Resolution no. 106 – 2014/2015
of the Senate of Kozminski University
dated 23 April 2015

concerning the conditions and the procedure of admission to degree-level studies
in the academic year 2016/2017

Pursuant to. 169 section 2 of the act dated 27 July 2005 – Law on Higher Education (Journal of Laws of the Republic of Poland of 2012, item 572, as amended), the Senate of Kozminski University resolves as follows:

I. GENERAL PROVISIONS

§ 1.

This resolution defines the conditions and the procedure of admission of Polish and foreign citizens to degree-level studies offered at Kozminski University, henceforth referred to as “KU”, applicable for the following fields of study:

1) administration – full-time and part-time undergraduate studies, part-time graduate studies;
2) economics – full-time and part-time undergraduate and graduate studies;
3) finance and accounting – full-time and part-time undergraduate and graduate studies;
4) law – single-cycle full-time and part-time Master’s studies;
5) management – full-time and part-time undergraduate and graduate studies.

§ 2.

1. The admissions procedure is run by:
   1) admissions committees appointed by the Rector,
   2) a special admissions committee of appeal appointed by the Rector, composed of candidates nominated by college directors.

2. The chairs and members of the committees referred to in section 1 are appointed from among KU’s academic faculty members.

3. The decision of an admissions committee can be appealed against by means of appealing to the admissions committee of appeal within 14 days of receipt of the decision.

II. ADMISSION DOCUMENTS

§ 3.

1. In order to participate in the admission procedure, candidates are required to submit the following documents:
   1) a copy of certificate of secondary education (with its original copy available on request), and in the case of candidates for graduate studies – also a copy of their undergraduate diploma with the diploma supplement (with its original copy available on request);
2) a filled-in application form, available at the university’s website: https://rekrutacja.kozminski.edu.pl/rekrutacja/ or at the Admission Office;
3) two current photos of the candidate, compliant in their form with the requirements applied to issuing IDs;
4) a copy of an own ID, and in the case of foreigners – of another document certifying their identity (with its original copy available on request);
5) a proof of payment of the admission fee;
6) in the case of graduate studies delivered in English by KU – also a CV and one letter of reference;
7) in the case of graduate studies delivered in English by KU in cooperation with a foreign partner – a CV, two letters of reference, and a language certificate to confirm the candidate’s competence in the English language, as required in the contract with the partner;
8) in the case of studies co-financed by means of foreign contribution, additionally – a CV, two letters of reference, a cover letter, and a paper on one of the topics indicated by the admissions committee, or other documents specified in the project requirements.

2. Candidates applying to be admitted to undergraduate studies or to single-cycle Master’s studies, holding a certificate of secondary education obtained abroad, are to submit a legalized or signed ‘apostille’ certificates of secondary education or other documents obtained abroad entitling them to continue their education at any type of tertiary education institutions in a country with an authority issuing certificates considered equal to the Polish certificate of secondary education, according to the provisions on recognition and validation of school diplomas and secondary education certificates obtained abroad, or a document considered, under an appropriate international agreement, equal to the respective Polish certificate secondary education or entitling the candidate to take up the aforesaid studies in the Republic of Poland.

3. According to the applicable regulations, in circumstances when recognition and validation of foreign diplomas and certificates is required, it is necessary to submit such validated diploma or certificate not later than by the end of the first semester of studies. In particular cases, with circumstances beyond students’ control, the Rector may agree to extend the deadline for submission of the aforesaid documents of certification.

4. Candidates who have obtained their diplomas abroad are additionally required to submit a sworn translation of their diploma. In the case of studies delivered in English, foreign documents may be translated both into Polish and English.

5. Apart from all of the abovementioned required documents, foreign candidates are required to provide the following:
   1) a document entitling them to stay in Poland;
   2) a medical certificate confirming that there are no contraindications to study;
   3) a copy of a valid insurance covering medical expenses and personal accidents;
   4) in the case of studies delivered in Polish – a certificate of proficiency in the Polish language, issued by State Commission for the Certification of Proficiency in Polish as a Foreign Language (Państwowa Komisja Poświadczania Znajomości Języka Polskiego jako Obcego), or a certificate of completion of a one-year course to prepare the candidate to continue their education in Polish at institutions indicated by the minister; otherwise, candidates will be required to write an essay to prove that their competence in the Polish language is sufficient to let them pursue studies delivered in Polish.
   5) in the case of candidates from abroad, applying for studies delivered in English on different terms than the citizens of Poland – a copy of a document certifying
the candidate’s proficiency in English, as listed in appendix no. 2 to the Regulation of the Prime Minister dated 24 January 2007 concerning the manner of conducting a qualification procedure in civil service (Journal of Laws of the Republic of Poland No. 13, item 82, as amended); documents confirming the proficiency in English include certificates, school reports, diplomas, and other documents confirming completion of post-elementary education abroad at an education institution where classes have been delivered in English.

§ 4.

1. The documents referred to in § 3 may be submitted at KU in the period from 4 May to 30 September 2016.
2. In the case of studies co-financed by means of foreign contribution, the application documents may be submitted at KU from 5 May to 10 September 2016.
3. Decisions concerning admissions to co-financed studies are announced after 20 September 2016.

III. ADMISSION PROCEDURE

§ 5.

1. Candidates for full-time undergraduate studies or for single-cycle Master’s studies are admitted based on the results from their ‘matura’ examination. The admission is based on the sum of points obtained for three different candidate-selected subjects chosen as part of the ‘matura’ examination, converted into qualification points according to the principles referred to in section 2 and 3.
2. In the case of candidates with the so-called ‘nowa matura’ certificate, the admission procedure is to include subjects chosen by a given candidate as part of the ‘matura’ examination, in the scope indicated by a given candidate, and the percentage-based score included in the certificate for each subject is converted into qualification points in the following way:
   1) basic level – in the following ratio: 1% = 1.5 point;
   2) extended level – in the following ratio: 1% = 2 points.
3. In the case of candidates with the so-called ‘stara matura’ certificate or with a diploma of International Baccalaureate issued by IBO seated in Geneva, awarded as part of the International Baccalaureate (IB) Diploma Programme, or with a secondary education certificate obtained abroad, the admission procedure takes into consideration grades for subjects, and the grades recorded in the respective certificate are converted into qualification points in a manner determined by the admissions committee.
4. In the case of studies delivered in Polish, admission is granted to candidates who have obtained a total score of at least a total of 260 qualification points for subjects referred to in section 1, calculated according to the principles referred to in section 2 or 3.
   In the case of studies delivered in English, admission is granted to candidates who have obtained a total score of at least 300 qualification points for subjects referred to in section 1, calculated according to the principles referred to in section 2 or 3.
5. Candidates who wish to pursue two fields of study from their first year onwards in any of the following combinations: full-time law and part-time management, finance and accounting, or economics, and wish to benefit from a 75%-discount for their second field
of study, need to obtain at least 350 qualification points. Admission to these fields of study will be based on the basis of a ranking list.

6. Admissions committee decides in the scope of admitting candidates with a total score lower than 260 qualification points referred to in section 4.

7. Candidates referred to in section 1 are admitted until all the available places referred to in § 9 have been filled.

8. Winners of all-Poland contests are admitted without application of the standard procedure of admission.

§ 6.

Candidates for part-time undergraduate or single-cycle Master’s studies, holding a secondary education certificate are admitted on a ‘first-come-first-serve’ basis until all the available places referred to in § 9 have been filled.

§ 7.

1. Candidates for full-time or part-time graduate studies are admitted on the basis of an interview, until all the available places referred to in § 9 have been filled.

2. Candidates for graduate studies, who continue their studies as part of the same field of study, or have made up for the obligatory curricular differences in the course of their previous studies are exempt from the admission interview referred to in section 1.

3. Candidates referred to in section 2, who have submitted the documents referred to in § 3, are admitted on a ‘first-come-first-serve’ basis until all the available places referred to in § 9 have been filled.

4. Candidates for full-time or part-time studies co-financed by means of foreign contribution are admitted on the basis of the score awarded for their paper, the grade average for their studies, the language certificate they hold, or other requirements defined in the project.

§ 8.

1. The disabled – like all candidates – need to follow the admissions procedure for the selected field of study. KU makes sure that the interviews held as part of the admissions procedure are properly adapted to any special needs or requirements of all of the disabled candidates, respectively to each such candidate’s disability, but without any unreasonable lenience or favour towards them, following the principle of equal treatment.

2. Candidates using wheelchairs or candidates with mobility impairment are offered to have the interview organized in rooms without architectural barriers.

3. Candidates with hearing impairment have a possibility to substitute the interview with a written form of admission, or to take advantage of assistance of a sign language interpreter.

§ 9.

The Rector is obliged to specify the number of places available for candidates for particular fields of study and forms of studies by 30 April of the academic year preceding the year of admissions.

§ 10.
1. The admissions procedure is to be concluded with a written record, drawn up according to the specimen defined by the chair of the admissions committee.
2. The record is to include the results obtained by a given candidate for all elements of the admissions procedure.
3. The record is to be signed by the chair and the members of the admissions committee.

IV. FINAL PROVISIONS

§ 11.

This resolution becomes effective on the day of its adoption.

Chairman of the Senate
of Kozminski University

Prof. Witold T. Bielecki, Ph.D.
Rector