RESOLUTION NO. 99 – 2015/2016
of the Senate of Kozminski University
dated 25 February 2016

amending the resolution 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:

§ 1.

Resolution no. 106 – 2014/2015 of the Senate of Kozminski University, concerning the conditions and the procedure of admission to degree-level studies in the academic year 2016/2017 is amended as follows:

§ 3 shall read as follows:

“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 – 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) a current photo of the candidate, compliant in its 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 obtained abroad, are to submit their certificates or other documents issued abroad by schools or educational institutions recognized by the country on whose territory and within whose system they operate, recognized by way of an administrative decision as eligible to confirm the level of education to apply for studies at a tertiary education institution in the Republic of Poland, 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.

2a. The condition referred to in section 2, concerning the recognition of a certificate or of another document issued abroad by way of an administrative decision does not apply to certificates or...
other documents issued by a school or an educational institution operating within the education system of a member state of the European Union, a member state of OECD, a member state of EFTA – a party to the Agreement on the European Economic Area, entitling to apply for admission to study at a tertiary education institution in these countries.

3. In cases where it is necessary to have a certificate or another document confirming the entitlement to apply for admission to study at a tertiary education institution in the Republic of Poland recognized by the relevant chief education officer by way of an administrative decision, it is necessary to submit such decision 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 decision.

4. Candidates who submit certificates or diplomas of completion of graduate-level studies obtained abroad, or another document issued abroad and confirming their level of education 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 medical certificate confirming that there are no contraindications to study;
   2) a copy of a valid insurance covering medical expenses and personal accidents;
   3) 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.
   4) 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 16 January 2009 concerning the manner of conducting a qualification procedure in civil service (Journal of Laws of the Republic of Poland No. 218, item 1695); 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.”

§ 2.

This resolution becomes effective on the day of its adoption.

Chairman of the Senate
of Kozminski University

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