

Resolution
of the Senate of the Andrzej Frycz Modrzewski Krakow University
of 30 June 2021

on the conditions and procedures of recruitment to first-cycle studies and long-cycle Master's degree studies in the academic year 2022/2023

(amended with the Senate Resolution of 29 September 2021 and the Senate Resolution of 27 April 2022)

Based on Article 69, Article 70 and Article 72 of the Act of 20 July 2018 – Law on Higher Education (Official Journal of Laws of 2021, position 478) the Senate of the Andrzej Frycz Modrzewski Krakow University adopts as follows:

Chapter 1

General Provisions

Article 1

1. The Resolution determines the conditions and procedures of recruitment to first-cycle studies and long-cycle Master's degree studies offered at the Andrzej Frycz Modrzewski Krakow University.
2. The Resolution applies to full-time and part-time studies commencing in the academic year of 2022/2023.
3. The principles of certifying learning outcomes to persons who have been awarded with decision on admission are determined in a separate Resolution of the Senate.

Chapter 2

Documents required of candidates

Article 2

1. Only a person who is a holder of the secondary school leaving certificate, defined in the legal provisions on the education system, may apply for admission to the studies mentioned in Article 1 section 1.

2. Secondary school graduation certificates obtained abroad as well as the IB (International Baccalaureate) and EB (European Baccalaureate) diplomas are considered valid and of equal standing based on the principles determined in national provisions on the education system and international agreements.
3. Whenever in further provisions reference is made to the secondary school leaving certificate, it means also the certificates referred to in section 2.
4. A sworn translation to the certificate obtained abroad has to be attached.
5. A certificate obtained abroad, which is not subject to the requirement of nostrification, may become the basis of a candidate's application on condition that:
 - 1) it has been legalized for use abroad by the appropriate authorities of the issuing state, or
 - 2) it has been equipped with an apostille issued by the appropriate body of a state constituting a party to the Convention abolishing the requirement of legalization for foreign public documents, drafted in Hague on 5 October 1961.
6. In justified cases, one can depart from the requirements mentioned in section 4-5.

Article 3

1. A person applying for admission is obliged to register on the University website (<https://rekrutacja.ka.edu.pl>) and then to pay the required recruitment fee and submit the following documents to the Recruitment Office:
 - 1) application for admission (personal questionnaire), using the standard University form,
 - 2) photocopy of the secondary school leaving certificate, whose compliance with the original has to be certified by an authorized University employee (with the original document made available upon request),
 - 3) proof of the recruitment fee payment.
2. If necessary, a certificate of the results of the secondary school leaving exam in particular subjects constituting the basis for admission has to be attached to the secondary school leaving certificate.
3. Alongside the documents defined in section 1, the candidate is to submit a current photo compliant with the requirements applicable to IDs.
4. When applying for admission to study, the candidate is obliged to show an identity card, and in the case of foreigners a passport or other identity document.

Article 4

1. Candidates applying for admission to the medical programme and to the field of “Nursing,” “Medical Life Saving,” “Cosmetology,” “Physiotherapy,” and “Dietetics,” are required to submit a doctor’s certificate, issued in accordance with the provisions on occupational medicine, and a valid doctor’s report certifying that the candidate is capable of performing tasks that may lead to transmission of infections or infectious disease from person to person, issued in accordance with the provisions on sanitary and epidemiological services.
2. Referrals for medical check-up, compliant with the provisions on occupational medicine, are issued by the University.
3. The competent authority regarding admission to studies may exempt the candidate permanently residing abroad from the requirements set out in section 1. In such a case, the referral referred to in section 2 is issued after the admission of the candidate to studies.

Chapter 3

Recruitment Dates

Article 5

1. Recruitment process is carried out for the summer and winter semesters
2. Applications for the medical programme may be submitted from 16 May to 31 August 2022.
3. Applications for the acting programme may be submitted from 16 May to 09 September 2022.
4. Applications for remaining programmes may be submitted:
 - 1) for studies commencing in the winter semester – from 16 May to 30 September 2022
 - 2) for studies commencing in the summer semester – from 9 January to 28 February 2023
5. In justified cases, if there are still available places in a given programme, the Rector, acting upon a candidate’s written request, may consent to accepting recruitment-related documents later than the dates defined in sections 2-4, having specified a new deadline.

Chapter 4

Admission Criteria

Part 1

Joint provisions

Article 6

1. Candidates are admitted to a particular study programme/field. If courses within a study programme are held in Polish and in a foreign language, or when the candidate chooses a particular specialization, the decision on the admission of the candidate takes these elements into account as well.
2. A list of study programmes (and majors) covered by the recruitment process in particular semesters, with reference made to the study mode and profile, is included in Attachments No. 1 and 2 to the present Resolution.

Article 7

If the provisions of the present Chapter do not stipulate otherwise, there is open admission to the University.

Part 2

Repealed.

Article 8

Repealed.

Part 3

Admission criteria to the field of “Philology” (English Philology) and to studies in English

Article 9

1. The basis for admission to studies in English and to the field of “Philology” (English Philology) are the secondary school leaving examination results or the secondary school leaving examination in English results defined in this paragraph.

2. In the case of candidates with the secondary school leaving examination higher level or bilingual result in the written part is required:
 - 1) for the medical programme in English – 60% or higher,
 - 2) for other programmes in English and the field of “Philology” – 30% or higher.
3. In the case of candidates with secondary school leaving examination the result of 4,0 or higher is required in the written part.

Article 10

In the case of candidates who are holders of IB (International Baccalaureate) diploma, issued by the International Baccalaureate Organization based in Geneva, the basis for admission referred to in Article 9 section 1, is the International Baccalaureate examination in English result in the higher level (HL) – 4 points or more (refers to programmes with lecture language other than English).

Article 11

1. In the case of candidates with the secondary school leaving certificate obtained abroad, the basis for admission, referred to in Article 9 section 1, is a positive outcome of a written secondary school leaving examination in English verifying B2 level (or higher) command of English.
2. If the secondary school leaving certificate obtained abroad does not contain reference to the level of the knowledge of English according to the Common European Framework of Reference for Languages (CEFR), the candidate is required to attach a certificate from the school or the centre which carried out the secondary school leaving examination informing about the level of the knowledge of English according to CEFR. The certificate is kept in the student’s personal file.

Article 12

1. If the secondary school leaving examination obtained abroad does not include English as a compulsory or additional subject, or the secondary school leaving examination in English conducted abroad covers only the oral part, or if the candidate does not provide the certification referred to in Article 11 section 2, the basis for admission, referred to in Article 9 section 1, is a positive outcome of the written entrance examination in English.

2. The entrance examination verifies B2-level command of English, according to the standards defined in the Common European Framework of Reference for Languages.
3. The examination verifies:
 - 1) listening comprehension,
 - 2) reading comprehension,
 - 3) use of grammar and language structure,
 - 4) ability to draft a short essay on a given subject.
4. The examination is conducted by members of the recruitment committee on days which have been set by the committee.
5. A report is drafted on the result of the examination.
6. The Recruitment Office informs candidates of the date they are obliged to take the examination upon collecting documents from the candidate or via e-mail.

Article 13

1. Requirements mentioned in Articles 9-12 are not applicable to:
 - 1) candidates for whom English was the primary language of instruction and examination - on condition that the fact is duly documented by the school that the candidate has graduated from,
 - 2) candidates who are holders of certificates that are a confirmation of a B2-level or more advanced command of English, mentioned in Attachment No. 3 to the Resolution,
 - 3) graduates of Andrzej Frycz Modrzewski Krakow University as well as of other higher education institutions, provided they have passed their final examination in English (level not lower than B2).
2. The certificates mentioned in section 1 point 1 should be submitted to the Recruitment Office together with the documents defined in Article 3, with the student's personal file containing a photocopy of the certificate, authenticated as a true copy by an authorized University employee.
3. In order to document the result of the examination referred to in section 1 point 3, the candidate is requested to submit to the Recruitment Office the student's transcript, diploma supplement or certificate issued by the higher education institution. Provisions of section 2 are applicable here.

Part 4

Admission criteria to the medical programme carried out in Polish

Article 14

1. Admission to the medical programme carried out in Polish is based on the results of the secondary school leaving examination in two of the following subjects:
 - 1) Biology
 - 2) Chemistry
 - 3) Physics
 - 4) Mathematics.
2. Admission to the studies may be offered to candidates with the secondary school leaving examination result not lower than:
 - 1) in the case of “new” secondary school leaving certificate (Polish: “nowa matura”)
 - a) 30% for the extended level
 - b) 60% for the basic level
 - 2) in the case of the International Baccalaureate:
 - a) at the standard level (SL) – 4,
 - b) at the higher level (HL) – 2,
 - 3) in the case of the European Baccalaureate:
 - a) for the subject carried out for 2-3 hours a week – 6,
 - b) for the subject carried out for 4-5 hours a week – 5.
3. In the case of candidates with a foreign secondary school leaving certificate a result entitling to apply for admission to studies in the country where the secondary school leaving certificate was issued is required, provided that it is not lower than 30 points after conversion according to Article 15 section 2 point 8-9.
4. In the case of candidates with the “old” secondary school leaving certificate (Polish: “stara matura”) a result 3.0 or higher is required.

Article 15

1. Admission to the University continues until the limit of available places is reached.
2. In case there are more candidates applying for studies than the places available, the recruitment committee prepares a ranking list of candidates, based on the number of points scored in the recruitment process, following the rules below:

- 1) “new” secondary school leaving certificate, extended level – result on the final certificate,
 - 2) “new” secondary school leaving certificate, basic level – result on the final certificate divided by 2,
 - 3) “old” secondary school leaving certificate – result on the final certificate multiplied by 20, but not more than 100
 - 4) international baccalaureate (IB) at the higher level (HL) – result on the certificate multiplied by $100/7$,
 - 5) international baccalaureate (IB) at the standard level (SL) – result on the certificate multiplied by $50/7$,
 - 6) European baccalaureate (EB) at the higher level – the subject in the amount of 4-5 hours a week - result of the written part on the certificate multiplied by 10,
 - 7) European baccalaureate (EB) at the standard level – the subject in the amount of 2-3 hours a week – result of the written part on the certificate multiplied by 5,
 - 8) higher level foreign baccalaureate – result on the certificate multiplied by $100/x$, where x is the highest grade that can be achieved on the baccalaureate examination,
 - 9) standard level foreign baccalaureate – result on the certificate multiplied by $50/x$, where x is the highest grade that can be achieved on the baccalaureate examination.
3. If necessary, the score obtained in accordance with section 1 is rounded to 0.5 point.
 4. In the case of candidates who have taken the secondary school leaving examination in more than two subjects mentioned in Article 14 section 1, two best results are taken into account.
 5. Candidates are admitted in accordance with the place on the ranking list. In case two or more people obtain the same number of points in the recruitment process, the date of submitting a complete set of documents required for admission is decisive as for the ultimate place on the ranking list.
 6. Laureates and finalists of secondary school curriculum contests (olympiads) in biology, chemistry, physics or mathematics are automatically awarded with the maximum of points in the recruitment process (i.e. 200), and shall be admitted to University as the first ones.

Article 16

If new places are made available, e.g. as a result of a candidate's resignation, failure to pay the required fees within the timeframe specified or failure to undertake studies, consecutive persons from the ranking list are admitted to the University instead of the students who have been crossed off the list.

Part 5

Admission criteria to the medical programme carried out in English

Article 17

1. In the case of the medical programme carried out in English, admission is based on:
 - 1) results of the secondary school leaving examination in biology or chemistry or physics or mathematics or module including at least one of the mentioned subjects and
 - 2) documented knowledge of English.
2. The result of the secondary school leaving examination sufficient to study is the result entitling to studies in the country in which the secondary school leaving certificate was issued, however if the examination rules do not specify such a result, the result of 30% or higher.
3. If necessary, the result of the school leaving examination is converted according to Article 15 section 2.
4. Documented knowledge of English is verified in accordance with the provisions of Articles 9-13.

Article 18

Admission to studies is carried out until the limit of places granted to the University is reached. The order of applications determines the ultimate place on the ranking list. Provisions of Article 16 are applied here.

Part 6

Admission criteria to the acting programme

Article 19

1. Results of the entrance exam verifying candidate's artistic skills and predispositions to engaging in the occupation of an actor constitute the basis for the admission.
2. A candidate for the acting programme submits documents referred to in Article 3 to the Recruitment Office, and sends in an audio-video presentation (slate), compatible with the requirements determined in Attachment No. 4 to the Resolution, within the dates foreseen for submitting documents. Documents without the slate will be considered incomplete.
3. During the entrance exam, the recruitment committee assesses the slates sent in by the candidates. The exam is finished with a positive or negative result.
4. Candidates who get a positive result in the entrance exam are admitted to studies until the admission limit referred to in section 5-6 is reached.
5. Admission limit for the acting programme in 2022/2023 is 36 places.
6. In justified cases, in view of candidates' high level of performance, the Rector, acting upon request of the recruitment committee, may decide to extend the admission limit, however, the total number cannot be more than 48 places.
7. If the number of candidates who get a positive result in the entrance exam is higher than the admission limit, admission will be based on the order of application. Article 16 is used here.
8. Detailed admission requirements to the acting programme, including a detailed schedule of the recruiting procedure and the requirements of the audio-video presentation (slate), are determined in Attachment No. 4 to the Resolution.

Part 7

Verification of foreigners' knowledge of the Polish language

Article 20

1. The condition for admission of a foreigner to study in Polish is the knowledge of the language of instruction at B1-level or higher.

2. The requirement referred to in section 1 is documented by submitting a secondary school leaving certificate issued in the Polish education system, or:
 - 1) certificate of completing the preparatory course for undertaking education in Polish at a unit appointed by the Minister of Science and Higher Education, or at any other accredited public or non-public higher education institution,
 - 2) certificate of knowledge of the Polish language issued by the National Commission for Certifying the Knowledge of Polish as a Foreign Language or a unit authorized by the decision of the Minister of Science and Higher Education to organize examinations in the Polish language as a foreign language at B1-level or higher,
 - 3) higher education diploma or a certificate of graduating from studies carried out in the Polish language,
 - 4) certificate of graduating from a secondary school abroad, in which classes were held in Polish,
 - 5) certificate mentioned in Attachment No. 5 to the Resolution.
3. Original documents confirming the knowledge of the Polish language should be submitted to the Recruitment Office together with the documents referred to in Article 3, however in the case of documents referred to in section 2 point 2, 3 and 5, in the student's personal file a photocopy of the submitted certificate, authenticated as a true copy by an authorized University employee, is kept.

Article 21

1. Foreigners applying for admission to studies in Polish, who do not document their knowledge of the Polish language as specified in Article 20, are obliged to take the test verifying language preparation for undertaking studies.
2. Tests are conducted by lectures authorized by the Head of the Language Centre.
3. The test verifies:
 - 1) listening comprehension,
 - 2) reading comprehension,
 - 3) use of grammar and language structures,
 - 4) ability to draft a short essay on a given subject.
4. Article 12 section 5 and 6 is applicable here.

Chapter 5

Candidates with disabilities

Article 22

1. In the case of Candidates with documented disabilities, examinations mentioned in Article 12 as well as the tests mentioned in Article 21 are carried out in conditions that take into account the special needs of persons with disabilities.
2. Decisions on issues mentioned in section 1 are taken by the chairperson of the recruitment committee upon the request of the Candidate in question or of their legal or actual caretakers. Before issuing the decision, the Rector's disability representative is consulted.
3. The decision mentioned in section 1 may be appealed against to the Rector of the University. The appeal has to be filed within 7 days from the date of decision service.

Chapter 6

Admission to studies

Article 23

1. Admission to studies takes place by entering the candidates on the list of students.
2. Enrollment is conducted by the recruitment committee appointed by the Rector.

Article 24

1. A negative decision on admission is taken by an administrative decision.
2. The recruitment committee issues a negative decision on admission in the following cases:
 - 1) documents submitted by the candidate do not meet the requirements specified in the provisions of Chapter 2, are incomplete or have been filed later than the deadline mentioned in Article 5,
 - 2) the candidate has previously studied at the University, and a disciplinary action has been meted out to him – rendered inapplicable if the punishment has been erased,
 - 3) *repealed*

- 4) the candidate has not documented the required English language knowledge or has failed the examination in English mentioned in Article 12,
 - 5) the candidate being a foreigner has not shown the required knowledge of the Polish language as the lecture language,
 - 6) the number of available places has been exhausted or the candidate applying to study the medical programme does not meet the requirements specified in Part 4 or 5 in Chapter 4,
 - 7) the candidate applying to study the acting programme has received a negative result in the entrance exam, or the number of available places has been exhausted.
3. The recruitment committee may issue a negative decision on admission, if the candidate:
- 1) has previously studied at the University and falls behind with payments,
 - 2) has not appeared for the entrance examination required in the provisions mentioned in Chapter 4 or for the test verifying the knowledge of the Polish language by foreigners.
4. The negative decision of the recruitment committee on admission to studies is signed by the chairperson of the committee.
5. One can appeal against the decision of the recruitment committee to the Rector.
6. An appeal is to be filed within 14 days from the service of the decision.

Chapter 7

Final provisions

Article 25

If the number of students qualified for particular programmes is insufficient, the decision on opening such programmes is taken by the Rector.

Article 26

A Candidate admitted to the University begins studies and acquires the student's rights after paying the entry fee and taking the oath.

Article 27

The Resolution enters into force on the day of being announced in the Public Information Bulletin.