

**Resolution of the Senate
of the University of Technology in Katowice
no 3/33/06/2020
from 03.06.2020**

**regarding the provisions and mode of admission to first-cycle studies, second-cycle studies,
and uniform Master's studies in the 2021/2022 academic year excluding fields of study
which are a part of Medical Sciences and Health Sciences**

The Senate of the University of Technology in Katowice hereby resolves the following:

§ 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 and second cycle studies, as well as uniform Master's studies conducted in the form of stationary and non-stationary studies, in the 2021/2022 academic year at the University of Technology in Katowice (to be hereinafter referred to as "School" or "UTK") at the following fields of study:
 - a) Architecture – I cycle studies
 - b) Interior Architecture – I cycle studies
 - c) Civil Engineering – I cycle studies
 - d) Spatial Planning – I cycle studies
 - e) Design – I cycle studies
 - f) Computer Science – I cycle studies
 - g) Graphics – Uniform Master's studies
 - h) Interior Architecture – II cycle studies
 - i) Architecture – II cycle studies
 - j) Civil Engineering – II cycle studies
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 Baccaureate, 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 Baccaureate, issued by the International Baccaureate 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

k. diploma of studies completion – diploma obtained by graduates of studies at a specified field of study and profile, confirming higher education as well as professional title.



§ 2

Qualification Process – general provisions

1. The recruitment process for the winter semester shall commence on 04.05.2021 and last no longer than until 30.09.2021, while the recruitment of the summer semester no longer than until the date of commencement of didactic studies.
2. Recruitment for the first year of studies (in Polish and English) conducted as stationary and non-stationary studies at the fields of study listed in § 1 section 1 is conducted via the UTK 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, 5, 6, 7 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 and uniform Master's 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 another document recognized in the Republic of Poland via an administrative decision as a document entitling the bearer to be admitted to studies in 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));
 - h. proof of payment of the recruitment fee;
 - i. statement of acknowledgment of study regulations, financial regulations, information on additional fees;
 - j. oath;
 - k. filled out candidate survey;
 - l. document of consent to the processing of the candidate's personal data by UTK;
 - m. document/certificate confirming fluency in English on a B2 level – for candidates for studies conducted in English, whose native language is not English;
 - n. document/certificate confirming fluency in Polish on a B2 level – for candidates for studies conducted in Polish, whose native language is not Polish;
5. Documents which are necessary to be admitted to the qualification proceedings for second-cycle studies:
- a. university graduation diploma confirming specific qualifications
 - b. ID photograph in electronic version: (size of photograph after printout: 20x25mm in 300 dpi, size of photograph: 236x295 px));
 - c. proof of payment of the recruitment fee;
 - d. statement of acknowledgment of study regulations, financial regulations, information on additional fees;
 - e. oath;
 - f. filled out candidate survey;
 - g. document of consent to the processing of the candidate's personal data by UTK;
 - h. document/certificate confirming fluency in English on a B2 level – for candidates for studies conducted in English, whose native language is not English;
 - i. document/certificate confirming fluency in Polish on a B2 level – for candidates for studies conducted in Polish, whose native language is not Polish

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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 4, item I above present one of the documents listed below:

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; 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)	Issued by LanguageCert International ESOL Qualifications

(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, in compliance with paragraph 4 item m and paragraph 5 item i above, 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 14 of the present paragraph.
 11. 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 recruitment commission.
 12. The recruitment process is not necessary for foreigners who are admitted to studies in Polish based on the decision of the competent Minister
 13. 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.
 14. 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.
 15. The protocol from the qualification process is prepared and signed by all members of the recruitment commission.
 16. If the documents are not submitted within the specified time period a candidate is not admitted to studies.
 17. 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 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



§ 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 (UTK), within the time period specified by the head of the recruitment commission;
 - b. the candidate has signed an agreement on the provision of educational services;
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 (applies to candidates for first-cycle studies and uniform Master's studies) - also documents listed in section 4;
 - b. a document confirming university graduation (applies to candidates for second-cycle studies) – also documents listed in section 4;
 - c. visa or a residence card or another document entitling the bearer to stay in the Republic of Poland (only foreigners);
 - d. a document confirming the knowledge of Polish, listed in § 2 sections 8 and 9;
 - e. biometric ID photograph: 2 pieces (format: 3.5cm x 4.5cm).
3. Documents indicated in section 2 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. 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.
5. When submitting the documents referred to in section 2 the person authorized by the candidate must provide: his/her ID card/passport/residence card.



6. 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.
7. 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.
8. 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.
9. The administrative decision is delivered to the candidates in writing with acknowledgment of receipt.
10. 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.
11. 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.
12. 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.
13. 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.

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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 no later than 12.10.2021
2. The declaration of intent to study by signing an agreement on educational services must take place no later than 15.10.2021.

§ 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