certificate/administrative decision, this means that he/she has submitted on the basis of the signed declaration of Candidate for Studies, constituting an APPENDIX to the the agreement for the provision of educational services by KSE in accordance with the provisions of this Agreement, and the Katowice School of Economics will inform the relevant authorities about this. In justified cases, independent of the foreigner, the deadline for submitting the administrative decision may be extended.

4) for review, the original or copy of the diploma obtained abroad, referred to in Part A, item 3 of this paragraph, entitling to take up second cycle studies, if a copy of this certificate was submitted in the previous recruitment phase - applies only to Candidates for the first cycle and uniform master studies

- a) If the student does not submit the above-mentioned certificate to the University of the given date when she/he comes to Poland, this means that he/she has submitted on the basis of the signed declaration of Candidate for Studies, constituting an APPENDIX to the the agreement for the provision of educational services by KSE in accordance with the provisions of this Agreement, and the Katowice School of Economics will inform the relevant authorities about this.

### 3. **Part C**

- until 31.10. of the year in which education begins - in the case of studies starting in October
- by 31.03 of the year in which education begins - in the case of studies starting in March and on condition that the recruitment starts on summer in a given academic year,

the candidate is required to submit:

- 4) a medical certificate stating that there are no contraindications to take up studies in the chosen field of study, along with a translation into Polish by a sworn translator, if issued in a language other than English - if it was not submitted in the previous recruitment phase,
- 5) a copy of the insurance policy in the event of illness or accident for the period of education in Poland or a copy of the European Health Insurance Card or a certificate of joining the NFZ insurance - if not submitted in the previous recruitment phase. If the student submits a policy for a period shorter than the whole course of education - he/she is obliged to submit to the Student Affair Office a current policy for a new period after it expires.
- 6) a certificate of having been vaccinated or a photocopy of a vaccination book with doses for hepatitis B (applies only to candidates for studies in the field of Physiotherapy, Cosmetology or Nursing).
- 7) and other outstanding documents and statements that in a given academic year are also required in the recruitment process of the candidate.

### **Article 4**

In individual cases, the University has the right to additionally request the Candidate to legalize/attach an apostille to any document, in case of any doubts.

### **Section 5**

In the case of submitting the request to the Regional Education Authority in Katowice for recognition of a certificate or other document or confirmation of an education or further education, the Candidate is obliged to read the guidelines of the Regional Education Authority individually regarding the submission of the request and the required appendices. They may impose on the Candidate the need to prepare

additional documents or to make additional translations into Polish, other than specified in this regulation.

#### **Section 6**

If necessary, the time limits for submitting request documents can be, in justified cases (eg. as part of joint projects with foreign partners, EU or international programs and projects) may adapted respectively to a given candidate or project.

#### **Section 7**

In matters not covered by this regulation, universally binding provisions of law in the Republic of Poland apply, in particular those mentioned in Article 2 of this regulation.

#### **Article 8**

The regulation comes into force on the day of signing and is valid until further notice