

RESOLUTION NO. 156/2021

of the Senate of the Maria Grzegorzewska University

of 28 April 2021

concerning the conditions, mode and date of starting and completing the admission process for degree programmes at the Maria Grzegorzewska University for the academic year 2022/2023

Under Article 28(1)(10), Article 69 to 72, Article 79(2)(1) and (2), Article 80(2) and (4), Article 323 to 324, Article 326 to 327 of the Act of 20 July 2018 - the Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended) in conjunction with paragraphs 39a and 39b of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661) and paragraph 21(1)(11) and paragraph 67(5) to (6), and paragraphs 68 to 69 of the Maria Grzegorzewska Statute of 16 May 2019, whose uniform text constitutes an appendix to Resolution No. 234/2019 of the Senate of the Maria Grzegorzewska University of 18 December 2019, the Senate of the Maria Grzegorzewska University hereby resolves as follows:

§ 1

General Provisions

1. For the 2022/2023 academic year, the Maria Grzegorzewska University, hereinafter referred to as the "University", conducts admissions to programmes with the following modes of study:
 - 1) full-time
 - a) first-cycle degree programmes;
 - b) second-cycle degree programmes;
 - c) long-cycle Master's degree programmes;
 - 2) part-time
 - a) first-cycle degree programmes;
 - b) second-cycle degree programmes;
 - c) long-cycle Master's degree programmes;
2. The University conducts admissions to the following degree programmes:
 - 1) Art Education in the Field of Visual Arts – first-cycle and second-cycle degree programmes;

- 2) Pedagogy of Ability and Computer Science – first-cycle degree programme
 - 3) Interdisciplinary Studies of Childhood and Children's Rights – second-cycle degree programme;
 - 4) Speech and Language Pathology – first cycle and second-cycle degree programmes;
 - 5) Pedagogy – first-cycle and second-cycle degree programmes;
 - 6) Preschool and Early Childhood Education – long-cycle Master's degree programme;
 - 7) Special Education – long-cycle Master's degree programme;
 - 8) Social Work – practical profile – first-cycle degree programme;
 - 9) Psychology – long-cycle Master's degree programme;
 - 10) Sociology – first-cycle and second-cycle degree programmes.
3. The University conducts admissions to second-cycle degree programmes in pedagogy directly to specialisations, wherein the educational offer includes the following types of specialisations:
- 1) specialisations that are not a continuation of studies within a degree programme or specialisations in first-cycle degree programmes but require training in teaching and the achievement of relevant learning outcomes;
 - 2) specialisations that are not a continuation of studies within a degree programme or specialisations in first-cycle degree programmes and don't require training in teaching.

In the case of admissions to other second-cycle programmes, the admission process takes place for a programme, and the selection of specialisations (if such is provided for in the curriculum) takes place during the course of these programmes. Requirements regarding a first-cycle (or equivalent) graduation diploma, qualifications and learning outcomes are set out in paragraph 13(2) to (9) of this Resolution.

4. A detailed educational offer with a list of specialisations in first-cycle degree programmes is attached as Appendix 1.
5. In principle, admissions for the academic year 2022/2023 take place from June to September 2022 – the so-called July admissions and in September 2023 - the so-called September admissions, provided that places are still available. Detailed July and September admission schedules are provided in Annexes 2 and 3. Changes in the aforementioned schedules and schedules for additional admission rounds in July and September for particular fields of study or fields of study and specialisations for which the admission limit has not been reached are determined by the admission committee in consultation with the Vice-Rector for Didactics. The announcement regarding the launch of an additional admission round is posted on the University's website in the news of the admission subpage.
6. The University may launch a supplementary admission round for first-cycle degree programmes and long-cycle Master's programmes for the academic year 2022/2023 for persons whose results in the secondary-school leaving examination in a given subject or subjects were increased as a result of the verification of the sum of points or the appeal

referred to in Article 44zzz of the Act of 7 September 1991 on the education system (Journal of Laws of 2020, item 1327, as amended).

7. In justified cases, the University may announce an additional admission round for studies starting in the summer semester 2022/2023 on the terms set forth in this Resolution.
8. The University may announce an additional admission round during the academic year 2022/2023 also when the additional admission round is related to the implementation of programmes financed by the European Union or other sources. In this case, the admission rules take into account the requirements specified in terms of the contract.
9. It is not allowed to undertake studies in the same field of study for the second time within the same level of study, regardless of the mode of the studies and specialisations that one wants to pursue. It applies to students or graduates of a given field of study, at a given level of study and persons who wish to undertake studies at the same level of study in the same field within full-time and part-time studies at the same time.
10. The number of places in particular fields of study and modes of study is determined in Appendix 4. At the reasoned request of the admission committee, the Rector may allow the admission of a greater number of candidates than the number of places provided for in a given field of study or a given field and specialisation.
11. Candidates with disabilities holding
 - 1) a certificate of disability degree issued by a district or municipal disability evaluation board
 - 2) a certificate of incapacity for work issued by a certifying doctor or the Social Insurance Institution (ZUS) medical boardare subject to the standard admission procedure under conditions that promote appropriate equalising opportunities. These conditions are provided for by the admission committee.
12. Laureates or finalists of central level knowledge competitions (Olympiads) that are specified in the communique of the Minister of National Education and Science on the list of competitions carried out in the subjects included in the primary or secondary education examination in a given school year and entitle to admit laureates and finalists of these competitions to schools referred to both in Article 132 of the Act on Education Law, and the communique of the Minister of National Education and Science on the list of subject knowledge competitions related to a chosen subject or a field of knowledge are admitted to studies on the terms laid out in a separate resolution of the Senate.
13. Candidates who participated in the qualification procedure in previous years, but were refused admission or did not undertake studies, are subject to the standard admission procedure.

1. The admission committee conducts the admission process for first-cycle, second-cycle and long-cycle Master's degree programmes. The Rector appoints the chairperson, secretary and members of the admission committee. In addition, the admission committee includes a representative of the student council. The chairperson of the admission committee is an academic teacher holding at least the academic degree of PhD.
2. Entrance exam in the form of:
 - qualifying interview for first and second-cycle degree programmes in speech and language therapy,
 - qualifying interview for first and second-cycle degree programmes in interdisciplinary studies of childhood and children's rights,
 - verification of artistic talents of candidates for art education in the field of visual arts, a first-cycle degree programme,

is organised and conducted by subject examination committees. The chairpersons and the composition of the examination committees are appointed by the Rector from among the specialists – University employees, after consulting the Institute's Director responsible for a given specialisation or a field of study.

3. Entrance exams may be administered through distance communication methods and techniques, including infrastructure and software that ensure synchronous interaction between the candidate and the subject examination committee, particularly with the help of the Microsoft TEAMS application.
4. On the day of the entrance examination, the candidate shall present the subject examination committee with an identity document (ID card or passport) and a confirmation of payment of the application fee (it applies to cases where the application fee is not recorded in the Internet Candidate Registration System, hereinafter referred to as the IRK).
5. The IRK service is provided by a team consisting of the chairperson of the admission committee or a member of the committee appointed by the chairperson, the head of the Computer Applications Office or a person designated by him/her, and a person assigned for the duration of the admission process to perform the duties of the IRK system administrator. The team's tasks include:
 - 1) preparing and launching online registration in the IRK on the set dates and modes, as well as administering the online registration software;
 - 2) launching an online prospectus on the admission process at the University;
 - 3) ensuring the operation of software used to conduct the admission process in the IRK.
6. The IT and Media Department at the University is obliged to:
 - 1) ensure the operation of computer and office equipment used for the smooth functioning of the admission process;
 - 2) ensure constant cooperation with persons conducting the admission process regarding IT and media services.

7. The administration department is responsible for preparing rooms for the purposes of conducting admission processes and for ensuring proper and timely cooperation with the persons conducting these processes.
8. Rector's Plenipotentiary for Persons with Disabilities advises candidates with disabilities on the offer of support available to them during their studies at the University and cooperates with the admission committee to provide persons with disabilities with appropriate conditions during entrance examinations and assistance in registration in the IRK system.
9. The Data Protection Inspector trains members of the admission committee, members of the subject examination teams, members of the appeals team, University employees and other persons employed on the basis of civil-law contracts assigned to the protection of personal data for the duration of admission processes.
10. The IRK System Administrator trains members of the admission committee, members of the subject examination teams, members of the appeals team, University employees and other persons employed on the basis of civil-law contracts assigned to the operation of the IRK system for the duration of admission processes. The tasks of the IRK System Administrator also include ensuring the efficient functioning of the IRK system (such as updating information on candidates' application fees) and accommodating candidates with technical assistance in using the IRK system.

§ 3

Admission Committee

1. The admission committee oversees the admission process, including:
 - 1) supervising the observance of the terms and procedure of admission to studies at the University set out in this Resolution;
 - 2) setting deadlines for completing tasks at various stages of the admission procedure.
2. The chairperson of the admission committee has the right to interpret the provisions set out in this Resolution.
3. For the duration of the qualification procedure, the chairperson is obliged to convene committee meetings systematically to ensure its effective operation. The admission committee settles all matters on an ongoing basis. Meetings of the committee may be held remotely using distance communication, including IT infrastructure, particularly the Microsoft TEAMS application. The chairperson sets the dates of committee meetings.
4. Members of the admission committee are obliged to participate in committee meetings and perform assigned tasks.
5. Meetings and decisions of the admission committee are recorded.
6. The decisions of the admission committee are taken by a majority of votes in the presence of at least half of its members, including the chairperson of the committee and the secretary.

7. The secretary of the admission commission keeps the minutes of the admission committee meetings, including summary minutes, of the admission processes carried out for individual fields of study, which, once the admission processes are completed, are included in the recruitment report.
8. Members of the admission committee have the right to submit remarks and requests to the chairperson regarding the course of the admission process.
9. The tasks of the admission committee also include:
 - 1) supervision and technical support in the photo approval process for the Electronic Student Card (hereinafter referred to as ELS) in the IRK system;
 - 2) making a decision on admitting candidates to the qualification procedure, as well as notifying them of the time and place of the entrance exams;
 - 3) after completing the entrance exams, verifying the accuracy of the data entered into the IRK system, and in particular the number of points awarded during the admission process;
 - 4) announcement of the results in the entrance exams immediately after receiving the examination report from the subject examination committees by posting them on the candidate's individual account in the IRK;
 - 5) calculating the qualification points in accordance with the rules set out in this Resolution;
 - 6) preparing ranking lists separate for particular fields of study or fields of study and specialisations;
 - 7) making decisions on admission and non-admission to studies, drawing up a list of persons admitted to studies and a list of persons not admitted to studies within the limit of places assigned to a given field of study or a given field of study and specialisation;
 - 8) supervision and technical support in the electronic completion of documents from candidates qualified for admission to studies;
 - 9) preparation of an entry confirmed with an individually issued information on entering the candidate on the list of students for a given field of study or for a given field of study and specialisation on the basis of documents submitted by candidates qualified for admission to studies;
 - 10) preparing and submitting to the Rector lists of foreigners admitted to studies, along with the information about the rules of studies at the University, as well as lists of foreigners not admitted to studies, on the basis of which the Rector issues relevant administrative decisions;
 - 11) issuing in the form of an electronic document, downloadable from the IRK system, certificates informing about enrolment or administrative decisions refusing admission to studies in a given field of study or in a given field of study and specialisation (excluding foreigners); certificates and decisions are signed electronically by the chairperson of the admission committee;
 - 12) issuing and sending administrative decisions signed by the chairperson of the

admission committee refusing admission to studies in a given field of study or in a given field of study and specialisation (excluding foreigners);

- 13) preparing reports on the course of the admission process;
 - 14) preparing in cooperation with the appeals team a statistical report on the admission results and sending it in electronic form to the Minister for Science and Higher Education, as well as a report on the admission process, which is presented at the Senate meeting and transferred to the University archives;
 - 15) keeping for a period of six months after the completion of the admission process the documents of persons not admitted to studies, including persons who resigned from studies after submitting a written declaration before the entry on the list of students for a given academic year, and in the case of persons who initiated the procedure referred to in paragraph 8(1) after its completion and disposing of the aforementioned documentation after the deadline;
10. The duties of the members of the admission committee include:
- 1) appropriate technical and organisational preparation of the admission process for programmes in a given field of study including:
 - a) processing of data entered into the IRK system;
 - b) telephone or e-mail contact with the candidate in cases where it is required;
 - c) regular modification and preparation of data on the admission process in electronic form;
 - d) informing candidates about the dates of each stage of the admission process through relevant messages posted in the IRK system;
 - 2) conducting the qualification process of candidates.
11. Activities related to informing candidates for studies as well as administrative and organisational assistance during the admission process are entrusted to persons on the basis of civil-law contracts. In this case, the chairperson of the admission committee shall supervise the performance of their tasks. The aforementioned tasks include
- 1) providing information about admissions, various stages of the admission process, admission schedule, application and tuition fees, etc.
 - 2) providing candidates with assistance in using online registration;
 - 3) approval of photographs for ELS in the IRK system;
 - 4) assistance in administrative activities related to the organisation and the course of admission processes.
12. Activities related to the preparation of the documents referred to in paragraph 11(1) included in the student's personal file may be entrusted to University employees other than the admission committee members and particularly to the employees of the Division of the Vice-Rector for Didactics. Decisions in this regard are made by the Vice-Rector for Didactics in consultation with the heads of the units where persons designated for these activities are employed. In this case, the performance of their tasks is supervised by a University employee appointed by the Vice-Rector for Didactics. Technical support in

this respect is required of the admission committee and the Student Affairs Office, hereinafter referred to as BSS. The aforementioned tasks include:

- 1) printing documents or collecting them from candidates;
 - 2) all documents submitted by candidates entitling them to undertake studies in a given field, level and mode of study must be certified as true copies of the originals;
 - 3) transferring documents of the candidates admitted to the first year of studies in a given field of study or a field of study and specialisation to BSS.
13. Administrative activities related to the mailing of the decision to refuse admission to studies (including printing the decision, envelope stuffing, addressing and preparation of mailing lists) may be entrusted to persons on the basis of civil-law contracts. In this case, the chairperson or another member of the admission committee shall supervise the performance of these tasks.
14. The admission committee is obliged to properly keep the documentation of the admission process, and in particular to observe procedures regarding:
- 1) preparing lists of persons qualified for admission to studies;
 - 2) preparing lists of persons enrolled in a given field of study or field of study and specialisation from among candidates qualified for admission to studies who submitted a set of documents within the prescribed period; the chairperson of the admission committee signs the list of students enrolled in a given field of study or a given field of study and specialisation;
 - 3) issuing administrative decisions to refuse admission to studies and preparing a list of persons who received such decisions;
 - 4) preparing summary minutes of the admission procedure signed by the admission committee members; all deletions and changes in the documents drawn up by the committee shall be confirmed by the chairperson's signature.

§ 4

Appeals Team

1. The appeals team is appointed and authorised by the Rector to review appeals against decisions on the refusal of admission to studies made by the admission committee and to issue decisions on these matters.
2. The chairperson of the appeals team is the Vice-Rector for Didactics. The chairperson has the right to interpret the provisions set out in the rules of admission to studies.
3. Team members are required to participate in meetings convened by the chairperson, which may also be held remotely, using distance communication methods and techniques, including IT infrastructure, particularly the Microsoft TEAMS application, and to perform assigned tasks. The dates of committee meetings are set by the chairperson.
4. Meetings and decisions of the appeals committee are recorded in the minutes.
5. The decisions of the appeals committee shall be taken by a majority of votes in the

presence of at least half of its members, including the chairperson and the secretary. The committee shall issue administrative decisions on behalf of the Rector based on relevant authorisation.

- 5a. The administrative decision issued by the team regarding the appeal is delivered to the candidate in writing in the form of a registered letter or via the Electronic Platform of Public Administration Services (ePUAP) (if the appeal was also submitted in this form). This decision is final.
6. The secretary of the appeals team stores the minutes of the admission committee meetings.
7. Team members have the right to submit remarks and requests to the chairperson regarding the course of the admission process.
8. The tasks of the appeals team also include:
 - 1) receiving from the admission committee documents of persons not admitted to studies;
 - 2) accepting the minutes of the admission procedure conducted by the admission committee;
 - 3) reviewing appeals against decisions on the refusal of admission to studies issued by the admission committee;
 - 4) issuing administrative decisions on behalf of the Rector regarding appeals lodged by candidates;
 - 5) accepting documents from candidates on the basis of the revocation of the admission committee's decision;
 - 6) preparing a report on the team's work;
 - 7) cooperating with the admission committee on preparing a statistical report on the admission results and sending it in electronic form to the minister competent for science and higher education and a report on the admission process, which is presented at the Senate meeting and transferred to the University archives.

§ 5

Subject examination teams

1. Subject examination teams, hereinafter referred to as examination teams, are appointed by the Rector to organise and conduct entrance examinations for candidates for studies.
2. Examination teams evaluate the results in entrance exams in accordance with the rules set out in this Resolution.
3. After the completion of entrance exams, an examination team shall submit the candidates' results in the form of a signed examination report to the admission committee.
4. The chairperson of the admission committee is responsible for the accuracy of the data

on entrance exams results from the examination team's report entered into the IRK system.

5. The candidate shall submit justified objections to the entrance exams results to the chairperson of the admission committee no later than the day following the announcement of the examination results.
6. Entrance exams are conducted on the dates and times specified in the admission schedule.

§ 6

Matriculation and setting up personal record files

1. The tasks of the Student Affairs Office include:
 - 1) accepting documents from the candidates admitted to studies through the admission process;
 - 2) entering candidates' data referred to in point 1 into the University Study System (data transfer from the IRK system to USOS);
 - 3) assigning the index number and creating the student's personal record file;
 - 4) order for the release of the ELS.

§ 7

Entry on the list of students and a decision refusing admission to studies

1. Entry on the list of students is made after the candidate provides the documents referred to in paragraph 11(1), and in the case of foreign candidates, also the documents referred to in paragraph 14(4). In the case of remote procedure for submitting documents through the electronic form for sending documents signed with the candidate's trusted profile, the entry on the list of students is made after the candidate provides original documents confirming education within the time limit set by the Vice-Rector for Didactics to certify the documents as being true copies of the original. Candidates who have attached a notarised digital file with certified true scanned copies of documents confirming their education are exempt from the obligation to provide original documents.
2. Foreigners entered on the list of students receive an administrative decision issued by the Rector.
3. The admission committee informs the candidates about the entry on the list of students in electronic form via the IRK system.
4. The admission committee issues the decision to refuse admission to studies in the form of an administrative decision. In the case of foreigners, such a decision is issued by the Rector.
5. The admission committee submits the lists of persons not admitted to studies to the appeals team.

§ 8

Appeals process

1. The candidate may appeal against the negative decision of the admission committee to the Rector within fourteen days from the date of the delivery of the decision by the admission committee.
2. On behalf of the Rector, the appeals team initiates an appeal process at the request of a person concerned, lodged not later than within fourteen days from the date of the delivery of the decision.
3. An appeal against the admission committee's decision shall be lodged by the candidate on a scheduled date in the Maria Grzegorzewska University Mailroom in person, by postal service or an electronic inbox (ePUAP).
4. The appeals team considers appeals against the admission committee's decision in a public meeting.
5. After reviewing the appeal, the second instance administrative decision issued on behalf of the Rector by the appeals committee shall be delivered to the candidate in person or by registered mail. The decision is final.
6. If the first instance decision of the admission committee is revoked and the candidate is admitted to studies, the appeals team sends a copy of this decision along with the candidate's documents to BSS (Office for Student Affairs).

§ 9

Resignation of the candidate from participating in the admission process and the resignation of the person admitted to studies before the beginning of the academic year

1. Each candidate participating in the admission process has the right to resign from participating in this process, and each person admitted to studies at the University has the right to resign from studies. The University does not refund the admission fees and the fees for the release of the ELS.
2. The candidate's resignation from participation in the admission process and resignation from undertaking studies by the person admitted to the University shall be submitted by the candidate in the form of a written declaration. In the case of resignation from participation in the admission process, a written declaration shall be submitted to the admission committee through the University Office. In the case of resignation from studies, it shall be submitted to BSS through the University Office. The aforementioned declarations may be delivered by registered letter with acknowledgement of receipt or through the electronic inbox (ePUAP).

§ 10

Admission process for first-cycle, second-cycle and long-cycle Master's degree programmes

1. A necessary condition for the candidate to take part in the admission process for a given field of study is
 - a. registering in the IRK system, entering all data required by the IRK system and enrolling in selected fields of study, subject to the provisions of paragraph 2;
 - b. paying the admission fee to an individual bank account number generated on the candidate's individual account in the IRK system in the amount depending on the number of enrolments in the field of study. The amount of the application fee is determined by the Rector by means of an appropriate ordinance. The admission fee is considered to be paid when it is recorded on the candidate's individual account in the IRK system.
2. The enrolment procedure for the candidate for first-cycle, second-cycle and long-cycle Master's degree programmes includes:
 - a. creating an individual admission account in the IRK system;
 - b. completion of data in the "Personal forms" tab on the candidate's individual account in the IRK system;
 - c. uploading one colour photograph in digital form to the IRK system compliant with the requirements for issuing ID cards and passports in the format required by the IRK system. The photograph will be used to generate an application for admission to studies and an application for an Electronic Student ID Card. Photographs in the IRK system are accepted by members of the admission committee or University employees delegated to perform this activity (including persons working under civil-law contracts). Once accepted, the photo cannot be changed;
 - d. selection of written secondary-school leaving exams (the so-called new matura) and assessment of their level or a selection of written and oral secondary-school leaving exams (the so-called old matura) serving as the basis for qualification for studies or providing the admission committee with information on the results entered on a secondary-school leaving certificate obtained abroad (regarding admissions for first-cycle and long-cycle Master's degree programmes) or entering the final results of first-cycle studies, i.e. the weighted point average (grade on the diploma) and the grade point average or providing the admission committee with information about foreign diploma results (it applies to admissions for second-cycle degree programmes);
 - e. selection of a field of study, its profile, mode and level of study, and in the case of admissions to second-cycle degree programmes, also a selection of a specialisation, if it is provided for in this Resolution;
 - f. entering the results in the secondary-school leaving examination into the IRK system before the end of enrolment in a field of study chosen by the candidate in the case of candidates who did not consent to the transfer of the results in the secondary-school leaving examination to the National Matriculation Register;

3. The admission procedure for first-cycle, second-cycle and long-cycle Master's degree programmes consists of the following stages:
 - 1) qualification procedure;
 - 2) entry on the list of students and, in the case of foreign candidates, issuing an administrative decision on admission or non-admission to studies by the Rector.
4. The qualification procedure consists of the following stages:
 - 1) launching the examination procedure in the case of entrance examinations provided for in this Resolution according to the admission schedule posted on the candidate's account in the IRK;
 - 2) converting the results in the entrance exams, results entered on the secondary-school leaving certificate, International Baccalaureate, European Baccalaureate, secondary school-leaving certificate obtained abroad, results entered on a university diploma and grade point average, and in the case of foreign documents, results entered on a university diploma into qualification points;
 - 3) drawing up the ranking lists of candidates;
 - 4) drawing up and announcing the lists of candidates qualified for admission to studies;
 - 5) collecting from candidates a set of documents required in the admission process for a given field and type of study, as referred to in paragraph 11(1), within the time limit set by the admission committee and announced in a relevant notice included in the information on the qualification status of the candidate on his/her individual account in the IRK system, submitted by electronic form and signed with the candidate's trusted profile;
 - 6) providing documents certified as true copies of the original confirming the candidate's education within the time limits set by the Vice-Rector for Didactics, subject to paragraph 11(2);
 - 7) announcement of the lists of rejected candidates;
5. The qualification procedure is competition-based. The number of candidates admitted shall not exceed the admission limit. In the case of first-cycle and long-cycle Master's degree programmes, the limit is reduced by the number of candidates admitted pursuant to paragraph 1(12), according to the order on the ranking list drawn up for a given field of study in accordance with the principles set out in this Resolution. If the admission limit is not achieved, the competition procedure is repeated until this limit is reached. Each subsequent competition procedure is conducted separately according to the rules set out in this Resolution.
6. The admission procedure is conducted only for the field, profile, mode and level of study indicated by the candidate in the IRK system. In the case of admissions for second-cycle degree programmes, the candidate additionally indicates the specialisation he/she opts for in the IRK system. Pedagogy and special education are second-cycle degree programmes which require the candidate to choose a specialisation. A change of the mode or field of study or specialisation in a given field of study during the admission procedure may only take place with the consent of the chairperson of the admission committee.

7. The candidate applying for admission to the first-cycle or long-cycle Master's degree programme as a laureate or finalist of a central-level knowledge competition is obliged to submit documents to the admission committee confirming his/her entitlements in this respect before the end of enrolment in the IRK system.
8. Persons holding a secondary-school leaving certificate or a diploma of higher education obtained abroad are subject to the qualification procedure in accordance with general admissions rules. However, the certificates and diplomas obtained abroad must be recognised as equivalent to those obtained in Poland according to general regulations.
9. The candidate may be represented in the admission procedure by a person with a notarial certificate of authorisation, with the exception of entrance exams, subject to paragraph 10.
10. In the case referred to in paragraph 4(6), the candidate may authorise in writing a third party to perform such an activity (without a notarial certificate of the authorisation).

§ 11

1. Candidates qualified for admission to studies shall submit a full set of required documents, including:
 - 1) a copy of a secondary-school leaving certificate with all annexes issued to it (it applies to persons qualified for admission to first-cycle and long-cycle Master's degree programmes);
 - 2) a copy of a diploma of higher education (bachelor's degree or equivalent). Until the diploma is issued, a certificate confirming graduation issued after the defence of a diploma thesis is accepted (it applies to persons qualified for admission to second-cycle degree programmes);
 - 3) a certificate with a grade point average (GPA) issued by the University where the candidate obtained a diploma that entitles him/her to undertake a second-cycle degree programme. The certificate is not required if the diploma supplement contains a numerical GPA for the entire course of study (it applies to persons qualified for admission to second-cycle degree programmes);
 - 4) a certificate of professional preparation for teachers. The certificate is not necessary if the diploma supplement clearly indicates that the candidate qualified for admission to studies has such preparation (it applies to persons qualified for second-cycle degree programmes in specialisations requiring the aforementioned qualifications);
 - 5) a certificate of other than professional preparation for teachers referred to in paragraph 13 of this Resolution. The certificate is not necessary if the diploma supplement clearly indicates that the candidate qualified for admission to studies has such preparation (it applies to persons qualified for second-cycle degree programmes in specialisations carried out as a continuation of studies within a degree programme or specialisations in first-cycle degree programmes);
 - 6) application for admission to studies generated from the IRK system;
 - 7) application for the Electronic Student Card – generating the application is possible after the candidate enters his/her photograph into the IRK system and after the

- admission committee approves it;
- 8) proof of payment for the release of the ELS;
 - 9) declaration of acknowledgement of the terms and conditions for paying tuition fees and study regulations generated from the IRK system.
2. The documents referred to in paragraph 1(1) and (2) may be certified as true copies of the original by a University employee or a notary public, also in the form of an electronic file.
 3. The documents referred to in paragraph 1(6), (7) and (9) are signed by the candidate with a trusted profile.
 4. The candidate's failure to submit the aforementioned documents within the time limit set by the admission committee and failure to present documents confirming his/her education to be certified as true copies of the original is tantamount to a rejection of the candidate's application.

§ 12

Admission rules to first-cycle and long-cycle Master's degree programmes

1. A person can be admitted to first-cycle and long-cycle Master's degree programmes, providing he or she
 - 1) has education referred to in paragraph 2;
 - 2) will be qualified for admission to studies in the admission process and have submitted the documents required for admission referred to in paragraph 11(1), subject to the provisions of paragraph 10(4)(5) to (6).
2. Candidates for first-cycle and long-cycle Master's degree programmes have to hold:
 - 1) a secondary-school leaving certificate or a secondary-school leaving certificate and a transcript of the exam results in individual subjects referred to in the provisions on the education system;
 - 2) a secondary-school leaving certificate and a diploma confirming professional qualifications in a profession taught at the level of a technician, referred to in the provisions on the education system;
 - 3) a secondary-school leaving certificate and a transcript of the results in individual subjects as well as a diploma confirming professional qualifications in a profession taught at the level of a technician, referred to in the provisions on the education system;
 - 4) a certificate or other document recognised in the Republic of Poland as a document entitling to apply for admission to higher education studies in accordance with Article 93, paragraph 3 of the Act of 7 September 1991 on the education system (Journal of Laws of 2020, item 1327);
 - 5) a certificate and other document or a diploma referred to in Article 93, paragraph 1 of the Act referred to in subparagraph 4;

- 6) a certificate or diploma recognised in the Republic of Poland as a document entitling to apply for admission to higher education studies in accordance with the bilateral agreement on mutual recognition of education;
 - 7) certificate or other document recognised as equivalent to the Polish secondary-school leaving certificate under the provisions effective until 31 March 2015.
3. The documents referred to in paragraph 2 include in particular: the secondary-school leaving certificate ("new matura" and "old matura"), International Baccalaureate (International Baccalaureate (IB) diploma issued by the International Baccalaureate Organisation in Geneva), European Baccalaureate (European Baccalaureate (EB) diploma issued by the European Schools in accordance with the Convention on the Statute of the European Schools, drawn up in Luxembourg on 21 June 1994 (Journal of Laws of 2005, No. 3, item 10) and a secondary-school leaving certificate obtained abroad (all documents that entitle to apply for admission to higher education studies in the country of issue).
 4. Persons holding an International Baccalaureate or European Baccalaureate diploma are required to submit the aforementioned document in the original along with its certified translation into Polish within the time limit set individually by the chairperson of the admission committee. Therefore, the holders of the aforementioned documents shall contact the chairperson of the admission committee before the end of enrolment in a field of study in the IRK system.
 5. Persons holding a "foreign matura" certificate are required to submit confirmation of legalisation of the aforementioned document approved for the territory of the Republic of Poland (including an apostille) and a certificate confirming the equivalence of a diploma obtained abroad ("foreign matura") to that obtained in Poland (if equivalence is not recognised on the basis of separate regulations) within the time limit set individually by the chairperson of the admission committee. Therefore, the holders of the aforementioned documents shall contact the chairperson of the admission committee before the end of enrolment in a field of study in the IRK system to provide information about the result in the "foreign matura" and information on the grading scale applied in the education system in the country where the document was issued. If the candidate is qualified for admission to studies, he/she must also submit a sworn translation of the "foreign matura" into Polish.
 6. For candidates holding a "new matura" certificate:
 - 1) percentage points from qualifying subjects taken by the candidate in writing are taken into account. The candidate indicates in the IRK system the subjects that should form the basis for qualification;
 - 2) for full-time and part-time first-cycle degree programmes in art education in the field of fine arts, speech therapy, pedagogy, social work – practical profile, sociology and for full-time and part-time long-cycle Master's programmes in preschool and early childhood education, special education, psychology, the qualifying subjects are Polish and a modern foreign language, and a third subject to choose from biology, chemistry, philosophy, physics, geography, history, history of music, history of art, computer science, Latin language and ancient culture, mathematics, civics;
 - 3) in admissions to a degree programme in art education in the field of fine arts, the result of the admission process, in addition to the results in the secondary-school leaving

examination, includes points obtained for self-presentation, which consists of a set of reproductions of the candidate's works representing the area of the candidate's artistic interest and a short questionnaire submitted in electronic form through the IRK system on the dates specified in the schedule for a given admission round. The set submitted for evaluation should consist of at least ten reproductions of works from any artistic field made in a selected technique. These can be drawings from nature, paintings, photographs, small sculptural forms and the like saved in jpg or png format. If these are examples of film works, the candidate is requested to include links to the platform, e.g. YouTube or Vimeo in the questionnaire. The questionnaire should contain answers to the following questions: 1) Please write why you want to apply for admission to art education in the field of fine arts (500–1000 characters); 2) State the name of the secondary school, city and profile of the class you attended; 3) What exhibition have you seen recently and why do you remember it?; 4) What artwork made a particular impression on you and why? 5) What is your favourite film and why? 6) What book is especially important to you and why? 7) Other information that you would like to share (e.g. interests, volunteering, links to films);

- 4) in admissions to a degree programme in speech and language pathology, the entrance exam is in the form of an interview with the candidate. Its purpose is to assess the candidate's predisposition to work as a speech therapist. The assessment covers the ability to establish interpersonal contact (including eye contact), the candidate's free discourse, the way of reading a text fragment, realisation of syllables, words or sentences when repeating after a model. Correctness of pronunciation, voice quality, the realisation of accent and intonation, speed and fluency of speech, as well as auditory reactions are assessed (in an exploratory examination). It is also possible to propose additional tests to assess the motor activity of the articulation organs (lips, tongue, mandible and soft palate). These tests consist in recreating the movements of the listed parts of the speech apparatus by the candidate after they have been presented by the members of the subject examination team. A negative result makes it impossible to admit the candidate to a degree programme in speech and language pathology.
- 5) the conversion rate for the results in the secondary-school leaving examination in mathematics taken at the basic level is 1% = 2 qualification points, whereas for other subjects is 1% = 1 qualification point. Extended level subjects, which are the basis for the admission procedure, receive an additional conversion rate. In this case, the rate for mathematics is 1% = 4 qualification points and for other subjects is 1% = 2 qualification points. Conversion of the result in any subject at the extended level occurs only when the number of qualification points obtained by the candidate for the subject (after taking into account the additional conversion rate for the extended level) is higher than the number of qualification points obtained for the same subject taken by the candidate in a written form at the basic level (when the candidate takes a given subject at both the basic and advanced level, the results that give the candidate more qualification points for a given subject are taken into account);
- 6) the result in the secondary-school leaving examination in a foreign language taken at the bilingual level is treated as the result in the secondary-school leaving examination at the advanced level, and the percentage result in the exam at the bilingual level is

converted into the result in the exam at the extended level in accordance with the principles set out below:

$$R = 4/3 \times D$$

where:

R – percentage result in the secondary-school leaving examination taken at the advanced level

D – percentage result in the secondary-school leaving examination taken at the bilingual level

The percentage result R obtained in this way cannot exceed 100%; if it is higher, it assumes the value of 100%.

7) the result of the admission process is calculated in accordance with the algorithm set out below:

a) first-cycle full-time and part-time degree programmes in Information Technology (IT) education and pedagogy of ability, pedagogy, social work – practical profile, sociology; long-cycle Master's degree programme in preschool and early childhood education, special education, psychology:

– in the case of taking the secondary-school leaving examination in three subjects at the advanced level:

$$W = 2xR + 2xR + 2xR$$

$$W = 2xR + 2xR + 2xR$$

when the third declared subject is mathematics:

$$W = 2xR + 2xR + 4xR_m$$

– in the case of taking the secondary-school leaving examination in two subjects at the advanced level and one subject at the basic level:

$$W = 2xR + 2xR + P$$

when the third declared subject is mathematics:

$$W = 2xR + 2xR + 2P_m$$

$$W = 4xR_m + 2xR + P$$

– in the case of taking the secondary-school leaving examination in one subject at the advanced level and two subjects at the basic level:

$$W = 2xR + P + P$$

when the third declared subject is mathematics:

$$W = 2xR + 2P_m + P$$

$$W = 4xR_m + P + P$$

- in the case of taking the secondary-school leaving examination at the basic level:

$$W = P + P + P$$

when the third declared subject is mathematics:

$$W = P + P + 2P_m$$

where:

W – the sum of the results in the required subjects (a maximum of 600 points or 800 points if the third declared subject is mathematics),

P – the result in the basic part (basic level) entered on the secondary-school leaving certificate in one of the subjects required in the admission process,

P_m – the result in the basic part (basic level) entered on the secondary-school leaving certificate in mathematics,

R – the result in the extended part (extended level) entered on the secondary-school leaving certificate in one of the subjects required in the admission process,

R_m – the result in the extended part (extended level) obtained on the secondary-school leaving certificate in mathematics.

- b) a full-time first-cycle degree programme in art education in the field of fine arts:

$$W = w + wa1$$

where:

W – the sum of the results of each stage of the admission process (a maximum of 1200 or 1400 points, if the third declared subject is mathematics),

w – the sum of the results in the secondary-school leaving examination in required subjects in accordance with point a,

wa1 – the sum of points (0-600) awarded to the candidate for self-presentation.

- c) a full-time first-cycle degree programme in speech and language pathology

$$W = w \cdot rkl$$

where:

W – the sum of the results of each stage of the admission process (a maximum of 600 or 800 points, if the third declared subject is mathematics),

w – the sum of the results on the secondary-school leaving examination in

required subjects in accordance with subparagraph a,

rkl – the number of points (0 or 1) obtained from the interview.

7. For holders of the "old matura" certificate

- 1) grades in the written and oral secondary-school leaving exam are taken into account. In the form of a declaration, the candidate indicates to the admission committee which exams should become the basis for qualifications;
- 2) the result of the admission process for full-time and part-time studies is the sum of the results in four exams. The maximum number of points obtained by the candidate is 800;
- 3) the results entered on the secondary-school certificate are converted into percentage points in the following way:

Grade	Number of conversion points	
	Grading scale (3–5) (until 1991)	Grading scale (2–6) (after 1991)
6	-	200
5	200	180
4	160	150
3	80	100
2	-	60

4) in admissions to a degree programme in art education in the field of fine arts, the result of the admission process, in addition to the results in the secondary-school leaving exam (old matura), includes points obtained for self-presentation, which consists of a set of reproductions of the candidate's works representing the area of the candidate's artistic interest and a short questionnaire submitted in electronic form through the IRK system on the dates specified in the schedule for a given admission round. The set submitted for evaluation should consist of at least ten reproductions of works from any artistic field made in a selected technique. These can be drawings from nature, paintings, photographs, small sculptural forms and the like saved in jpg or png format. If these are examples of film works, the candidate is requested to include links to the platform, e.g. YouTube or Vimeo, in the questionnaire. The questionnaire should contain answers to the following questions: 1) Please write why you want to apply for admission to art education in the field of fine arts (500–1000 characters); 2) State the name of the secondary school, city, profile of the class you attended; 3) What exhibition have you seen recently and why do you remember it?; 4) What artwork made a particular impression on you and why? 5) What is your favourite film and why? 6) What book is especially important to you and why? 7) Other information that you would like to share (e.g. interests, volunteering, links to films);

5) in admissions to a degree programme in speech and language pathology, the entrance exam is in the form of an interview with the candidate. Its purpose is to assess the candidate's predisposition to work as a speech therapist. The assessment covers the ability to establish interpersonal contact (including eye contact), the candidate's free discourse, the way of reading a text fragment, realisation of syllables, words or sentences when repeating after a model. Correctness of pronunciation, voice quality, the realisation of accent and intonation, speed and fluency of speech, as well as auditory reactions are assessed (in the orientation test). It is also possible to propose additional tests to assess the motor activity of the articulation organs (lips, tongue, mandible and soft palate). These tests consist in recreating the movements of the listed parts of the speech apparatus by the candidate after they have been presented by the members of the subject examination team. A negative result makes it impossible to admit the candidate to a degree programme in speech and language pathology.

6) qualification points for a full-time first-cycle degree programme in art education in the field of fine arts are calculated in accordance with the principles set out below:

$$W = w + wa1a$$

where:

W – the sum of results of each stage of the admission process (a maximum of 1400 points),

w – the sum of results of the secondary-school leaving examination grades converted in accordance with subpoint 2 and 3,

wa1 – the number of points (0–600) awarded to the candidate for self-presentation

7) a full-time first-cycle degree programme in speech and language pathology

$$W = w \cdot rkl$$

where:

W – the sum of results of each stage of the admission process (a maximum of 800 points),

w – the sum of results of the secondary-school leaving examination grades converted in accordance with subparagraph 2 and 3,

rkl – the number of points (0 or 1) obtained from the interview.

8. For holders of the International Baccalaureate diploma:

1) the result of the admission process is calculated in the same way as for the "new matura" exam, i.e. in accordance with the rules described in paragraph 3.

2) IB exam points are converted into qualification points as follows:

Number of IB points	Level	
	Standard Level	Higher Level
7	100	200
6	85	170
5	71	142
4	57	114
3	42	84
2	28	56
1	14	28

9. For holders of the European Baccalaureate diploma:

- 1) the result of the admission process is calculated in the same way as for the "new matura" exam, i.e. according to the rules described in paragraph 3.
- 2) EB points are converted into qualification points in the following way:

Number of EB points	Equivalent result for the "new matura" examination
9,00 – 10,00	100%
8,00 – 8,95	90%
7,00 – 7,95	75%
6,00 – 6,95	60%
5,00 – 5,95	45%
4,00 – 4,95	30%

- 3) an additional conversion rate as for the "new matura" exam taken at the extended level is used for subjects taken in the European Baccalaureate exam at the advanced level (bilingual for foreign languages) and the extended level, i.e. those subjects whose number of hours per week was:

Subject	Number of hours	Level
Polish language (native language)	4+3	Extended

foreign languages	3+3	Bilingual
	3 for 7 years	Extended
	4 for 5 years	Extended
other subjects	5+3	Advanced
	from 4 to 5	Extended

10. For candidates with a secondary-school leaving certificate obtained abroad:

- 1) overall "foreign matura" result is taken into account;
- 2) the result of the admission process for full-time and part-time degree programmes is the overall result obtained in the "foreign matura" exam converted to a scale of 800 points so that the maximum number of points obtained by the candidate for the overall result in the "foreign matura" exam is 800 qualification points;
- 3) in admissions to a degree programme in art education in the field of fine arts, the result of the admission process, in addition to the results in the secondary-school leaving exam ("foreign matura"), includes points obtained for self-presentation, which consists of a set of reproductions of the candidate's works representing the area of the candidate's artistic interest and a short questionnaire submitted in electronic form through the IRK system on the dates specified in the schedule for a given admission round. The set submitted for evaluation should consist of at least ten reproductions of works from any artistic field made in a selected technique. These can be drawings from nature, paintings, photographs, small sculptural forms and the like saved in jpg or png format. If these are examples of film works, the candidate is requested to include links to the platform, e.g. YouTube or Vimeo, in the questionnaire. The questionnaire should contain answers to the following questions: 1) Please write why you want to apply for admission to art education in the field of fine arts (500–1000 characters); 2) State the name of the secondary school, city, profile of the class you attended; 3) What exhibition have you seen recently and why do you remember it?; 4) What artwork made a particular impression on you and why? 5) What is your favourite film and why? 6) What book is especially important to you and why? 7) Other information that you would like to share (e.g. interests, volunteering, links to films);
- 4) in admissions to a degree programme in speech and language pathology, the entrance exam is in the form of an interview with the candidate. Its purpose is to assess the candidate's predisposition to work as a speech therapist. The assessment covers the ability to establish interpersonal contact (including eye contact), the candidate's free discourse, the way of reading a text fragment, realisation of syllables, words or sentences when repeating after a model. Correctness of pronunciation, voice quality, the realisation of accent and intonation, speed and fluency of speech, as well as auditory reactions are assessed (in the orientation test). It is also possible to propose additional tests to assess the motor activity of the articulation organs (lips, tongue, mandible and soft palate). These tests consist in recreating the movements of the listed parts of the speech apparatus by the candidate after they have been presented by the members of the subject examination team.

A negative result makes it impossible to admit the candidate to a degree programme in speech and language pathology.

- 5) qualification points for full-time first-cycle studies in art education in the field of fine arts are calculated in accordance with the principles set out below:

$$W = w + wa1$$

where:

W – the sum of results of each stage of the admission process (a maximum of 1400 points),

w – the sum of the results of the "foreign matura" grades (a maximum of 800 points),

wa1 – the number of points (0-600) awarded to the candidate for self-presentation.

- 6) a full-time first-cycle degree programme in speech and language pathology:

$$W = w \cdot rkl$$

where:

W – the sum of results of each stage of the admission process (a maximum of 800 points),

w – the sum of the results of the "foreign matura" grades (a maximum of 800 points),

rkl – the number of points (0 or 1) obtained from the interview.

§ 13

Admission rules for second-cycle degree programmes

1. To be admitted to a second-cycle degree programme, the candidate needs to
 - 1) hold a university diploma;
 - 2) meet the conditions for each field of study specified in paragraphs 2 to 9;
 - 3) be qualified for admission to a second-cycle degree programme and submit the documents required for admission referred to in paragraph 11(1), subject to paragraph 10(4)(5) to (6).
2. Candidates applying for admission to full-time second-cycle degree programmes in pedagogy should meet the following conditions for completing first-cycle (or equivalent) degree programmes:

Name of the degree programme	Requirements concerning a first-cycle (or equivalent) graduation diploma and qualifications or educational or learning outcomes
<ul style="list-style-type: none"> • A degree programme in pedagogy with a specialisation requiring professional preparation of teachers 	
School Pedagogy and the Pedagogy of Ability	<ul style="list-style-type: none"> • candidates holding a first-cycle graduation diploma in pedagogy or special education with a specialisation requiring professional preparation of teachers (entitling to work in an educational institution as a teacher) in accordance with the Regulation of the Minister of National Education of 1 August 2017 on qualification requirements for teachers (Journal of Laws of 2020, item 1289, as amended).
<ul style="list-style-type: none"> • A degree programme in pedagogy with a specialisation not requiring professional preparation of teachers 	
Distance Education and Computer Graphics The Pedagogy of Culture and Digital Media Labour Pedagogy and Human Resource Management	<ul style="list-style-type: none"> • candidates holding a first-cycle graduation diploma in fields in which they achieved educational outcomes in humanities and social sciences

3. Candidates applying for admission to a full-time second-cycle degree programme in interdisciplinary studies of childhood and children's rights have to hold a first-cycle (or equivalent) graduation diploma in any field of study.
4. Candidates applying for admission to a full-time second-cycle degree programme in art education in the field of fine arts have to hold a first-cycle (or equivalent) graduation diploma in art or a related field.

5. Candidates applying for admission to a full-time second-cycle degree programme in sociology have to hold a first-cycle (or equivalent) graduation diploma in any field of study.
6. Candidates applying for admission to a part-time second-cycle degree programme in pedagogy should meet the following conditions for completing first-cycle (or equivalent) studies:

Name of the degree programme	Requirements concerning a first-cycle (or equivalent) graduation diploma and qualifications or educational or learning outcomes
<ul style="list-style-type: none"> • A degree programme in pedagogy with a specialisation requiring professional preparation of teachers 	
Compensatory Education	candidates holding a first-cycle graduation diploma in pedagogy or special education with a specialisation requiring professional preparation of teachers (entitling to work in an educational institution as a teacher) in accordance with the Regulation of the Minister of National Education of 1 August 2017 on qualification requirements for teachers (Journal of Laws of 2020, item 1289);
<ul style="list-style-type: none"> • A degree programme in pedagogy with a specialisation not requiring professional preparation of teachers 	
Childcare and Social Support Labour Education and Human Resource Management Management and Innovation in Education	<ul style="list-style-type: none"> • candidates holding a first-cycle graduation diploma in fields in which they achieved educational results in humanities and social sciences

7. the result of the admission process for full-time and part-time degree programmes in art education in the field of fine arts, IT education and school pedagogy of ability, pedagogy and sociology is calculated on the basis of the weighted point average and grade point average. The candidate's place on the ranking list is determined in accordance with the algorithm set out below:

$$W = 0,3 \times wd + 0,7 \times wsr$$

where:

W – the sum of results (a maximum of 5 points),

wd – weighted point average earned by the candidate during studies,

wśr – grade point average.

8. The scope of the interview for speech and language pathology includes:
 - 1) definition and a short description of the following speech disorders: various types of dyslalia, dysarthria, aphasia, cortical speech underdevelopment (alalia), speech disorders in people with intellectual disabilities, speech disorders in people with hearing loss, speech disorders in people with autism, stuttering;
 - 2) features of typical linguistic development.
9. Criteria for awarding qualification points for the interview:
 - 1) 0 points – no answer or a response indicating a lack of basic understanding of a given topic or the candidate has a speech impediment;
 - 2) 1 point – the candidate has a rudimentary understanding of a given topic;
 - 3) 2 points – the candidate has basic (although not sufficient) knowledge of a given topic;
 - 4) 3 points – the candidate has basic knowledge of a given topic;
 - 5) 4 points – the candidate has extended knowledge of a given topic;
 - 6) 5 points – the candidate has detailed knowledge of a given topic.
10. In admissions to a full-time and part-time degree programme in speech and language pathology, the place on the ranking list is determined in accordance with the algorithm set out below:

$$W = 0,3 \times wd + 0,7 \times wśr + wk1$$

where:

W – the sum of results (a maximum of 10 points),

wd – weighted point average earned by the applicant during his/her studies,

wśr – grade point average,

wk1 – the number of points (0–5) obtained from the interview.

11. The result of the admission process for a full-time and part-time degree programme in interdisciplinary studies on childhood and children's rights is calculated on the basis of the weighted point average, grade point average and points obtained from the interview.
12. The interview is aimed at revealing the candidate's competencies and experience in work related to children's rights. The candidate is to show interest in the problems of the child, independent acquisition of knowledge about the child and childhood (including general knowledge of the works of Janusz Korczak) and social or professional experience in working with children or related to children (professional work, participation in non-governmental organisations, voluntary service, own artistic and business activity, etc.). The subject examination team may award the candidate from 0 to 5 points guided by these criteria.

13. In admissions to a full-time and part-time degree programme in interdisciplinary studies on childhood and children's rights, the place on the ranking list is determined in accordance with the algorithm set out below

$$W = 0,3 \times wd + 0,7 \times w\acute{s}r + wk2$$

where:

W – the sum of results (a maximum of 10 points),

wd – weighted point average earned by the applicant during his/her studies,

w \acute{s} r – grade point average,

Wk2 – the number of points (0–5) obtained from the interview.

14. If the first-cycle (or equivalent) graduation diploma was obtained abroad, the holder of such a diploma is required to submit confirmation of legalisation of the aforementioned document intended for circulation in the territory of the Republic of Poland (including an apostille) and a certificate confirming the equivalence of the diploma with the Polish first-cycle graduation diploma and the fulfillment of the criteria referred to in paragraphs 2 to 9. If the candidate is qualified for admission to studies, he/she must also submit a sworn translation of the diploma into Polish.
15. In the case of a university diploma obtained abroad, the result of the admission process is the overall graduation result converted into a 5-point scale so that the maximum number of points obtained by the candidate is 5 qualification points. Holders of the aforementioned documents shall contact the chairperson of the admission committee before the end of enrolment in a field of study in the IRK system to provide information about the overall result in the diploma obtained abroad and information on the grading scale applicable in the education system in the country of issuing the diploma.

§ 14

The admission procedure for foreign candidates

1. Foreigners may undertake full-time and part-time degree programmes at the Maria Grzegorzewska University on the terms applicable to Polish citizens (i.e. without paying fees for full-time studies) or as scholarship holders of the Polish side or on a fee basis (also as scholarship holders of the sending party, where the sending party regulates all costs related to study at the University). The criteria for undertaking studies on the aforementioned terms are set out in separate regulations, superior to the University's internal regulations.
2. Foreigners may undertake full-time and part-time degree programmes at the University if they own an insurance policy in case of sickness and accidents covering the entire cost of treatment for the period of studies in the Republic of Poland or the European Health Insurance Card or if they join the National Health Fund upon commencing studies at the

University.

3. Foreigners may be admitted to first-cycle and second-cycle degree programmes if they
 - 1) have completed a one-year preparatory course at least at B1 level for undertaking studies in Polish in units designated by the minister competent for higher education or
 - 2) have a certificate confirming their knowledge of Polish at least at B1 level issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language;
 - 3) have a secondary-school leaving certificate issued in the Polish education system;
 - 4) have completed a secondary school abroad where classes were conducted in the Polish language;
 - 5) The Rector has considered the candidate's command of the Polish language sufficient to undertake studies in Polish at the University.
4. Foreigners qualified for admission to studies, in addition to the documents referred to in paragraph 11(1), paragraph 12(4) and (5) and paragraph 13(14) and (15), submit also:
 - 1) a declaration of being qualified to undertake studies on the terms applicable to Polish nationals (i.e. without paying fees for full-time studies), including information about the documents confirming the aforementioned rights (documents should be presented for inspection) – it applies to foreigners applying for studies on the aforementioned terms;
 - 2) certified by the admission commission true copies of decisions regarding the transfer of the foreign candidate to the University to study on a non-fee basis, including the decision of the minister or director of the Polish National Agency for Academic Exchange (NAWA) regarding its scholarship holders – it applies to foreigners transferred to the University on the aforementioned terms;
 - 3) a request to the Rector for admission and the assessment of tuition fees – it applies to foreigners applying for admission to studies on a fee basis;
 - 4) a document confirming the candidate's good command of the Polish language referred to in paragraph 3;
 - 5) a document confirming the candidate's insurance policy in case of sickness and accidents covering the entire cost of treatment for the period of studies in the Republic of Poland or the European Health Insurance Card or a statement on joining the National Health Fund. At the written request of the candidate, the aforementioned documents may be submitted at a different date but not later than the date of commencing studies at the University;
 - 6) a statement about an appointed proxy residing in the Republic of Poland. Contact details of the appointed proxy will constitute a mailing address for correspondence with the candidate and must be included in the "Personal forms" tab on the candidate's individual account in the IRK system – it applies to persons who do not have a permanent address in the Republic of Poland. If the address of the proxy residing in the Republic of Poland is not provided and the candidate lacks a permanent address of

residence in Poland, the University is exempt from the information obligation regarding the candidate.

5. Foreigners admitted to studies are required to present at the University a document entitling them to stay in the Republic of Poland during their studies (visa or a residence card, or a temporary residence permit for the purpose of studying) and information regarding residence in the Republic of Poland not later than on the first day of the academic year.
6. A standard admission process applies to foreigners with a Polish secondary-school leaving certificate or a university diploma (conducted in Polish), with the exception of the requirements referred to in paragraph 3 and paragraph 4(4).
7. Candidates admitted to studies who do not have Polish citizenship and cannot use the trusted profile and thus cannot submit a set of documents using an electronic form for sending documents in the admission process signed with a trusted profile shall agree with the chairperson of the admission committee on the way and date of delivery of the documents. They are required to contact the chairperson of the admission committee within two days of the announcement of the qualification results.

§ 15

Final Provisions

The Resolution becomes effective upon adoption hereof.

Chairwoman of the Senate of the Maria
Grzegorzewska University
Rector: the Maria Grzegorzewska University Prof.
Barbara Marcinkowska, Ph.D.