

**Resolution of the Senate
of the University of Technology in Katowice
No. 4/35/06/2021
from 15.06.2021**

regarding the provisions and mode of admission to uniform Master's studies – medical field of study in the 2022/2023 academic year

§ 1

Initial provisions

1. The document defines the conditions and mode as well as the date of the commencement and termination of recruitment and the way it is conducted for the first year of uniform Master's studies conducted in the form of stationary and non-stationary studies at the medical field of study, in the 2022/2023 academic year at the University of Technology in Katowice (to be hereinafter referred to as "School" or "UTK").
2. The terms contained within the Resolution and the present document are defined as follows:
 - a. foreigner – a person who is not a Polish citizen
 - b. EB diploma – a certificate of European Baccalaureate, issued to graduates by European School in accordance with the Convention on the Status of European Schools drawn up in Luxembourg on 21 June 1994, confirming the completion of secondary education and entitling a candidate to apply for studies in the Republic of Poland in accordance with Article 93 section 1 item 3 of the Act from 7 September 1991 on the Educational System;
 - c. IB diploma – certificate of International Baccalaureate, issued by the International Baccalaureate Organization with a head office in Geneva, confirming the completion of secondary education and entitling the candidate to apply for studies in the Republic of Poland in accordance with Article 93 section 1 item 3 of the Act from 7 September 1991 on the Educational System;
 - d. graduation examination – an examination that had been conducted until 2005 for graduates of secondary schools enabling them to receive a certificate of matriculation
 - e. matriculation examination – an examination that has been conducted since 2005 for graduates of secondary schools enabling them to receive a certificate of matriculation

f. candidate – physical person possessing full capacity to perform acts in law, applying to be admitted to studies

g. head of the recruitment unit – Faculty Dean

h. recruitment process – a process which includes qualification for studies as well as preparation of lists of persons admitted to studies (adding a candidate to the enrollment list), as well as undertaking the administrative decision on refusal to be admitted to studies;

i. matriculation certificate – a certificate obtained after successfully passing a matriculation examination (since 2005) or successfully passing a graduation examination (until 2005);

j. confirmation of matriculation examination results – a document issued by regional examination boards for graduates possessing a matriculation certificate obtained after successfully passing a graduation examination who sat a matriculation examination

§ 2

Qualification Process – general provisions

1. The recruitment process shall commence on 09.05.2022 and end on 19.08.2022. The exact dates of the recruitment process will be set out by the Rector and will be made available by 22.04.2022.
2. If the enrollment limit is not reached during the winter semester, the School may conduct recruitment proceedings during the summer semester. Recruitment proceedings take place in accordance with the provisions specified in the present resolution. The exact dates of the recruitment proceedings will be specified by the Rector and will be made available by 01.11.2022.
3. Recruitment for the first year of uniform Master's studies (in Polish) conducted as stationary and non-stationary studies at the medical field of study is conducted via the UTK electronic recruitment platform and will follow the qualification process.
4. A candidate shall be admitted to the qualification process if he/she possesses the documents listed in §2 sections 5-9 below, and fulfills all the remaining criteria specified in the present document.
5. The following documents are required to be admitted for the qualification process:

- a. certificate of matriculation or a certificate of matriculation and confirmation of matriculation examination results from individual subjects referred to in provisions on the educational system;
- b. certification or other document recognized as appropriate by an administrative decision to entitle the bearer to apply for admission to studies in the Republic of Poland in accordance with Article 93 section 3 of the Act from 7 September 1991 on the Educational System;
- c. certification or another document or diploma referred to in Article 93, section 1 of the Act from 7 September 1991 on the Educational System i.e.:
 - certificate of another document issued by a school or an educational institution functioning in the education system of a European Union member state, a member state of the Organization for Economic Cooperation and Development (OECD), a member state of the European Free Trade Agreement (EFTA) a party to the agreement on the European Economic Area, entitling the bearer to apply for admission for studies in these countries;
 - or IB diploma (International Baccalaureate);
 - or EB diploma (European Baccalaureate);
- d. certification or diploma recognized in the Republic of Poland as a document entitling the bearer to be admitted to studies under a bilateral agreement on mutual education recognition;
- e. certificate or another document recognized as equivalent to a Polish certificate of matriculation based on provisions in force from 31 March 2015;
- f. ID photograph in electronic version: (size of photograph after printout: 20x25mm in 300 dpi, size of photograph: 236x295 px));
- g. proof of payment of the recruitment fee;
- h. statement of acknowledgment of study regulations, financial regulations, information on additional fees;
- i. oath;
- j. filled out candidate survey;
- k. document of consent to the processing of the candidate's personal data by UTK;
- l. document/certificate confirming fluency in English on a B2 level – for candidates for studies conducted in English, whose native language is not English;

- m. document/certificate confirming fluency in Polish on a B2 level – for candidates for studies conducted in Polish, whose native language is not Polish;
- 6. Certificates and other documents issued abroad (apart from IB and EB diplomas) should bear an apostille or should be legalized in the country of issuance
- 7. Certificates or other documents prepared in a language other than Polish should be translated by a certified Polish interpreter or the translation should be approved by a Polish consul.
- 8. Candidates for studies conducted in English, whose native language is not English, in compliance with section 5, item I above, present one of the documents listed below per section 2, par. 5.

CERTIFICATES RECOGNIZED BY UTK CONFIRMING FLUENCY IN ENGLISH	
Certificate	Additional remarks
First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage	minimum: <ul style="list-style-type: none"> • Pass, • Business English Certificate (BEC) Higher, • Certificate in English for International Business and Trade (CEIBT) Issued by the University of Cambridge Local Examinations Syndicate and by the University of Cambridge ESOL. Examinations
Certificate in English Language Skills (CELS)	minimum: "Vantage" (B2) and "Higher" (C1)
Test of English as a Foreign Language (TOEFL)	minimum: 510 points on the test (at least 180 points in an online version)
English for Speakers of Other Languages (ESOL)	<ul style="list-style-type: none"> • High Pass at Intermediate Level, • Higher Intermediate Level, • Advanced Level Issued by LanguageCert International ESOL Qualifications
International English for Speakers of Other Languages (IESOL)	<ul style="list-style-type: none"> • "Communicator", • "Expert", • "Mastery" Issued by LanguageCert International ESOL Qualifications
LanguageCert Level 1 Certificate in ESOL International (Listening, Reading, Writing) (Communicator B2) 603/1961/6;	Issued by LanguageCert International ESOL Qualifications

LanguageCert Level 2 Certificate in ESOL International (Listening, Reading, Writing) (Expert C1) 603/1963/X; LanguageCert Level 3 Certificate in ESOL International (Listening, Reading, Writing) (Mastery C2) 603/1965/3	
Spoken English Test (SET) for Business	<ul style="list-style-type: none"> • Stage B level "Communicator", • Stage C level "Expert", • Stage C level "Mastery" Issued by LanguageCert International ESOL Qualifications
English for Business Communications (EBC)	<ul style="list-style-type: none"> • Level 2, • Level 3 Issued by LanguageCert International ESOL Qualifications.
English for Office Skills (EOS)	<ul style="list-style-type: none"> • Level 2 Issued by LanguageCert International ESOL Qualifications.
London Tests of English , Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English , Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English , Level 5 (Edexcel Level 3 Certificate in ESOL International) -	Issued by Edexcel; administrated by Pearson Language Assessments or Pearson Language Tests

9. Candidates for studies conducted in Polish, who are foreigners per section 2, paragraph 5, item m, must present an official document as proof of knowledge of Polish. The documents can be the following:

- a. a graduation certificate issued within the framework of the Polish education system
- b. a diploma of completing studies in Polish at a Polish university or
- c. a certificate confirming knowledge of Polish on a language fluency level of at least B2 issued by:
 - i. State Commission for the Certification of Proficiency of Polish as a Foreign Language or
 - ii. a certified by the minister in charge of higher education and science to organize examinations of Polish language as a foreign language on a specified level of language fluency
 - Polish or foreign institution of higher education which offers studies in Polish Philology or
 - a Polish or foreign entity, which has for at least three years been conducting Polish language or Polish as a foreign language lectureships or courses or other didactic courses in Polish

10. The recruitment fee is non-refundable unless the field of study is not inaugurated due to an insufficient number of candidates per section 23 of the present section.
11. The School recognizes the results of University Placement Examinations (UPEs) conducted at other universities on examination papers for matriculation examinations prepared by the Central Examinations Board (CEB) and evaluated in accordance with the rules approved by CEB in subjects which are the basis of qualifications for a selected field of study. The UPE result is valid only during a given recruitment year.
12. In the case of candidates who have passed the IB or EB examination during the recruitment year and are awaiting the issuance of their certificates, the qualification process is open to persons who possess a certificate of matriculation examination results issued by the authorized bodies. Qualification of such candidates will be conditional until the time they present the original IB or EB diploma within the time period set forth by the Faculty Recruitment Commission.
13. The recruitment process is not necessary for foreigners who are admitted to studies in Polish based on the decision of the competent Minister
14. Persons who have obtained zero qualification points in the subject which is the basis of qualification are not subject to said qualification.
15. Persons who have not completed their application or have not paid the recruitment fee within the specified time set forth for recruitment are placed on a list of persons not admitted to the qualification process.
16. Persons admitted to the qualification process are entered onto a ranking list.
17. Candidates are placed on the ranking list based on results obtained in the qualification process from highest to lowest number of points, taking into account specific regulations specified in § 3 below
18. Within the framework of the ranking list, an acceptance threshold is determined. Candidates above said threshold are qualified to be entered onto the enrollment list. Candidates below said threshold make up a standby list.
19. The acceptance threshold takes into account the limit of admissions given to UTK based on an ordinance of the Minister of Health on the limit of admissions to the medical and medical-dental field of study as well as the principle that the minimum

number of qualification points for a given candidate cannot be lower than 30% of the maximum points possible to obtain.

20. If admitting a group of candidates with the same number of points would cause the limit of admissions to be exceeded, then the order of this group of candidates is determined by points obtained in a foreign language. In case when the candidate is exempt from a matriculation examination in a foreign language due to possession of a certificate, the regulations of converting certificates into qualification points are specified in § 3.
21. The threshold of acceptance may be lowered by a decision of the head of the recruitment commission if:
 - a. the limit of admissions will not be filled
 - b. places on the ranking list have been freed up
22. In a situation when the acceptance threshold is lowered, candidates on the standby list are qualified to be entered onto the enrollment list taking into account the obtained qualification points and the new acceptance threshold
23. In a situation, when the number of candidates qualified to be admitted to the studies is insufficient, the decision whether to inaugurate the studies is made by the Rector in cooperation with the School Founder.
24. The protocol from the qualification process is prepared and signed by all members of the recruitment commission.
25. Candidates who do not take or fail the entrance examination in biology or chemistry at an advanced level of the maturity examination, or a test specifying the fluency level in the instruction language at a level of B2 per § 3, section 7, shall not be admitted to the studies.
26. If persons entered onto the enrollment list do not confirm their will to study by signing an agreement and presenting original documents, they shall be removed from the enrollment list.
27. The recruitment commission prepares a list of persons admitted to the studies, a list of persons not admitted to the qualification process, and a list of persons not admitted to the studies.

Qualification process – specific provisions

1. Candidates possessing a graduation certificate, matriculation certificate, or a certificate of results in a maturity examination will be qualified based on qualification points calculated based on results obtained in a matriculation examination from the following subjects: Biology (required subject), and another subject in the following order: Chemistry, Physics, Mathematics while maintaining the following hierarchy:
 - a. examination at an advanced level – result on the certificate
 - b. examination at a basic level – result on the certificate
2. Candidates who have no matriculation examination in the subject of Biology (required) or a second subject: Chemistry, Physics, Mathematics, take a university placement examination from the following: Biology (required) and a second subject – Chemistry at the advanced level of a maturity examination and will be qualified based on the results from said placement examination.
3. The recruitment commission prepares a ranking list of candidates sorted by the obtained amount of points, according to the following rule:
 - a. the result of a matriculation examination from Biology and a second subject Chemistry, Physics, Mathematics – the result of the matriculation examination expressed in percentages in accordance with the principle:
 - i. examination at an advanced level – result on the certificate (1% = 1 qualification point);
 - ii. examination at a basic level – result on the certificate divided by 2 (1% = 0.5 of a qualification point);

The maximum number of points equals 100 points per subject.

4. Candidates with a result from the placement examination – result equivalent to the following number of points :

Examination Grade	Percentage points on placement examination [%]	Qualification points
Excellent	95 - 100	100
Very Good	85 - 94	85

Good	70 - 84	70
Average	50 - 69	50
Acceptable	30 - 49	30
Fail	0 - 29	0

5. Candidates with a graduation certificate will be qualified based on grades from the matriculation examination converted into qualifications points from the following subject: Biology written (required subject) and a second subject in the following order: Biology, Chemistry, Physics, Mathematics, maintaining the following hierarchy:

- a. Biology – oral exam
- b. Written exam
- c. Oral exam

Grade on the Certificate	Qualification points based on a grading scale of 2-5 until 1991	Qualification points based on a scale of 1-6 since 1991
Excellent	-	100
Very Good	100	85
Good	75	70
Average	40	50
Acceptable	-	30
Fail	0	0

6. Candidates who have no matriculation examination in the subject of Biology (written) or a second subject: Biology, Chemistry, Physics, Mathematics, written or oral, take a

university placement examination from the following: Biology (required) and a second subject – Chemistry at the advanced level of a maturity examination and will be qualified based on the results from said placement examination.

7. In case of a lack of documents/certificates listed in § 2 sections 8 and 9 the candidate takes a B2 level test conducted at the university:

- a. in English for candidates for studies conducted in English
- b. in Polish for candidates for studies conducted in Polish

The test is conducted either at the School, or online. The decision regarding the form of test is made by the Recruitment Commission.

8. Candidates who have received an EB or an IB diploma or a foreign matriculation certificate are required to provide proof of passing a matriculation examination from Biology (required subject) and a second subject in the following order: Chemistry, Physics, Mathematics. Said examinations must be passed at a level enabling the candidate to study at the medical field of study in a country where the matriculation certificate was issued, and if the provisions for conducting such an examination do not specify such a level it must be 30% or higher.

9. Results obtained by the candidate based on the EB diploma will be converted into qualification points based on the following formula:

- c. Basic level - result x 2,
- d. Advanced level – result x 10.

10. Results obtained by the candidate, based on the IB diploma will be converted into qualification points based on the following scale:

Grade	Amount of points	
	SL Standard level	Poziom HL Higher level
7 - excellent	85	100
6 – very good	80	95
5 – good	70	90
4 – satisfactory	60	80
3 – mediocre	50	55
2 – poor	30	40
1 – very poor	-	15

11. Matriculation results of persons possessing a foreign matriculation certificate shall be converted to qualification points based on the following principle:

Germany	
Grade on a matriculation or graduation certificate	Amount of points for grades
Scale 1 - 6	
1	100
2	80
3	55
4	30
5-6	0

Austria, Czech Republic, Slovakia	
Grade on a matriculation or graduation certificate	Amount of points for grades
Scale 1 - 5	
1	100
2	80
3	55
4	30
5	0

Ukraine	
Grade on a matriculation or graduation certificate	Amount of points for grades
12	100
11	90
10	80
9	70
8	60
7	50
6	40
5	30
4	20

Belarus	
Grade on a matriculation or graduation certificate	Amount of points for grades
10	100
9	90
8	80
7	70
6	60
5	50
4	40
3	30

Lithuania		
Grade on a matriculation or graduation certificate	Amount of points for grades– Level B	Amount of points for grades – Level A
10	80	100
9	70	90
8	60	80
7	50	70
6	40	60
5	30	50
4	20	40

USA, Great Britain	
Grade on a matriculation or graduation certificate	Amount of points for grades
A, A+, A*	100
A-	90
B+	85
B	80
B-	75
C+	70
C	65
C-	60
D+	55
D	50
D-	45
E	40

Republic of Ireland		
Grade on a matriculation or graduation certificate	Amount of points for grades – level OL	Amount of points for grades – level OL
A1	80	100
A2	75	95
B1	70	90
B2	65	85
B3	60	80
C1	55	75
C2	50	70
C3	45	65
D1	40	60
D2	35	55
D3	30	50

Italy	
Grade on a matriculation or graduation certificate	Amount of points for grades
10	100

9	90
8	75
7	60
6	50
1-5	0

12. In the case of matriculation certificates obtained in countries not listed in the present resolution, the decision about the conversion of grades to points is made by the recruitment commission.

13. Rules of recognition of language certificates in the qualification process in the case specified in § 2 section 20:

English	FCE grade C - First Certificate in English, University of Cambridge Local Examinations Syndicate or University of Cambridge ESOL Examinations	50
	FCE grade A, B - First Certificate in English, University of Cambridge Local Examinations Syndicate or University of Cambridge ESOL Examinations	75
	TOEFL (173 to 212 points) - Test of English as a Foreign Language, Educational Testing Service, Princeton, USA	75
	CAE - Certificate in Advanced English, University of Cambridge Local Examinations Syndicate or University of Cambridge ESOL Examinations	100
	CPE - Certificate of Proficiency in English, University of Cambridge Local Examinations Syndicate or University of Cambridge ESOL Examinations	100
	TOEFL - (up to 213 points and more) - Test of English as a Foreign Language, Educational Testing Service, Princeton, USA	100
German	ZD - Zertifikat Deutsch (passe dat least with a result of „Good“), Goethe Institut, Österreich Institut, Weiterbildungs - Testsysteme (WBT)	75
	ZMP - Die Zentrale Mittelstufenprüfung, Goethe Institut	100
	ÖSD - Mittelstufe, Österreich Institut	100
	ZOP - Zentrale Oberstufenprüfung, Goethe Institut	100
	KDS - Kleines Deutsches Sprachdiplom, Goethe Institut	100
	GDS - Grosses Deutsches Sprachdiplom, Goethe Institut	100
	DSDII - Deutsches Sprachdiplom Stufe II, Kultusministerkonferenz	100

French	DL - Diplôme de Langue Française - Alliance Française	50
	Test d'accès au D.E.L.F 2-nd degré. - Commission Nationale du DELF/DALF (Sevres-France)	75
	DELF - Diplôme d'Etudes en Langue Française - 1-er degré (A1 - A4) - Commission Nationale du DELF/DALF (Sevres-France).	75
	DELF - Diplôme d'Etudes en Langue Française - deuxième degré (A5 - A6) - Commission Nationale du DELF/DALF (Sevres-France).	100
	Test d'accès au DALF - Commission Nationale du DELF/DALF (Sevres-France).	100
	DALF - Diplôme Approfondi de Langue Française - Commission Nationale du DELF/DALF (Sevres-France).	100
	DS - Diplôme Supérieur d'Etudes Française - Alliance Française.	100
Spanish	DELE Basico - Diplomas de Español como Lengua Extranjera – The Cervantes Institute	50
	Diploma de Español (Nivel Intermedio) – The Cervantes Institute	75
	DELE Supérieur - Diplomas de Español como Lengua Extranjera – The Cervantes Institute	100
	Diploma de Español (Nivel Superior) – The Cervantes Institute	100

14. In the case of certificates not mentioned in the present resolution, the decision on the conversion of grades to points is made by the recruitment commission.

§ 4

Entry onto the enrollment list

1. Upon completion of the qualification process, the recruitment commission will decide on admitting a candidate to studies, under the condition that:
 - a. the candidate has obtained the number of qualification points required by the acceptance threshold;
 - b. the candidate has submitted the documents required by the University of Technology in Katowice (UTK), within the time period specified by the head of the recruitment commission;

c. the candidate has signed an agreement on educational services; the agreement may be signed electronically (with a qualified e-signature), under the condition that the candidate has presented an original graduation certificate.

d. the candidate has paid all the fees required by the UTK.

2. The candidate referred to in section 1 above must submit the following documents:

a. graduation certificate/ graduation certificate and a declaration, and in the case of a certificate/another document obtained abroad confirming the right to be admitted to studies in the Republic of Poland also documents listed in section 5;

b. a visa or a residence card or another document entitling the bearer to stay in the Republic of Poland (only foreigners);

c. a document confirming the knowledge of Polish, listed in § 2 sections 7 and 8;

d. a medical certificate containing an opinion that there are no contradictions to study at a selected field of study, issued by occupational medicine physician, which must be submitted by the required date. The certificate must be issued on a form containing a reference to the provisions of the regulation of the Minister of Health from 26 August 2014 on medical examinations for secondary and higher education institutions and vocational qualifying courses, for the students of these schools, participants of vocational qualifying courses, and Ph.D., students (as amended), must specify the candidate's suitability to study at the medical field of study as well as the expiration date of the certificate – medical referrals are issued by the Recruitment Office starting on the day of the commencement of the recruitment process.

e. proof of registration fee payment (fee is non-refundable)

f. biometric ID photograph (format: 3.5cm x 4.5cm).

g. biometric ID photograph (photograph size after printout: 20x25mm in 300 dpi size in pixels 236x295px uploaded onto the recruitment system).

3. Documents indicated in section 2 (excluding a medical certificate) must be submitted as a copy and original to be made available upon request. A member of the Recruitment Commission or an employee of the Recruitment Department certifies the copy as a true copy of the original document.

4. The medical certificate must be submitted to the Recruitment Office no later than 30.09.2022.

5. Documents referred to in section 2 may be submitted by a person who has been authorized in writing by the candidate to do so. The authorization indicates the person authorizing and the authorized person, the goal of the authorization and bears the signature of the candidate certified by a notary public as well as the original or an officially certified copy of the ID card/passport/residence card of the candidate.
6. When submitting the documents referred to in section 2 the person authorized by the candidate must provide: his/her ID card/passport/residence card
7. Admission to studies takes place by entering the candidate onto the enrollment list, and in the case of foreigners – as an administrative decision of the Rector.
8. The recruitment commission, and in the case of foreigners the Rector, may reject a candidate in the following situations:
 - a. documents submitted by the candidate do not fulfill the requirements or are incomplete;
 - b. the candidate has previously studied at the School and has incurred a disciplinary penalty of being expelled from the School unless the penalty has been expunged;
 - c. the candidate has been disciplinarily expelled from another School.
9. The administrative decision about a candidate not being admitted to the studies is signed by the head of the recruitment commission, and in the case of foreigners – the Rector.
10. The administrative decision is delivered to the candidates in writing with acknowledgment of receipt.
11. The candidate may appeal the decision of the recruitment commission of not being admitted to the studies to the Rector. The appeal must be submitted via the recruitment commission within 14 days of receiving said decision.
12. A foreigner may request that the Rector review his/her case, and said request must be submitted within 14 days of receiving the Rector's decision.
13. The Rector's decision issued after the appeal has been considered, or in the case of foreigners – after the case has been reviewed, is final.
14. UTK assumes the possibility of conducting supplementary recruitment for candidates, who applied to be admitted to the medical field of study for the academic year, for which the recruitment is being conducted, and whose matriculation examination

results from a given subject or subjects have been increased due to verification of the number of points or an appeal, referred to in article 44zzz of the Act from 7 September 1991 on the Educational System. Such candidates are obliged to submit a request to the recruitment commission to take into account the corrected results of their matriculation examination. Without undue delay, but no later than within 7 working days after the request referred to in the previous sentence has been submitted, the recruitment commission accepts the request and accepts the results of the matriculation examination in the recruitment documentation of the candidate.

15. The recruitment commission prepares a report of the recruitment process which is then submitted to the Rector.

§ 5

Recruitment commission

1. The recruitment is conducted by the recruitment commission.
2. The recruitment commission consists of the chairman, secretary, and three members.
3. The makeup of the recruitment commission is determined by the Rector in way of a regulation.
4. The recruitment commission conducts the recruitment process regarding admission to studies and announces its results.

§ 6

Admission for students after the conclusion of the recruitment process

1. In case of not exceeding the limit of enrollment within the time period specified by the present resolution, the remaining openings are made available to the Rector, with the stipulation that results of candidates for those openings must be equivalent to or greater than the minimum acceptance threshold specified by the Recruitment Commission per § 2, section 21.
2. The Rector may admit a candidate no later than 28.09.2022.
3. The declaration of intent to study by signing an agreement on educational services must take place no later than 30.09.2022.

§ 7

The present document must be published on the School website, the website of the entity publishing the Public Information Bulletin, as well as in recruitment centers.

REKTOR
prof. WSt dr Aleksander Ostenda