

**Order No. 90/22**

of June 22, 2022, of the Rector of the University of Economics in Katowice on the rules of studying or undertaking other forms of education by foreigners at the University of Economics in Katowice

---

Pursuant to § 323-327 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574, 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 complete 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, on the terms specified in such agreements
  - 2) agreements between the University and foreign institutions, according to the rules defined 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 foreigner may be granted a Minister's 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 General of NAWA to issue decisions referred to in (1)(3).

**RULES OF STUDYING FOR FOREIGNERS AND FORMAL REQUIREMENTS**

**§ 2**

1. A foreigner may study at the University, provided that they have:
  - 1) a valid passport or another identity document with a photo,
  - 2) documents regarding their education,
  - 3) documents entitling them to study without paying fees (if applicable),
  - 4) documents confirming their language level depending on the language of instruction,
  - 5) documents confirming their obligatory health insurance on the territory of the Republic of Poland.
1. Required documents regarding the applicant's education:
  - 1) for 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 enabling higher education, referred to in § 3,
  - 2) for graduate studies (3 semesters) – an original of a legalized or apostilled certificate of completing 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 lasting at least 7 semesters, engineering studies, or graduate studies), referred to in § 4,
- 3) for graduate studies (4 semesters) – an original of a legalized or apostilled certificate of completing 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 the case of candidates for graduate studies – a supplement or another official document that was legalized or apostilled and contains information on the candidate's credited courses, along with grades and a grade scale if such information is not specified in the supplement,
  - 5) in the case of candidates for undergraduate studies – a document presenting a 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,
  - 6) A confirmation that a certificate or diploma entitles its holder to undertake undergraduate or graduate studies in a country in which such a document was issued, awarded by an institution that issued the certificate/diploma, the educational authorities of the country on whose territory or in which educational system the certificate/diploma was issued, or the consul representing the country in the Republic of Poland 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 higher education diploma.
3. Applicants pursuing courses of study or specializations realized based on international agreements based on a diploma issued by one of the partner universities may be exempted from an obligation to have them apostilled. The condition of the exemption is a confirmation of the applicant's graduation from the partner university as obtained by the University.
  4. For the recruitment process in the academic year 2022/2023, candidates applying for admission based on documents issued in Ukraine are exempted from the requirement to have them apostilled.
  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 should 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 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 representing the country in the Republic of Poland on whose territory or in whose educational system the document was issued, or
  - 4) a diplomatic representation 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 study at the University. The declaration is attached as Appendix No. 1 to this Order.
  8. Foreigners may be admitted to study programs conducted in Polish or English language if they present a relevant document confirming their language proficiency, according to the language of instruction, of at least B2 level (in accordance with the Common European Framework of Reference for Languages of the Council of Europe).
  9. Documents that confirm Polish language proficiency are as follows:
    - 1) a certificate of completing a one-year preparatory course to study in the Polish language in units designated by the Minister for Higher Education,
    - 2) a certificate confirming Polish language proficiency level, 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 the Polish language was the language of instruction.
  10. Documents that confirm English language proficiency are as follows:
    - 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 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 through an interview, in particular when the document certifying language proficiency is older than 3 years.
  13. A negative verification of language proficiency through an interview referred to in (10) constitutes grounds for not admitting the candidate.
  14. Foreigners may be admitted to the University if they:
    - 1) have valid medical insurance for the duration of their education in Poland that can cover potential expenses, at least 30,000 EURO worth, a European Health Insurance Card, or if they subscribe to the National Health Fund insurance. A foreigner is required to submit a declaration of being insured. The declaration constitutes Appendix No. 2 to this Order.
    - 2) have insurance issued in connection with legal employment (the requirement to have medical insurance may be considered fulfilled in such a case).

### **§ 3**

1. Foreigners 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 Bacculaureate diplomas, issued by the International Bacculaureate Organization in Geneva,
  - 3) European Bacculaureate 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, according to the rules provided in 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 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 the study program in the Republic of Poland that is the same or similar in terms of curriculum.
  5. 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.
  6. The administrative decision of a competent Chief Education Officer on recognizing a certificate or another document as confirming the entitlement to apply to higher education in the Republic of Poland should be submitted in a relevant Office for School of Undergraduate and Graduate Studies no later than by the end of the first semester of studies.
  7. In the event of any doubts as to a foreign certificate or another document obtained abroad entitling the holder to apply for higher education, the University may request a consultation from: the education authority in Katowice or a consular office in the Republic of Poland of the state that issued the certificate or another document (or the qualifications to continue studying) or a consular office of the Republic of Poland with territorial jurisdiction over the state that issued the certificate or another document (or the entitlement to continue education) to have the qualifications recognized.
  8. The rules for converting the results obtained in the foreign certificate examination into enrolment points are specified in Appendix No. 3 to this Order.

#### **§ 4**

1. Foreigners may apply to graduate studies at the University if they have 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 to continue education according to the rules outlined 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 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. 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 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 its Polish counterpart under an international agreement, or
  - 2) it has been recognized as equivalent to its Polish counterpart through nostrification, or
  - 3) it has been recognized as equivalent to a Polish diploma certifying a full qualification of at least level 6 of the Polish Qualification Framework subject and according to the provisions of Art. 326 (1) of the Law on Higher Education and Science.
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 fills in an electronic application form and is obliged to send the documents included in § 2 (1) (1)-(5) in an electronic form by the date given in the admission schedule posted on the University website, according to (2).
2. Candidates who are to be interviewed for admission to the graduate degree program conducted in English during the final year of the undergraduate degree program are required to submit documents regarding their education (as defined in § 2 and § 4) by September 30 of the year in which recruitment takes place. These candidates are required to submit the following documents in electronic form by the deadline set 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) the name of an institution of higher education;
  - b) the name of a study program;
  - c) the date of commencement and the expected date of completion of studies.
2. A foreigner may not apply for admission to the study program that they are currently attending.
3. The documents sent in an electronic form, referred to in (1) – (2), will only be verified if the application fee is paid by the date set out in the admission schedule, subject to (7).
4. An application fee is paid to the bank account of the University.
5. The date of paying the application fee is understood as the date of crediting the bank account of the University.
6. The application fee is not reimbursed if a candidate fails to be admitted to the first year of a given study program, subject to the provisions of (8).
7. The fee may be reimbursed to a 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.
8. Upon the payment of the application fee, an authorized Admissions employee verifies the documents in terms of formal requirements.
9. To receive a certificate of enrolment, a foreigner must pay a fee for the first semester – this applies to candidates enrolled on a fee-paying basis.
10. By the day preceding the commencement of courses, an admitted foreign student is required to complete the following:
  - 1) present for inspection originals of the documents referred to in (1) 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 to higher education studies – if applicable,
  - 4) sign student oath.
11. 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 proceedings on removing a student from Student Register for failing to undertake their studies.
12. 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.

## **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 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 a Minister or a decision of the Director General of the Polish National Agency for Academic Exchange (NAWA) pertaining to its scholarship recipients.
3. Fees for educational services related to full-time studies in Polish shall not be charged to:
- 1) a foreigner – 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 foreigner who was granted a permanent residence permit or is a long-term resident of the European Union,
  - 3) a foreigner who was granted the temporary residence permit in connection with circumstances referred to in Art. 159 (1) and 186 (1) (3)–(4) of the Act of December 12, 2013, on non-nationals,
  - 4) a foreigner 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 foreigner – a holder of a certificate confirming their command of Polish as a foreign language, referred to in Art. 11a (2) of the Act of October 7, 1999, on the Polish language, of at least 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 foreigner who is a spouse, ascendant or descendant of a national of the Republic of Poland residing in the Republic of Poland,
  - 8) a foreigner who was granted a temporary residence permit in connection with the circumstances referred to in Art. 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 Art. 156b (1) of this Act or having a national visa for conducting scientific research or development works.
4. Foreigners exempt from tuition fees pursuant to (3) have to nonetheless pay for additional educational services provided by the University in a manner and procedure described 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 studies at the University based on international agreements pay for educational services in a manner provided for in said agreements.
6. Foreigners who are holders of Polish scholarship pay for educational services provided by the University in a manner and procedure described in the Rules and Regulations referred to in (4).

7. Foreigners undertaking paid higher education studies are required to pay for educational services in a manner provided for in the Rules and Regulations referred to in (4), subject to the provisions of (8).
8. Foreigners undertaking International Business paid study program, MERCURI European Master's in Customer Relationship Marketing specialization, 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. Foreigners referred to in (3)(1) may not apply for a need-based scholarship or student loans.

## **CHANGES TO THE RULES OF STUDYING**

### **§ 8**

1. If in the course of their studies a foreigner acquires the right to be fully or partially exempt from paying fees for educational services connected with higher education studies, the rules of studying may change.
2. To change the rules of studying, a foreign student is required to immediately inform the University in a written form on acquiring the right to be fully or partially exempt from paying fees for higher education studies and submit the original documents allowing for such changes.
3. The Rector decides to change the rules of studying with effect from the date of submitting the documents referred to in (2).
4. In the event a registered letter notifying of the approved right to change the rules of studying is sent together with the relevant documents referred to in (2), the provisions of (3) are applied accordingly.

## **FINAL PROVISIONS**

### **§ 10**

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

### **§ 11**

The Order comes into force upon its signing and applies to foreigners commencing their studies in the academic year 2022/2023.

**Rector**

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