

**Resolution of the Senate  
of the University of Technology in Katowice  
No. 5/35/06/2021  
from 15.06.2021**

**regarding the provisions and mode of admission to first-cycle studies – nursing 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 first-cycle 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 “WST”).
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;
  - a. egzamin dojrzałości - egzamin przeprowadzany do roku 2005 dla absolwentów ponadpodstawowych szkół średnich umożliwiający uzyskanie świadectwa dojrzałości;
  - b. egzamin maturalny - egzamin przeprowadzany od roku 2005 dla absolwentów szkół posiadających wykształcenie średnie umożliwiający uzyskanie świadectwa dojrzałości;
  - c. kandydat - osoba fizyczna posiadająca pełną zdolność do czynności prawnych, ubiegająca się o przyjęcie na studia;
  - d. head of the recruitment unit – Faculty Dean

- e. 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;
- f. matriculation certificate – a certificate obtained after successfully passing a matriculation examination (since 2005) or successfully passing a graduation examination (until 2005);
- g. 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 for the winter semester shall commence on 09.05.2022 and lasts no longer than until 30.09.2022, while the recruitment process for the summer semester no longer than until the beginning of didactic classes.
2. Recruitment for the first year of first-cycle studies (in Polish and English) conducted as stationary and non-stationary studies in the nursing field of study is conducted via the WST electronic recruitment platform and will follow the qualification process.
3. A candidate shall be admitted to the qualification process if he/she possesses the documents listed in §2 sections 4-8 below, and fulfills all the remaining criteria specified in the present document.
4. The following documents are required to be admitted for the qualification process for first-cycle studies:
  - 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 in pixels: 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;
5. 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
  6. 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.
  7. Candidates for studies conducted in English, whose native language is not English, in compliance with section 4, item 1 above, present one of the documents listed below:

<b>CERTIFICATES RECOGNIZED BY WST CONFIRMING FLUENCY IN ENGLISH</b>	
<b>Certificate</b>	<b>Additional remarks</b>
First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage	<b>minimum:</b> <ul style="list-style-type: none"> <li>• Pass,</li> <li>• Business English Certificate (BEC) Higher,</li> <li>• Certificate in English for International Business and Trade (CEIBT)</li> </ul> <b>Issued by</b> the University of Cambridge Local Examinations Syndicate and by the University of Cambridge ESOL. Examinations
Certificate in English Language Skills (CELS)	<b>minimum:</b> "Vantage" (B2) and "Higher" (C1)
Test of English as a Foreign Language (TOEFL)	<b>minimum:</b> 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"> <li>• High Pass at Intermediate Level,</li> <li>• Higher Intermediate Level,</li> <li>• Advanced Level</li> </ul> <b>Issued by</b> LanguageCert International ESOL Qualifications
International English for Speakers of Other Languages (IESOL)	<ul style="list-style-type: none"> <li>• "Communicator",</li> <li>• "Expert",</li> <li>• "Mastery"</li> </ul> <b>Issued by</b> LanguageCert International ESOL Qualifications
<b>LanguageCert Level 1 Certificate in ESOL International</b> (Listening, Reading, Writing) (Communicator B2) 603/1961/6; <b>LanguageCert Level 2 Certificate in ESOL International</b> (Listening, Reading, Writing) (Expert C1) 603/1963/X; <b>LanguageCert Level 3 Certificate in ESOL International</b> (Listening, Reading, Writing) (Mastery C2) 603/1965/3	<b>Issued by</b> LanguageCert International ESOL Qualifications
Spoken English Test (SET) for Business	<ul style="list-style-type: none"> <li>• Stage B level "Communicator",</li> <li>• Stage C level "Expert",</li> <li>• Stage C level "Mastery"</li> </ul> <b>Issued by</b> LanguageCert International ESOL Qualifications
English for Business Communications (EBC)	<ul style="list-style-type: none"> <li>• Level 2,</li> <li>• Level 3</li> </ul> <b>Issued by</b> LanguageCert International ESOL Qualifications.
English for Office Skills (EOS)	<ul style="list-style-type: none"> <li>• Level 2</li> </ul> <b>Issued by</b> LanguageCert International ESOL

	Qualifications.
<b>London Tests of English</b> , Level 3 (Edexcel Level 1 Certificate in ESOL International); <b>London Tests of English</b> , Level 4 (Edexcel Level 2 Certificate in ESOL International); <b>London Tests of English</b> , Level 5 (Edexcel Level 3 Certificate in ESOL International) -	<b>Issued by</b> Edexcel; administrated by Pearson Language Assessments or Pearson Language Tests

8. Candidates for studies conducted in Polish, who are foreigners per section 4, 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:
  - State Commission for the Certification of Proficiency of Polish as a Foreign Language or
  - 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

9. The recruitment fee is non-refundable unless the field of study is not inaugurated due to an insufficient number of candidates per section 13 of the present section.

10. 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.

11. The recruitment process is not necessary for foreigners who are admitted to studies in Polish based on the decision of the competent Minister.

12. Persons who have not completed their application, or have filled out their application incorrectly with the use of the recruitment platform in force at the School, 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.

13. In a situation, where the number of candidates qualified to be admitted to the studies is insufficient, the decision on whether to inaugurate the studies is made by the Rector in cooperation with the School Founder.

14. The protocol from the qualification process is prepared and signed by all members of the recruitment commission.

15. Candidates who do not take or fail a test specifying the fluency level in the instruction language at a level of B2 per § 3, section 1, shall not be admitted to the studies.

16. 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.

17. 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.

18. The qualification proceedings are conducted based on the order applications were submitted.

### **§ 3**

#### **Qualification process – specific provisions**

1. In case of a lack of documents/certificates listed in § 2 sections 7 and 8 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

2. The test is conducted either at the School or online. The decision regarding the form of test 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 submitted the documents required by the University of Technology in Katowice (WST), within the time period specified by the head of the recruitment commission;

b. the candidate has signed an agreement on educational services; the agreement may be signed electronically (e – with an Autenti/qualified signature); the candidate is obliged to submit an original university graduation diploma no later than 30.09.2022, under the pain of being refused enrollment, or in the case of the administrative decision about being enrolled having already been made, under the pain of its annulment and refusal of enrollment as well as participation in didactic classes.

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 for candidates for first-cycle studies) 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 an 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. biometric ID photograph: (photograph size after printout: 20x25mm in 300 dpi, size in pixels: 236x295 px) loaded onto the recruitment platform

f. biometric ID photograph: 1 piece (format: 3.5cm x 4.5cm).

3. Documents indicated in section 2 (excluding the 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. 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. The Rector may admit a candidate for first-cycle studies no later than 05.10.2022
2. The declaration of intent to study by signing an agreement on educational services for first-cycle studies and uniform Master's studies must take place no later than 07.10.2022

## § 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*

