

Order No. 38/21

of April 1, 2021 of the Rector of the University of Economics in Katowice on the principles of undertaking and completing studies by non-nationals at the University of Economics in Katowice

Pursuant to Art. 323-327 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478) and § 19 of the Statute of the University of Economics in Katowice, I **hereby order** as follows:

General provisions

§ 1

1. Non-nationals may undertake and complete degree programs, study at the doctoral school, as well as participate in postgraduate studies, specialist training and other forms of education at the University of Economics in Katowice, hereinafter referred to as the “University”, pursuant to:
 - 1) international agreements, under rules provided for in these agreements,
 - 2) agreements concluded by the University with foreign entities, under rules provided for in these agreements,
 - 3) a decision of a minister,
 - 4) a decision of the Director General of Polish National Agency for Academic Exchange (hereinafter referred to as NAWA) pertaining to its scholarship holders,
 - 5) an administrative decision of the Rector.
2. A minister may grant a non-national 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. A minister may also authorize the Director General of NAWA to issue decisions referred to in (1) (3).

Rules for undertaking studies by non-nationals and formal requirements

§ 2

1. A non-national may undertake and complete higher education studies at the University, provided that they have:
 - 1) a valid passport or other identity document with a photos,
 - 2) documents required as record of education,;
 - 3) documents entitling them to undertake studies without any fees (in the case of candidates),
 - 4) documents confirming their command of the language used to conduct courses,
 - 5) documents confirming having obligatory health insurance in the Republic of Poland.
2. Documents required as record of education:
 - 1) undergraduate studies – an original of a legalized or apostilled secondary-school leaving certificate or another document obtained abroad and recognized in the Republic of Poland as a document entitling to apply for admission to higher education studies, referred to in § 3,
 - 2) graduate studies (3 semesters) – an original of a legalized or apostilled certificate of completing the studies or another document obtained abroad and recognized in the Republic of Poland as a document entitling to apply for admission to graduate studies (a certificate of completing undergraduate studies of at least 7 semesters or engineering studies or graduate studies), referred to in § 4,
 - 3) graduate studies (4 semesters) – an original of a legalized or apostilled certificate of completing the studies or another document obtained abroad and recognized in the Republic of Poland as a document entitling to apply for admission to graduate studies, referred to in § 4,
 - 4) in case of candidates for graduate studies - a supplement or another official document which was legalized or apostilled and contains information on the candidate’s credited

courses, together with grades and the grade scale if such information is not specified in the supplement,

- 5) in the case of candidates for undergraduate studies - a document presenting the grade scale applicable to a given certificate obtained abroad, confirmed by an institution responsible for issuing the document (secondary school, higher education institution or education authorities of the country issuing the document) if such information is not specified in the secondary-school leaving certificate or the certificate of completing a higher education program,
 - 6) a confirmation that the certificate or diploma entitles the holder to undertake undergraduate or graduate studies in the country in which the document was issued, awarded by the institution that issued the certificate/diploma, the educational authorities of the country on whose territory or in whose educational system the certificate/diploma was issued, or the consul of the Republic of Poland competent for the country on whose territory or in whose educational system the certificate/diploma was issued if such information is not included in the secondary-school leaving certificate or a diploma from higher education institution.
3. All documents submitted in the admission process shall meet one of the following conditions:
 - 1) be drawn up in Polish,
 - 2) be prepared in English,
 - 3) be translated into Polish or English in accordance with the provisions of (4).
 4. In the case referred to in (3) (3) the documents should be translated by:
 - 1) a person entered by the Minister of Justice in the list of sworn translators, or
 - 2) a person registered as a sworn translator in a European Union Member State, 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) a consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the document was issued, or
 - 4) a diplomatic representation or consular post accredited in the Republic of Poland of the country on whose territory or in whose educational system the document was issued.
 5. A candidate who is a minor is required to submit a declaration by parents or legal guardians regarding their consent to study at the University. The model declaration is attached as Appendix No 1 to this order.
 6. Non-nationals may be admitted to the University programs conducted in Polish or English if they present a relevant document confirming their command of the language, in which the studies are conducted, of at least B2 level (in accordance with the Common European Framework of Reference for Languages of the Council of Europe).
 7. Documents which may be presented to confirm the command of Polish:
 - 1) a certificate of completing a one-year preparatory course to study in Polish in units designated by the minister responsible for higher education,
 - 2) a certificate confirming the command of Polish, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language,
 - 3) a secondary-school leaving certificate or diploma from a higher education institution in which courses were conducted in Polish.
 8. Documents which may be presented to confirm the command of English:
 - 1) a certificate included on the list of certificates published on the University's website,
 - 2) an International Baccalaureate diploma, a European Baccalaureate diploma,
 - 3) a document confirming the command of a language may also be a certificate or another document confirming the completion of a secondary-school abroad, where classes were conducted in English.
 9. The document confirming the command of a foreign language is not required to be produced by non-nationals, whose mother language is the language of the University courses that the non-national is to undertake.
 10. In justified cases, in particular when the document certifying language proficiency is older than 3 years, the language proficiency may be verified by means of an interview.

11. A negative verification of knowledge of the language of instruction through an interview referred to in (10) shall constitute grounds for not admitting a candidate to the study program.
12. Non-nationals may be admitted to studies at the University if:
 - 1) they have a valid personal accident insurance that covers potential medical expenses for the duration of their education in Poland of at least EUR 30,000, or the European Health Insurance Card or they subscribe to the National Health Fund insurance. A non-national is required to submit a declaration on being insured. A declaration template constitutes Appendix No. 2 to this Order.
 - 2) in the event that a non-national has insurance under their legal employment relationship, the obligation to have medical insurance is deemed to be completed.

§ 3

1. Non-nationals may apply to be admitted 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 diploma, issued by the International Baccalaureate Organization in Geneva,
 - 3) European Baccalaureate diploma, issued by European Schools, pursuant 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 wherein or in whose education system they operate, are recognized pursuant to the rules provided for in international agreements.
3. Unless international agreements provide otherwise, certificates and other documents issued abroad by schools or education institutions recognized by the state wherein or in whose education system they operate, may be recognized by way of an administrative decision as a document confirming primary, lower-secondary, basic vocational, stage-I sectoral vocational, stage-II sectoral vocational, general secondary education, or the entitlement to continue education, including the entitlement to apply to be admitted to higher education studies, taking into consideration the scope of qualifications in the state of 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 to be admitted to studies in a given study program in the country of its issuance, that certificate or document confirms the right to apply to be admitted to the study program in the Republic of Poland that is the same or similar in terms of the program curriculum.
5. Non-nationals referred to in Art. 93a of the Act of September 7, 1991 on the Education System may apply to be admitted to undergraduate studies if they were awarded an administrative decision issued by a competent chief education officer [kurator oświaty], which confirms the entitlement to apply to be admitted to higher education studies.
6. In the case of certificates referred to in Art. 93(3) of the Act of September 7, 1991 on the Education System – a non-national shall submit the administrative decision of a competent chief education officer confirming their entitlement to apply to be admitted to higher education studies in the Republic of Poland.
7. The administrative decision of a competent chief education officer on recognizing a certificate or another document as confirming the entitlement to apply to be admitted to higher education studies in the Republic of Poland should be submitted in a relevant Dean's Office no later than by the end of the first semester of studies.
8. In the event of any doubt as to a foreign certificate or another document obtained abroad, which entitles the holder to apply to be admitted to higher education studies, the University may request the education authority in Katowice or a consular office in the Republic of Poland of the state of issuing the certificate or another document, or the state of obtaining the qualifications to continue studying, respectively, or a consular office of the Republic of

Poland with territorial jurisdiction over the state of issuing the certificate or another document or the state of obtaining the entitlement to continue education, respectively, to have the qualifications recognized.

9. The rules for converting the results obtained at the matriculation examination into qualification points are set out in Appendix No. 3 to this Order.

§ 4

1. Non-nationals may apply to be admitted to graduate studies at the University if they have one of the following documents pertaining to 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 to continue education according to the rules set forth in Art. 326 of the Law on Higher Education and Science.
2. In the event of any doubt as to a foreign certificate or another document obtained abroad, which entitles the holder to apply to be admitted to graduate studies, the University requests the NAWA Director for information about the certificate issued by a foreign university about the level of study and the status of the university.

§ 5

1. Non-nationals are admitted to postgraduate studies and other forms of education pursuant to the conditions and procedures laid down 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 may apply for admission to postgraduate studies conducted at the University, provided that their diploma meets one of the following criteria:
 - 1) it has been recognized as equivalent to the Polish counterpart under an international agreement, or
 - 2) it has been recognized as equivalent to the Polish counterpart through nostrification, or
 - 3) it has been recognized as equivalent to a Polish diploma attesting a full qualification of at least level 6 of the Polish Qualification Framework pursuant to the provisions of Art. 326 (1) of the Law on Higher Education and Science.
3. Documents required in the admission process for postgraduate studies or other forms of education resulting from separate regulations - if they are not prepared in Polish or English - should be submitted together with a sworn translation into Polish or English, in accordance with the provisions of § 2 (4).

Rules for admitting non-nationals to higher education studies under a decision of the Rector

§ 6

1. All candidates who are not Polish citizens and who apply to study at the University of Economics in Katowice are admitted on the same basis as Polish candidates, regardless of their eligibility.
2. A non-national applying for admission based on the Rector's decision fills in an electronic application form and is obliged to send the documents included in § 2 (1) (1)-(4) in an electronic form by the date given in the admission schedule posted on the University's website.
3. A non-national may not apply for admission to the study program that they are currently attending.
4. The documents sent in an electronic form, referred to in (2), will only be verified if the application fee is paid by the date set out in the admission schedule, subject to (7).
5. The application fee is paid to the bank account of the University.
6. The date of paying the application fee is understood as the date of crediting the bank account of the University.
7. The application fee is not reimbursed if the candidate fails to be admitted to the first year of a given study program, subject to the provisions of (8).

8. The fee may be reimbursed to the candidate only if the documentation is left unprocessed due to payment of the application fee to the University's account after the date indicated in the admission schedule.
9. Upon the payment of the application fee, an authorized Admissions employee verifies the documents in terms of formal requirements.
10. In order to receive a certificate of enrolment, a non-national must pay a fee for the first semester - this applies to candidates enrolled on a fee-paying basis.
11. By the day preceding the commencement of courses, a non-national admitted under a decision of the Rector is required to complete the following:
 - 1) present for inspection the originals of the documents referred to in (2) in order to have their copies made and included in the student's personal files,
 - 2) sign an application for admission to studies printed from the admissions system,
 - 3) present the administrative decision of a competent chief education officer, confirming the entitlement to apply for admission to higher education studies – if applicable,
 - 4) sign the oath.
12. In the event of failing to complete the obligations referred to in (11), subject to the provisions of (13), the Admissions immediately inform the University unit responsible for instigating the proceedings on expelling the student from the student register for failing to undertake their studies.
13. If it is not possible to obtain the administrative decision referred to in (11) (3) by the day preceding the commencement of courses, this document may be delivered by the end of the first semester of studies, provided that a confirmation of submission of the appropriate application to the board of education is presented to the Admissions by the day preceding the commencement of courses.

Fees for educational services

§ 7

1. The amount of fees for educational services in full- and part-time undergraduate and graduate studies and other fees for non-nationals undertaking education at the University is regulated by the Rector's order.
2. A non-national 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 pursuant to the rules set forth in an agreement between higher education institutions or an international agreement. A non-national may also be exempted from these fees on the basis of:
 - 1) an administrative decision of the Rector,
 - 2) a decision of a minister or a decision of the Director General of the Polish National Agency for Academic Exchange (NAWA) pertaining to its scholarship holders.
3. The fees for educational services related to full-time studies in the Polish language shall not be charged to:
 - 1) a non-national – a national of a European Union state, 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 members of their families residing in the Republic of Poland,
 - 2) a non-national who was granted a permanent residence permit or is a long-term resident of the European Union,
 - 3) a non-national who was granted the temporary residence permit in connection with the circumstances referred to in Articles 159(1) and 186(1)(3)–(4) of the Act of December 12, 2013 on non-nationals,
 - 4) a non-national who has the refugee status granted in the Republic of Poland or uses the temporary protection or the subsidiary protection status in the Republic of Poland,
 - 5) a non-national – a holder of a certificate confirming their command of 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 the C1 level,

- 6) a holder of the Pole's Card [Karta Polaka] or a person who received the decision on determining their Polish origin,
 - 7) a non-national who is a spouse, ascendant or descendant of a national of the Republic of Poland residing in the Republic of Poland,
 - 8) a non-national who was granted the temporary residence permit in connection with the circumstances referred to in Articles 151(1) and 151b(1) of the Act of December 12, 2013 on non-nationals or residing in the territory of the Republic of Poland in connection with the use of short-term mobility under the conditions referred to in Article 156b(1) of this Act or having a national visa for the purpose of conducting scientific research or development works.
4. Non-nationals exempt from tuition fees pursuant to (3) have pay for additional educational services provided by the University under a procedure and in a manner laid down in the in the Rules and Regulation for charging fees for educational services in full-time and part-time undergraduate and graduate programs for non-nationals undertaking studies at the University of Economics in Katowice and other fees.
 5. Non-nationals undertaking higher education studies at the University on the basis of international agreements pay for educational services in a manner provided for in these agreements.
 6. Non-nationals who are holders of Polish scholarship pay for educational services provided by the University under a procedure and in a manner laid down in the Rules and Regulations referred to in (4).
 7. Non-nationals undertaking paid higher education studies are required to pay for educational services in a manner provided for in the Rules and Regulation referred to in (4), subject to the provisions of (8).
 8. Non-nationals undertaking paid studies in the International Business program, specialization - MERCURI European Master's in Customer Relationship Marketing are obliged to pay fees for educational services according to the rules set forth in the Rules and Regulations referred to in (4) and in agreements with foreign entities.
 9. Non-nationals referred to in section 3(1) may not apply for a need-based scholarship and student loans.

Changes to the rules of studying

§ 8

1. In the event that in the course of their studies a non-national acquires the right to be fully or partially exempt from paying the fees for educational services connected with higher education studies, the rules of studying may change.
2. In order to change the rules of studying, a non-national is required to immediately inform the University in writing on acquiring the right to be fully or partially exempt from paying the fees for higher education studies, and submit the originals of documents allowing for changes to the rules of studying for inspection.
3. The Rector makes a decision to change the rules of studying with effect from the date of submitting the documents referred to in (2).
4. In the event that a registered letter notifying that the right to change the rules of studying has been acquired, together with the documents referred to in (2), is sent, the provisions of (3) shall apply accordingly.

Rights and obligations of students – non-nationals

§ 9

1. The organization and course of studies as well as rights and obligations of students – non-nationals are defined in the Rules and Regulations of the University of Economics in Katowice.
2. In the event of transferring a non-national from a foreign higher education institution to the University, the Dean is required to immediately request the Rector in writing to determine the manner of studying and the terms and conditions of payments.

3. In the event of changes, the student – non-national is required to immediately inform the appropriate dean's office and submit for inspection documents authorizing legal residence or confirming possession of required insurance.
4. Non-nationals who are scholarship holders under a decision of the Director General of NAWA are required to submit declarations on the duration of their stay outside of the Republic of Poland upon the request of the University, if required by the Regulation of the Scholarship Program.
5. A non-national is required to specify their correspondence address in the Republic of Poland or another European Union member state or specify a person authorized to receive their correspondence in the Republic of Poland.
6. The University delivers correspondence to the address determined by the student, referred to in (5).

Final provisions

§ 10

In matters not regulated by law and these Regulations, the decision is made by the Rector.

§ 11

The Order comes into force upon its adoption and applies to non-nationals commencing their studies in the 2021/2022 academic year.

Rector

(-) Prof. Celina M. Olszak, Ph.D., D. Sc.