

**RESOLUTION No. 173 – 2015/2016**  
**of the Senate of the Kozminski University**  
**dated 19 May 2016**

**concerning the conditions and the procedure of admission to degree-level studies**  
**in the academic year 2017/2018**

Pursuant to Article 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 the 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 the 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 – full-time and part-time single-cycle degree studies;
- 5) management – full-time and part-time undergraduate and graduate studies.

§ 2.

1. The admission procedure is run by:
  - 1) admissions committees;
  - 2) an admissions committee of appeal.
2. The committees referred to in section 1 are appointed by the Rector and composed of candidates nominated by directors of colleges.
3. The decision of an admissions committee can be appealed against to the admissions committee of appeal within 14 days of receipt of the decision.
4. Decisions concerning admissions of foreign citizens referred to in Article 43, section 3 of the *Law on Higher Education* (Journal of Laws of the Republic of Poland of 2012, item 572, as amended) to studies are to be made by the Rector. The Rector’s decision can be appealed against by means of a request to re-examine the case, which is to be submitted 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 – 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/> and at the Admission Office;
  - 3) a current photograph of the candidate, compliant in its form with the requirements applied to issuing ID cards;
  - 4) a copy of ID card or of another document certifying identity of the candidate (with its original copy available on request);
  - 5) in the case of graduate studies delivered in English – also a CV and one letter of reference; subject to item 6;
  - 6) in the case of graduate studies delivered in English by KU in cooperation with a foreign partner university – a CV, two letters of reference, a language certificate to confirm the candidate's competence in the English language, and other documents that may be required by a given partner university;
  - 7) in the case of studies co-financed by means of a national and foreign contribution, additionally – all documents required by the entity providing their contribution to studies.
2. Candidates applying to be admitted to undergraduate studies or to single-cycle degree 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 of education 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 of secondary education or entitling the candidate to take up the aforesaid studies in the Republic of Poland.
  3. The requirement 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.
  4. 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.
  5. 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<sup>1</sup>.
  6. Apart from the documents listed in sections 1-5, foreign nationals are required to submit the following:
    - 1) a medical certificate confirming that there are no contraindications to study<sup>2</sup>;
    - 2) a copy of a valid insurance covering medical expenses and consequences of personal accidents<sup>3</sup>;
    - 3) in the case of studies delivered in Polish – a certificate of proficiency in the Polish language, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language (Państwowa Komisja Poświadczania Znajomości Języka Polskiego

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<sup>1</sup> Candidates for studies delivered in Polish are obliged to submit a Polish translation of the document if the document has been issued in a language other than Polish; candidates for studies delivered in English are obliged to submit Polish or English translation of the document if the document has been issued in a language other than Polish or English.

<sup>2</sup> As above.

<sup>3</sup> As above.

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 of higher education; a candidate's proficiency in the Polish language may be also verified by the admissions committee by means of a face-to-face conversation or by means of a video chat/voice call application<sup>4</sup>; the dates of conversations are to be set by the chair of the admissions committee;

- 4) in the case of foreign nationals applying for studies delivered in English – 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 December 2009 concerning the manner of conducting a qualification procedure in civil service (Journal of Laws of the Republic of Poland of 2009, No. 218, item 1695); documents confirming proficiency in English include also 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;
7. Polish citizens enrolling to undergraduate studies delivered in English should prove their command of the English language by obtaining a percentage point based score referred to in § 6 as part of their English language 'matura' examination, or submit a copy of one of the documents referred to in section 6, item 4. If a candidate is not able to prove their command of the English language in one of the ways specified in the sentence above, their command of the English language will be proven by the admissions committee.
8. The provisions of section 7 apply respectively to Polish citizens admitted to graduate studies delivered in English, who graduated from degree-level studies delivered in a language other than English.

#### § 4.

1. The documents referred to in § 3 may be submitted at KU in the time period from 4 May to 30 September 2017, subject to section 2.
2. In the case of studies co-financed by means of a national or foreign contribution, the time frame for submission of application documents may be different, as arranged with the co-financing entity.

### ADMISSION PROCEDURE

#### § 5.

1. Candidates for full-time undergraduate studies or for single-cycle degree 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, in the course of the admission procedure are 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: 1% = 1.5 point;
  - 2) extended level: 1% = 2 points;

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<sup>4</sup> If the interview with the candidate is held by means of a video chat/voice call application, the candidate shall present a proof of identity before the start of the interview. The interview may be recorded.

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, in the course of the admission procedure are taken into consideration grades for three subjects, which 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 270 qualification points for subjects referred to in section 1, calculated according to the principles referred to in section 2 or 3, subject to section 6. In the case of studies delivered in English, admission is granted to candidates who have obtained a total score of at least a total of 320 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 the following combinations: full time single-cycle degree studies in law, specialization in business law, and full-time undergraduate finance and accounting, specialization in financial consulting, or possibly other full-time undergraduate studies set by the Rector by 30 April 2017, shall 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 on the admission of candidates with a total score lower than those referred to in section 4 and 5.
7. Candidates referred to in section 1 are admitted until all available places referred to in § 11, section 1 have been filled.
8. Winners of the Polish nationwide contests are admitted without application of the standard procedure of admission.

#### § 6.

Candidates who are Polish citizens and enrol in undergraduate studies delivered in English need to have:

- 1) at least 80 percentage points obtained as a result of sitting the extended English language 'matura' examination,
- 2) at least 95 percentage points obtained as a result of sitting the basic English language 'matura' examination.

#### § 7.

Candidates for part-time undergraduate or single-cycle degree studies are admitted on a 'first-come-first-serve' basis until all the available places referred to in § 11, section 1 have been filled, subject to § 3, section 7.

#### § 8.

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 § 11, section 1 have been filled, subject to § 3, section 8.
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 are admitted on a 'first-come-first-serve' basis until all the available places referred to in § 11, section 1 have been filled.

#### § 9.

Candidates for studies co-financed by means of a national or foreign contribution are admitted on the basis of the principles specified in this resolution, unless KU has arranged a different admissions procedure together with the entity co-financing the studies.

§ 10.

1. The disabled, like all candidates, need to follow the admissions procedure for the selected field of study. KU ensures that the interviews held as part of the admissions procedure are properly adapted to special needs or requirements of the disabled candidates, respectively to candidate's disability, but without preferential reliefs or exemptions.
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, or to take advantage of assistance of a sign language interpreter.

§ 11.

1. The Rector is obliged to specify the number of places available for candidates for particular fields of study by 30 April 2017.
2. The University has the right not to launch the first year of a given field of study in the academic year 2017/2018 for significant reasons. In such circumstances, the University shall notify persons admitted to studies immediately of its decision, but not later than 14 days before the commencement of classes, offering such persons taking up studies pursuing a different field of study.

§ 12.

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

### III. FINAL PROVISIONS

§ 13.

This resolution becomes effective on the day of its adoption.

Chairman of the Senate  
of Kozminski University

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