

**Admission rules for the Powiślański College in Kwidzyn for the academic year
2018/2019**

(applies to applicants to first-cycle studies who do not have Polish citizenship)

General provisions

§ 1

1. Admission for applicants who do not have Polish citizenship is conducted at Powiślańska Szkoła Wyższa in Kwidzyn (Powiślański College) by the Admission Committee, established under a separate order of the Rector.

§ 2

1. A foreigner, as defined by Polish law, is any person who does not have Polish citizenship.
2. Persons who simultaneously hold a Polish passport (citizenship) and a passport of another country or more than one country are by operation of law treated as Polish citizens in the territory of the Republic of Poland.
3. Matters related to undertaking and pursuing studies and other forms of education by foreigners, as well as participating in scientific research and development work at Polish institutions of higher education are governed by the provisions of Article 43 of the [Act of 27 July 2005 - Higher Education Law](#) (*Journal of Laws of 2017, item 2183*).
4. Detailed regulations related to undertaking and pursuance of education by foreigners under the procedure and on terms other than those applicable to Polish citizens, specified in Article 43 para 3 and 4 of the above Act, are included in the [Regulation of the Minister of Science and Higher Education of 30 August 2016 on undertaking and pursuing studies and training by foreigners and their participation in scientific research and development works](#) (*Journal of Laws of 2016, item 1501*).

I. Undertaking studies according to the principles applicable to Polish citizens

§ 3

1. The following persons are entitled to undertake and pursue studies and participate in scientific research and development works on the principles applicable to Polish citizens:
 - foreigners who have been granted a permit to settle (*zezwoleńie na osiedlenie*) in the territory of the Republic of Poland,
 - foreigners with a valid Polish Card (*Karta Polaka*),
 - foreigners who hold a refugee status granted in the Republic of Poland,
 - foreigners using temporary protection in the territory of the Republic of Poland,
 - migrant workers who are citizens of a European Union Member State, the Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) – a party to the Agreement on the European Economic Area (EEA), i.e. Iceland, Liechtenstein and Norway, as well as members of their families, if they reside in the territory of the Republic of Poland,

- foreigners who have been granted a long-term resident's EU residence permit in the territory of the Republic of Poland,
 - foreigners who have been granted a residence permit for a fixed period in the territory of the Republic of Poland in connection with the circumstance referred to in Article 53 section 1 items 7, 13 and 14 of the act on foreigners of 12 December 2013 (Journal of Laws of 2017, item 2206),
 - foreigners who have been granted subsidiary protection in the territory of the Republic of Poland,
 - nationals of European Union member states, EFTA-EEA member states or the Swiss Confederation and members of their families who have the right of permanent residence.
2. The above-mentioned foreigners are admitted to education through the qualification procedure established for applicants with Polish citizenship.
 3. If the aforementioned foreigners participate in fee-based forms of education organized by institutions of higher education (e.g. full-time studies, part-time studies, post-graduate studies, classes conducted in foreign languages), they are liable to pay tuition fees under the same conditions and in the same amounts as citizens of the Republic of Poland.
 4. Nationals of European Union member states, EFTA - EEA member states and Switzerland and members of their families who are not listed above, who have the financial resources necessary to cover the costs of living while studying in our country, are also entitled to undertake and pursue studies in Polish institutions of higher education on the principles applicable to Polish citizens.
 5. Foreigners referred to in section 4 also have an alternative option to apply for admission to and pursue studies pursuant to procedures and under the terms and conditions other than those applicable Polish citizens, i.e. according to principles applicable to third-country nationals.
 6. Persons holding a valid Polish Card are entitled to undertake and pursue studies (education):
 - a) according to the principles applicable to Polish citizens, which entails the right to apply for all types of financial assistance provided to students and doctoral students with Polish citizenship,
 - b) in the mode and on conditions other than those applicable to citizens of the Republic of Poland, while taking up and pursuing studies on conditions other than those applicable to Polish citizens (e.g. as holders of scholarships awarded by the Polish party), they cannot apply for scholarships paid by institutions of higher education from budget subsidies intended for non-refundable financial assistance for students and doctoral students.

II. Undertaking studies in the mode and on conditions other than those applicable to Polish citizens

§ 4

1. Admission rules for the first-cycle studies applicable to Polish citizens can be waived with respect to foreigners who hold a legalized or apostilled certificate or other document obtained abroad which entitles them to apply for admission to study at any type of a higher education institution in a country in whose system an institution issuing the certificate operated, which is recognized as equivalent to the relevant Polish certificate of matriculation, in accordance with the regulations on the nostrification of school certificates and matriculation certificates obtained abroad or recognized on the basis of an international

agreement as equivalent to the relevant Polish certificate of matriculation or as qualifying for undertaking such studies in the Republic of Poland.

2. Foreigners not listed in §3 undertake and pursue studies and other forms of education in the mode and on terms different than those applicable to Polish citizens.
They include mainly:
 1. third-country nationals,
 2. persons with a valid Polish Card who waive the right to apply for admission under the rules applicable to Polish citizens and
 3. citizens of EU member states, EFTA-EEA and Switzerland who have decided to undertake studies in Poland on conditions applicable to non-EU citizens.
2. Foreigners listed in section 1 may undertake and pursue education based on:
 - a) international agreements, on the terms and conditions set out in such agreements,
 - b) agreements concluded by the Powiślański College with foreign entities on the terms and conditions specified in such agreements,
 - c) decision of the minister competent for higher education or other relevant minister indicated in Art. 33 sec. 2 of the Act,
 - d) decision of the Rector of PSW.
3. Foreigners referred to in section 1 are admitted to studies:
 - 1) based on a referral of:
 - a) the National Agency for Academic Exchange (Act on the National Agency for Academic Exchange of 07 July 2017 - Journal of Laws 2017, item 1530)
 - b) the head of the unit where they completed a preparatory Polish language course authorized by the minister responsible for higher education
 - 2) on an individual basis, by applying for admission to studies, attaching the required documents specified in §8.
4. In order to undertake studies in Poland (first or second cycle, uniform master's studies or doctoral studies - third cycle or postgraduate), foreigners must hold an appropriate legalized or apostilled document which entitles them to undertake a particular type of education in the state in which it was issued.
5. Requirements to be met in order to produce the relevant legalized or apostilled document which authorizes the holder to undertake a particular type of education are published on the website of the National Agency for Academic Exchange <https://nawa.gov.pl/apostille-i-legalizacja/jak-uzyskac-apostille>.

III. Financial conditions on which foreigners can undertake studies in Poland:

§ 5

1. Foreigners undertaking studies (higher studies) according to the principles applicable to Polish citizens who participate in fee-based educational forms offered by institutions of higher education, pay tuition fees for educational services provided (e.g. for full-time, part-time studies, postgraduate studies, classes in foreign languages, repetition of a year or semester of studies) on the same conditions and in the same amounts as citizens of the Republic of Poland.
2. Foreigners undertaking education (studies) in the mode and on conditions other than those applicable to Polish citizens may pursue education:

a) as holders of scholarship awarded by the Polish party (Polish government) - these scholarships are awarded on the basis of international agreements or *the Government Program of Cooperation with the Polish Diaspora and Poles Abroad* by:

- the minister competent for higher education – to persons studying at universities, higher schools of technology, economics, agriculture and sports,
- the minister competent for culture and national heritage – to persons studying in art schools,
- the minister competent for health - persons studying in medical schools.

Applicants for scholarships awarded by the Polish party are proposed, in accordance with the provisions of international agreements, by Polish or foreign diplomatic missions or institutions of a given country responsible for conducting academic exchange with foreign countries.

Persons of Polish descent applying for scholarships from the Polish party shall apply to the Polish consular office competent for their place of residence.

b) as holders of scholarships of the sending party (government of another country) - these scholarships are granted to foreigners who undertake education usually on the basis of international agreements, by ministries or institutions of a given country responsible for conducting academic exchange with foreign countries.

Foreigners studying as scholarship holders of the Polish party or scholarship holders of the sending party do not pay tuition fees.

c) without paying tuition fees and without entitlement to student benefits.

Foreigners apply for admission to studies on these financial conditions pursuant to intergovernmental agreements or assistance programmes offered to specific countries by the Polish government, through the competent institutions of a given country or Polish diplomatic and consular offices.

A foreigner does not pay tuition fees, but also does not receive a scholarship of the Polish government. He or she covers his or her own costs of living in Poland.

d) on a fee-paying basis.

Foreigners who have been admitted to studies on the basis of the Rector's decision based on the completed admission documents specified in §8, shall be liable to pay the tuition fees as adopted by the Senate of the PSW included in Annex no. 2 to the Fee Regulations for students and applicants for first-cycle studies and postgraduate studies (including foreigners) - Table of Fees for Foreigners.

IV. Requirements to be met to be admitted to Powiślański College:

§ 6

1. Foreigners can be admitted to first-cycle studies conducted in the Polish language if they:

- 1) hold a visa or residence card or other document which authorises them to stay in the territory of the Republic of Poland,
- 2) are of good health, documented with a medical certificate stating that there are no contraindications to undertake education in the chosen field and mode of studies,
- 3) hold a sickness and accident insurance policy for the period of education in Poland or the European Health Insurance Card or subscribe to the National Health Fund immediately upon commencing studies,
- 4) demonstrate their knowledge of the Polish language, i.e.:
 - complete a one-year preparatory course to study in Polish in units designated by the minister responsible for higher education, or
 - hold a certificate of knowledge of Polish issued by the State Commission for the Certification of Knowledge of Polish as a Foreign Language, or
 - will receive confirmation from PSW that their preparation and the level of Polish language skills allow them to study in Polish.
- 5) and submit complete admission documents specified in §8.

§ 7

- 1) Foreigners can be admitted to first-cycle studies conducted in a foreign language if they:
 - 1) hold a visa or residence card or other document which authorises them to stay in the territory of the Republic of Poland,
 - 2) are of good health, documented with a medical certificate stating that there are no contraindications to undertake education in the chosen field and mode of studies,
 - 3) hold a sickness and accident insurance policy for the period of education in Poland or the European Health Insurance Card or subscribe to the National Health Fund immediately upon commencing studies,
 - 4) demonstrate their knowledge of the foreign language, i.e.:
 - should hold an international certificate of skills in foreign language in which studies are conducted, at least at B2 level according to the Common European Framework of Reference for Languages (CEFR).
 - documents confirming the knowledge of a foreign language also include certificates, diplomas or other documents confirming the completion of a post-primary school abroad, in which classes were conducted in the same foreign language in which the foreign student is to study in Poland.
 - 5) and submit complete admission documents specified in §8.

§ 8

1. The documents required for the process of admission:
 - 1) application to the Rector of PSW for admission to studies (according to the template);
 - 2) personal questionnaire (application for admission) generated from the applicant service system ProAkademia and signed;
 - 3) 2 current photographs conforming to the requirements applied to issuing identity cards;
 - 4) originals of certificates or diplomas referred to in §4 section 1 accompanied by legalization or nostrification documents*;
 - 5) photocopies of passport, visa or other documents confirming the fulfilment of the conditions referred to in §6 and §7*;
 - 6) one of the documents referred to in §6 section 4 and §7 section 4, confirming the

- knowledge of the Polish/foreign language;
- 7) a medical certificate stating that there are no contraindications to undertake studies in a chosen field of study*;
 - 8) a photocopy of a sickness and accident insurance policy for the period of education in Poland or the European Health Insurance Card or the statement by the foreigner that he/she will subscribe to the National Health Fund immediately after commencing studies*;
 - 9) referral referred to in §4, section 1, item 1;
 - 10) a signed copy of the agreement for the provision of educational services – in the Polish and English version;
 - 11) confirmation of payment of the registration/admission fee;
 - 12) confirmation of making the payment of the fee for the first year of study;
 - 13) foreigners referred to in §6 and §7 shall submit documents in the Department of Promotion, Cooperation and Admissions.

*In addition to obtaining an apostille or legalization, any document issued in a language other than Polish must be translated into Polish. The translation must be certified by a Polish sworn translator (entered on the list of sworn translators maintained by the Minister of Justice), a sworn translator from the EU (if there is an institution of sworn translator in the respective country) or a Polish consul (consulate).

Final provisions

§ 9

The admission process is held from 1 April to 30 September.

§ 10

The completeness of submitted documents is decisive for the admission to studies.

§ 11

Admission is granted to the student on the basis of a favourable decision by the Rector. The Rector's decision is final.

§ 12

The following options are available with regards to the Rector's decision:

1. application to the Rector of Powiślański College for reconsideration of the matter,
or
2. lodging a complaint to the Provincial Administrative Court in Gdańsk.



For the Senate

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Rector