

## Admission rules for the Powiślański University for the academic year 2022/2023

(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 to Powiślański University shall be conducted in accordance with Article 70 section 1 and Article 323 and Article 326 the Higher Education and Science Law of 20th of July 2021 (Journal of Laws of 2021, item 478)

#### § 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 from Article 323 to Article 328 the Science and Higher Education Law of 20 July 2021 (Journal of Laws of 2021, item 478)
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 [\*the Act of July 7, 2017 on the Polish National Agency for Academic Exchange\*](#) (*tj. Dz.U. 2019, poz. 1582*).

### 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 (*settlement permit*) in the territory of the Republic of Poland,
  - foreigners with a valid Polish Card (*Polish card*),
  - 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 2020, item 2094),
  - 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. 323 sec. 3 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 2019, item 1582)
    - 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 and second-cycle studies and postgraduate studies (including foreigners) - Table of Fees for Foreigners.

#### **IV. Requirements to be met to be admitted to Powiślański University:**

##### **§ 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. Powiślański University conducts the recruitment on-line through the Virtual Dean's Office student service system
2. On-line recruitment includes all current fields of study, which are taught by the Powiślański University.
3. The candidate using the on-line recruitment receives an individual account and follows the instructions provided on the website [psw.kwidzyn.edu.pl/englishdivision/recruitment](http://psw.kwidzyn.edu.pl/englishdivision/recruitment).
4. After fulfilling all other requirements of the on-line recruitment process, as specified in the On-Line Recruitment Regulations, the candidate submits the following documents
  - 1) an application to the Rector of the University for admission (according to the specimen);

- 2) a personal questionnaire (application form) generated from the ProAcademy application system and signed;
- 3) an ID photo in electronic format (JPG), size 236x300 dpi, self-posted in the Virtual Dean's Office (WD);
- 4) original certificates or diplomas referred to in §4 item 1, together with legalization or nostrification documents\* - a document uploaded to the WD in the form of a scan from an original document saved in a pdf file with the title: first name and surname;
- 5) passport/visa or other documents confirming meeting the conditions mentioned in §6 and §7\* - document uploaded in the WD in the form of a scan made of the original document saved in PDF format with a headline: first name and surname;
- 6) one of the documents referred to in § 6 point 4 and § 7 point 4 proving knowledge of Polish/foreign language - a document uploaded to the WD in the form of a scan of the original document in pdf format with the following title: first name and surname
- 7) a medical certificate stating that there are no contraindications to taking up studies in the chosen field of study \* (refers to fields of study at WNoZ) - a document uploaded to the WD in the form of a scan of the original document in PDF format with document in the form of a scan of the original document saved in the pdf format with a title: first name and surname;
- 8) insurance policy in case of illness or accident for the period of education in Poland or European Health Insurance Card or foreigner's declaration that he/she will join the NFZ immediately after commencement of education\* - document uploaded to the WD in the form of a scan of the original document saved in the pdf format with the title: first name and surname;
- 9) referral referred to in §4, para. 1, item 1 - a document uploaded to the WD in the form of a scan of the original document saved in the pdf format with the title: first name and surname\*\*;
- 10) a signed copy of the agreement on the provision of educational services (English version - applies to candidates who will study in English) - a document uploaded to the WD as a scan of the original document in pdf format with with the title: first name and surname;
- 11) confirmation of payment of enrollment/recruitment fee - a document uploaded to the WD in the form of a scan of the original document in pdf format with the following title: first name and surname
- 12) payment confirmation for the first year of studies - a document uploaded to the WD in the form of a scan of the original document in pdf format with the following title: first name and surname.

\*In addition to obtaining "apostille" or legalization, every document issued in a language other than Polish must be translated into Polish by:

- a) a person entered by the Minister of Justice on the list of sworn translators or,
- b) 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 Organisation for Economic Co-operation and Development (OECD) or,
- c) a consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the certificate was issued or
- d) a diplomatic representation or consular post accredited in the Republic of Poland of a country on whose territory or in whose educational system the certificate was issued.

\*\* if applicable

## **Final provisions**

### **§ 9**

The admission process is held from 1<sup>st</sup> of April to 30<sup>th</sup> of 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 University for reconsideration of the matter,  
or
2. lodging a complaint to the Provincial Administrative Court in Gdańsk.

For the Senate

Prof. dr hab. Krystyna Strzała

Rector