

Order No. 82/25

of June 30, 2025, of the Rector of the University of Economics in Katowice regarding the rules for undertaking and pursuing studies and other forms of education at the University of Economics in Katowice by foreigners

Pursuant to § 323-327 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) and § 15 of the Statute of the University of Economics in Katowice, *I hereby order* as follows:

GENERAL PROVISIONS

§ 1

1. Foreigners may undertake and pursue study programs, study at the Doctoral School, participate in postgraduate studies, specialist training and other forms of education provided at the University of Economics in Katowice, hereinafter referred to as the "University", pursuant to:
 - 1) international agreements, under the terms specified therein,
 - 2) agreements between the University and foreign institutions, under the terms specified therein,
 - 3) a decision of a minister,
 - 4) a decision of the Director of the Polish National Agency for Academic Exchange (hereinafter referred to as NAWA) pertaining to their scholarship holders,
 - 5) an administrative decision of the Rector.
2. The minister may grant a foreigner a scholarship, funding or subsidy for the cost of fees for educational services or the allowance for the costs of travel, living and accommodation. The funding is paid through NAWA. The Minister may also authorize the Director of NAWA to issue decisions referred to in (1) (3).
3. A foreigner with special needs may receive assistance in their learning process by reporting their needs to the Accessibility Center or Welcome Point.
4. Detailed rules and organization of support for foreigners with special needs shall be determined by separate orders.
5. The provisions of this Order shall apply accordingly to the Doctoral School candidates, unless provisions of the Doctoral School recruitment resolution state otherwise.

RULES FOR UNDERTAKING STUDIES BY FOREIGNERS AND FORMAL REQUIREMENTS

§ 2

1. A foreigner may undertake and pursue studies at the University, provided that they have:
 - 1) a valid passport or another identity document with a photo,
 - 2) documents regarding completed education,

- 3) documents entitling them to undertake studies free of charge (if applicable),
 - 4) documents confirming proficiency in the language in which the studies will be conducted,
 - 5) documents confirming obligatory health insurance valid in the territory of the Republic of Poland,
 - 6) documents confirming the legality of stay.
2. Required documents regarding the applicant's education:
- 1) for undergraduate studies – the original legalized or apostilled secondary-school leaving certificate or another document obtained abroad and recognized in the Republic of Poland as entitling the holder to apply for admission to higher education, referred to in § 3,
 - 2) for graduate studies (3 semesters) – the original legalized or apostilled higher education diploma or another document obtained abroad and recognized in the Republic of Poland entitling the holder to apply for admission to graduate studies (an undergraduate diploma obtained after at least 7 semesters of study, engineering degree, or graduate studies), as referred to in § 4,
 - 3) for graduate studies (4 semesters) – the original legalized or apostilled higher education diploma or another document obtained abroad recognized in the Republic of Poland as entitling the holder to apply for admission to graduate studies, as referred to in § 4,
 - 4) a legalized or apostilled diploma supplement or another official document containing information on completed courses, grades and grading scale, if such information is not included in the supplement – for candidates for graduate studies,
 - 5) a document presenting the grading scale applicable to the given foreign certificate, confirmed by the institution issuing the document (secondary school or education authorities of the country issuing the document), if such information is not included in the certificate – for candidates for undergraduate studies,
 - 6) a certificate confirming that the secondary school leaving certificate or diploma entitles the holder to undertake undergraduate or graduate studies, respectively, in the country where the document was issued – in the case of candidates applying for admission on the basis of documents issued abroad, as referred to in Article 93(1)(1) of the Act on the Education System and Article 326(1) of the Act – Law on Higher Education and Science. The certificate confirming eligibility should be obtained from the “Kwalifikator” system available on the NAWA website. If the given certificate/diploma is not included in the Kwalifikator system, the certificate should be issued by the institution that awarded the certificate/diploma, the educational authorities of the country in whose territory or education system the certificate/diploma was issued, or the Consul of the Republic of Poland competent for the country in whose territory or education system the certificate/diploma was issued. The certificate is required if such information is not included in the secondary school leaving certificate or higher education diploma. A template of the certificate constitutes Appendix No. 1 to this Order.

- 7) written information on the diploma issued by the Director of NAWA confirming eligibility to apply for admission to studies, in the case of candidates applying for admission to graduate studies on the basis of a higher education diploma issued abroad which is not a diploma referred to in Article 326(1) of the Act – Law on Higher Education and Science and has not been recognized as equivalent to the corresponding Polish diploma under an international agreement or through a nostrification procedure.
 - 8) written information on a foreign school certificate issued by the Director of NAWA confirming eligibility to apply for admission to studies, in the case of candidates applying for admission to undergraduate studies on the basis of a document issued abroad which is not a document confirming eligibility to apply for admission to studies as referred to in Article 326a(1) of the Act – Law on Higher Education and Science.
3. Candidates applying for admission to programmes or specializations implemented on the basis of international agreements, on the basis of a diploma issued by one of the partner universities that are parties to such agreements, may be exempt from the requirement to have the diploma apostilled. The condition for exemption is that the University obtains confirmation from the partner university that the candidate has completed their studies.
 4. Candidates applying for admission on the basis of documents issued in Ukraine may be exempt from the requirement to have them apostilled, provided that they submit a printout from “the State Electronic Database on Education” of the Ministry of Education and Science of Ukraine (EDBO) confirming that the document entitling them to undertake studies has been verified.
 5. All documents submitted during the admission process must meet one of the following conditions:
 - 1) be written in the Polish language,
 - 2) be written in the English language,
 - 3) be translated into Polish or English language in accordance with the provisions of (6).
 6. In the case referred to in 5 (3) the documents must be translated by:
 - 1) a person who is present on the list of sworn translators recognized by the Minister of Justice, or
 - 2) a person registered as a sworn translator in a Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – a Party to the Agreement on the European Economic Area, or a Member State of the Organization for Economic Co-operation and Development (OECD), or
 - 3) the Consul of the Republic of Poland competent for the country in whose territory or education system the document was issued, or
 - 4) a diplomatic mission or consular post of the country accredited by the Republic of Poland on whose territory or in whose educational system the document was issued.

7. A candidate who is a minor is required to submit a declaration by parents or legal guardians regarding their consent to participate in the admission process and undertake studies at the University. A template of the declaration is provided in Appendix No. 2 to this Order.
8. Foreigners may be admitted to study programs conducted in Polish or English if they present a relevant document confirming their language proficiency in the language of instruction, at a level of at least B2 (in accordance with the Common European Framework of Reference for Languages of the Council of Europe).
9. Documents that confirm proficiency in the Polish language are as follows:
 - 1) a certificate confirming completion of a one-year preparatory course for undertaking studies in Polish at institutions designated by the minister responsible for higher education,
 - 2) a certificate of proficiency in Polish, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language,
 - 3) a secondary school leaving certificate or a diploma from a higher education institution where Polish was the language of instruction.
10. Documents that confirm proficiency in the English language are as follows:
 - 1) a certificate included in the list of certificates published on the University's website,
 - 2) an International Baccalaureate diploma, a European Baccalaureate diploma,
 - 3) a certificate or another document confirming the completion of a secondary school abroad where classes were conducted in English may also be a document confirming language proficiency.
11. Foreigners whose mother tongue is the language of instruction used at the University are not required to present documents confirming their language proficiency.
12. In justified cases, language proficiency may be verified by means of an interview or an examination.
13. A negative verification of language proficiency through an interview referred to in (12) constitutes grounds for refusal of admission to studies.
14. Foreigners may be admitted to studies at the University provided that:
 - 1) they hold valid medical insurance covering medical treatment costs and the consequences of accidents for the period of education in Poland in the amount of at least EUR 30,000, or hold a European Health Insurance Card, or are enrolled in the National Health Fund (NFZ). The foreigner is required to submit a declaration regarding the insurance held. A template of the declaration constitutes Appendix No. 3 to this Order;
 - 2) if they hold insurance issued in connection with legal employment (the requirement to have medical insurance may be considered fulfilled in such a case).

1. Foreigners may apply for admission to undergraduate studies if they have one of the following documents:
 - 1) certificates and other documents issued by a school or education institution operating within the system of education of a member state of the European Union, the Organization for Economic Co-operation and Development (OECD), the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, entitling them to be admitted to a higher education program in one of those states,
 - 2) International Baccalaureate diplomas, issued by the International Baccalaureate Organization in Geneva,
 - 3) European Baccalaureate diplomas, issued by European Schools, according to the Convention defining the Statute of the European Schools, drawn up in Luxembourg, on June 21, 1994.
2. Certificates and other documents issued abroad by schools and education institutions recognized by the state on whose territory or in whose educational system they operate, are recognized in accordance with the provisions of international agreements.
3. Unless international agreements provide otherwise, certificates and other documents issued abroad by schools or educational institutions recognized by the state on whose territory or in whose educational system they operate, may be recognized by way of an administrative decision as a document confirming the received education in the Republic of Poland: primary, junior high, basic vocational, basic professional, intermediate professional or secondary education, or the right to continue education, including access to higher education, (considering the scope of qualifications received in the state issuing the certificate or another document).
4. If a given certificate or another document referred to in (1) (1) or (1) (3) entitles the holder to apply for admission to studies in a given study program in the country of its issuance, such certificate or document confirms the right to apply to be admitted to a study program in the Republic of Poland that is the same or similar in terms of curriculum.
5. Foreigners, referred to in Art. 93 (3) of the Law of September 7, 1991, on the Educational System, may apply for undergraduate studies provided that they hold an administrative decision issued by the competent Chief Education Officer confirming eligibility to apply for admission to higher education or if they submit written information issued by the Director of NAWA confirming the right to apply for admission to studies.
6. In the case of certificates referred to in Art. 93 (3) of the Law of September 7, 1991, on the Educational System – a foreigner shall present an administrative decision of the competent Chief Education Officer confirming eligibility to apply for admission to higher education in the Republic of Poland, or written information concerning the certificate issued by the Director of NAWA, referred to in § 2 (2) (8).

In the event of doubts concerning a foreign certificate or other document obtained abroad entitling the holder to apply for admission to higher education, the University may apply to the Chief Education Officer in Katowice, the Director of NAWA, or to the consular office in the Republic of Poland of the state of issuance of the certificate or other document, or of the state where the right to continue education was obtained, or to the consular office of the Republic of Poland whose territorial competence covers the state of issuance of the certificate or other document or the state where the right to continue education was obtained, for recognition of qualifications related to the education obtained.

7. The rules for converting grades obtained on a foreign certificate into admission points are specified in Appendix No. 4 to this Order.

§ 4

1. Foreigners may apply for admission to graduate studies at the University if they hold one of the following documents confirming their education:
 - 1) a diploma certifying the completion of undergraduate, graduate, or long-cycle Master's degree studies obtained in the Republic of Poland,
 - 2) a diploma certifying the completion of studies abroad, entitling the holder to continue education in accordance with the rules outlined in Art. 326 of the Law on Higher Education and Science.
2. In the event of doubts as to a foreign diploma or another document obtained abroad which entitles the holder to apply for graduate studies, the University applies to the Director of NAWA for information about the diploma issued by a foreign university concerning the level of study and the status of the university.

§ 5

1. Foreigners are admitted to postgraduate studies and other forms of education pursuant to the conditions and procedures specified in separate regulations, taking into account the provisions of (2) and (3).
2. Candidates who possess a legalized or apostilled diploma certifying the completion of studies abroad and entitling to continue education in accordance with the rules outlined in Art. 326 of the Law on Higher Education and Science, may apply for admission to postgraduate studies conducted at the University.
3. The documents required in the admission process for postgraduate studies or other forms of education resulting from separate regulations should be submitted together with a sworn translation into Polish or English (unless they are already in Polish or English), following the provisions of § 2 (6).

RULES OF ADMISSION OF FOREIGNERS TO STUDIES

§ 6

1. A foreigner applying for admission to studies fills in an electronic application form and is obliged to send the documents included in § 2 (1) (1)-(5) and (7) (if applicable) in electronic form within the deadline indicated in the admission schedule published on the University's website, subject to (2)-(4).
2. Candidates taking part in the admission interview for graduate studies conducted in English during the final year of their undergraduate studies are required to submit documents concerning their education (as defined in § 2 and § 4) by September 30 of the year in which the recruitment takes place. These candidates are required to submit the following documents in electronic form within the deadline specified in (1):
 - 1) a transcript of records for the entire study period; and
 - 2) a certificate of the student status that includes, but is not limited to, the following information:
 - a) name of the institution of higher education;
 - b) name of the study program;
 - c) date of commencement and expected date of completion of studies.
3. If a certificate referred to in § 2 (1) (2) is not recognized, by virtue of law or under international agreements, as a document entitling the holder to undertake higher education studies in Poland, the candidate is obliged to attach the decision mentioned in § 3 (6), or the written information issued by the Director of NAWA referred to in § 2 (2) (8).
4. In the case of incomplete legalization of documents mentioned in § 2 (1) (2) at the stage of a candidate's registration in the Internet Recruitment System for Candidates, the candidate may submit documents authenticated by the competent local authorities appropriate to the place of issuance of the document, together with a statement that constitutes Appendix No. 5 to this Order. The candidate is obliged to submit full legalization of the documents within the deadline specified in (12).
5. A foreigner may not apply for admission to the study program that they are currently attending.
6. The documents sent in an electronic form, referred to in (1)-(2), will only be verified if the application fee is paid within the deadline specified in the admission schedule, subject to (7).
7. The application fee is paid to the bank account of the University.
8. The date of paying the application fee is understood as the date on which the funds are credited to the University's bank account.
9. The application fee is reimbursed on terms and conditions specified in a separate order.
10. After payment of the application fee, an authorized Admissions employee verifies the documents in terms of formal requirements.
11. To receive a certificate of enrolment, a foreigner must pay the tuition fee for the first year of study unless the provisions of the Rules for charging fees for educational services related to the education of foreigners on full- and part-time undergraduate and graduate studies and

other fees at the University of Economics in Katowice provide otherwise – this applies to candidates enrolled on a fee-paying basis.

12. By the day preceding the commencement of courses, an admitted foreign student is required to complete the following:
 - 1) present to the Admissions Office the originals of the documents referred to in (1) for inspection, to have their copies made and included in the student's personal file,
 - 2) sign the application for admission to studies printed from the recruitment system.
13. Entry onto the list of students is conditional upon positive verification of their:
 - 1) Identity
 - 2) Completeness of the submitted documents.
14. In the event of finding in the proceedings referred to in (13) any data inconsistency, the University Recruitment Committee may decide to refuse admission to studies, accordingly to the nature and scope of the improprieties.
15. Failure to complete the obligations referred to in (11) – (12) results in a decision to refuse admission to studies.

FEES FOR EDUCATIONAL SERVICES

§ 7

1. The amount of fees for educational services for full- and part-time undergraduate and graduate studies, and other fees for foreigners undertaking education at the University, is regulated by the Rector's Order.
2. A foreigner may be exempted from paying fees for educational services related to retaking certain courses of full-time studies due to unsatisfactory academic performance, education in Polish or a foreign language in full-time studies, as well as postgraduate or specialist education according to the rules outlined in an agreement between higher education institutions or an international agreement. A foreigner may also be exempted from these fees based on:
 - 1) an administrative decision of the Rector,
 - 2) a decision of the Minister or a decision of the Director of the Polish National Agency for Academic Exchange (NAWA) pertaining to its scholarship recipients.
3. Fees for educational services related to full-time studies conducted in Polish shall not be charged to:
 - 1) a foreigner who is a citizen of a Member State of the European Union, the Swiss Confederation, or a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area – and their family members residing in the Republic of Poland;
 - 2) a foreigner who is a citizen of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10(1)(b) or (d) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European

Atomic Energy Community (Official Journal of the European Union L 29 of 31.01.2020, p. 7, 6 as amended), and their family members residing in the Republic of Poland;

- 3) a foreigner who was granted a permanent residence permit or is a long-term resident of the European Union;
 - 4) a foreigner granted a temporary residence permit in connection with the circumstances referred to in Article 159(1) and Article 186(1)(3–4) of the Act of December 12, 2013 on Foreigners;
 - 5) a foreigner granted refugee status in the Republic of Poland or benefiting from temporary protection or subsidiary protection in the Republic of Poland;
 - 6) a foreigner holding a certificate of proficiency in Polish as a foreign language referred to in Article 11a(2) of the Act of October 7, 1999 on the Polish Language, at least at C1 level;
 - 7) a holder of the Pole's Card (Karta Polaka) or a person who received a decision confirming their Polish origin;
 - 8) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing in the Republic of Poland;
 - 9) a foreigner who was granted a temporary residence permit in connection with the circumstances referred to in Article 151(1) or Article 151b(1) of the Act of December 12 2013 on non-nationals, or residing in the Republic of Poland in connection with short-term mobility of a researcher under the conditions specified in Article 156b(1) of that Act, or holding a national visa for the purpose of conducting scientific research or development work.
4. 4. Foreigners exempt from tuition fees pursuant to (3) shall pay fees for additional educational services provided by the University in accordance with the rules specified in the "Rules and regulations for charging fees for educational services in full- and part-time undergraduate and graduate programs for foreigners undertaking studies at the University of Economics in Katowice", along with other fees.
 5. Foreigners undertaking higher education at the University on the basis of international agreements shall pay fees for educational services in accordance with the terms specified in those agreements.
 6. Foreigners who are scholarship holders of the Polish side shall pay fees for educational services provided by the University in accordance with the rules specified in the Regulations referred to in (4).
 7. Foreigners undertaking studies on a fee-paying basis are required to pay fees for educational services in accordance with the rules specified in the Regulations referred to in (4), subject to the provisions of (8).
 8. Foreigners undertaking studies on a fee-paying basis in the International Business programme - specialisations European Master's in Customer Relationship Marketing (MERCURI) and International Master in Intercultural Business (MAGELLAN), are required to pay fees for

educational services in accordance with the rules specified in the Regulations referred to in (4) and in agreements with foreign entities.

CHANGES TO THE RULES OF STUDYING

§ 8

1. If, during the course of studies, a foreigner acquires the right to full or partial exemption from fees for educational services related to their studies, the rules under which they pursue their studies may be changed.
2. In order to change the rules of studying, a foreign student is required to notify the University in writing immediately after acquiring the right to be fully or partially exempt from paying fees for higher education studies and to present for inspection the originals of the documents constituting the basis for the change of the rules of studying.
3. The Rector decides on the change of the rules of studying with effect from the date of submission of the documents referred to in (2).
4. If a registered letter notifying the acquisition of the right to change the rules of studying is sent together with the documents referred to in (2), the provisions of (3) are applied accordingly.

RIGHTS AND OBLIGATIONS OF STUDENTS – FOREIGNERS

§ 9

1. The organization and course of studies, as well as the rights and obligations of students – foreigners, are specified in the Rules and Regulations of Studies at the University of Economics in Katowice.
2. In case of a transfer of a foreigner from a university abroad to the University, the Dean is obliged to immediately submit to the Rector a written application to establish the rules of studies and terms of payment.
3. In the event of any changes, a foreign student is required to immediately inform the relevant Dean's Office and submit for inspection documents entitling them to legal residence or confirming possession of the required insurance.
4. Foreigners who are scholarship holders on the basis of a decision of the Director of NAWA are required, at the request of the University, to submit statements regarding the period of their stay outside the territory of the Republic of Poland, if the regulations of the scholarship program require it.
5. A foreigner is obliged to indicate an address for delivery on the territory of the Republic of Poland or another Member State of the European Union, or indicate a representative responsible for deliveries on the territory of the Republic of Poland.

6. The University delivers correspondence to the address indicated by a student, referred to in (5).
7. Students of partner universities undertaking part of their studies at the University under the terms specified in an international agreement are exempt from the obligation to obtain an apostille for documents confirming eligibility for studies.
8. Foreigners may apply for a need-based scholarship and for a student loan under the terms of the Law on Higher Education and Science.

FINAL PROVISIONS

§ 10

1. In matters not regulated by law and this Order, the decision is made by the Rector.
2. The relevant GDPR information clause of the University may be accessed at the University, on its website, and in the Public Information Bulletin (BIP).

§ 11

The Order shall enter into force on the date of signing and shall apply to foreigners commencing their studies from the academic year 2025/2026.

Rector

Prof. Celina M. Olszak, Ph.D., D.Sc.