



**Resolution of the Senate
of the Academy of Silesia
No 4/40/12/2023
from 12.12.2023**

**regarding the provisions and mode of admission to first-cycle studies – field of study
Management in the 2024/2025 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 management field of study, in the 2024/2025 academic year at the Academy of Silesia (to be hereinafter referred to as “School” or “AS”).
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 – “old maturity examination”;
 - e. matriculation examination – an examination that has been conducted since 2005 for graduates of secondary schools enabling them to receive a certificate of matriculation – “new maturity examination”;
 - f. candidate – physical person possessing the full capacity to perform acts in law, applying to be admitted to studies;
 - g. head of the recruitment unit – Rector;
 - 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 for studies conducted in Polish for the winter semester of the 2024/2025 academic year shall commence on 06.05.2024 and last no longer than 21.10.2024. Detailed dates of the recruitment schedule for the winter semester shall be set forth by the Rector and shall be made public until 25.04.2023.
2. The recruitment process for studies conducted in Polish for the summer semester of the 2024/2025 academic year shall commence on 16.12.2024 and last no longer than until 21.02.2025. Detailed dates of the recruitment schedule for the winter semester shall be set forth by the Rector and shall be made public until 12.12.2024.
3. The recruitment process for studies conducted in a language other than Polish for the winter semester of the 2024/2025 academic year shall commence on 12.04.2024 and last no longer than until 21.10.2024. Detailed dates of the recruitment schedule for the winter semester shall be set forth by the Rector and shall be made public until 11.04.2024.
4. The recruitment process for studies conducted in a language other than Polish for the summer semester of the 2024/2025 academic year shall commence on 16.12.2024 and last no longer than until 21.02.2025. Detailed dates of the recruitment schedule for the winter semester shall be set forth by the Rector and shall be made public until 12.12.2024.
5. Recruitment for the first year of first-cycle studies (studies in Polish and a language other than Polish) conducted as stationary and non-stationary studies, conducted at the management field of study is conducted via the AS electronic recruitment platform and will follow the qualification process.
6. In establishing a recruitment account the candidate consents to the processing of his/her personal data for the purpose of documenting the course of studies. A lack of consent for the processing of personal data makes it impossible to take part in the recruitment process. Withdrawing consent for the processing of personal data during the course of the process means no longer being eligible to be admitted to the studies.
7. A candidate may withdraw from the recruitment process at any stage. Prior to signing an agreement on the provision of educational services, the candidate informs of his/her withdrawal in writing on his/her individual account on the recruitment portal. After signing the agreement on the provision of educational services, withdrawal from studies requires a written form to be submitted in the original in the recruitment office or be sent via registered letter with confirmation of receipt.
8. The candidate is responsible for providing wrong, incomplete, or false information or the failure to provide the required documents, and is also responsible for the results of these actions and the decisions of the recruitment commission as well as the Rector
9. The candidate is responsible for familiarizing himself/herself with all the current information regarding the recruitment process via the AS recruitment portal.
10. A candidate shall be admitted to the qualification process if he/she possesses the documents listed in §2 sections 11-15 below, and fulfills all the remaining criteria specified in the present document.
11. 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 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 the photograph after printout: 20x25mm in 300 dpi, size of the 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 WST;
- l. document/certificate confirming fluency in the language of instruction on a B2 level – for candidates for studies conducted in a language other than Polish, whose native language is not the language of instruction;
- m. document/certificate confirming fluency in Polish on a B2 level – for candidates for studies conducted in Polish, whose native language is not Polish;
12. 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
13. Certificates or other documents prepared in a language other than Polish should be translated into Polish or English by a certified interpreter, and furthermore, the document translated into English should be translated into Polish by the interpreter no later than the date of commencement of classes.
14. Candidates for studies conducted in a language other than Polish, whose native language is not the language of instruction, in compliance with section 11, item l above, present one of the documents listed in Attachment 1 to the present resolution.

15. Candidates for studies conducted in Polish, who are foreigners, in compliance with § 2, Section 10, item m 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, or
 - 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 the 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.
16. The recruitment fee is non-refundable unless the field of study is not inaugurated due to an insufficient number of candidates per section 21 of the present paragraph.
17. 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 or the Rector.
18. The recruitment process is not necessary for foreigners who are admitted to studies in Polish based on the decision of the competent Minister.
19. Persons who have not completed their application or have completed their application incorrectly via the School's recruitment platform 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.
20. Persons admitted to the recruitment process are entered into an enrollment list.
21. 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.
22. The protocol from the qualification process is prepared and signed by all members of the Recruitment Commission.
23. 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.
24. If persons entered onto the enrollment list do not confirm their will to study within the specified time period by signing an agreement on the provision of educational services and presenting original documents, they shall be removed from the enrollment list.
25. 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.
26. Information about the results of the qualification process is available solely on the AS recruitment portal, while the candidate familiarizes him/herself with it by logging onto his/her individual account.

§ 3

Qualification process – specific provisions

1. In case of a lack of documents/certificates confirming knowledge of the language of instruction listed in § 2 section 15 or Attachment no.1 to the present resolution, the candidate takes a B2 level test conducted at the university:
 - a. in the language of instruction for candidates for studies conducted in a language other than Polish
 - b. in Polish for candidates for studies conducted in Polish
2. The test may be conducted either on-site or online. The method of conducting the test is decided upon by the Recruitment Commission.

§ 4

Entry onto the enrollment list

1. Upon completion of the qualification process, the Recruitment Commission, or in the case of foreigners the Rector will decide on admitting a candidate to studies, under the condition that the following documents required by the Academy of Silesia (As) have been submitted:
 - 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 (pertains to candidates for first-cycle studies and uniform Master's studies) - also documents listed in sections 3 and 4;
 - b. 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 or a language of instruction other than Polish;
 - d. biometric ID photograph: 1 piece (format: 3.5cm x 4.5cm);

And after signing the agreement on the provision of educational services; within a period specified by the head of the Recruitment Commission. The Agreement may be signed electronically (with an Autenti/qualified e-signature) under the condition that the candidate has presented an original graduation certificate/diploma of studies completion along with the supplement.

2. Documents indicated in section 1 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.
3. Documents referred to in section 1 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.
4. When submitting the documents referred to in section 1 the person authorized by the candidate must provide: his/her ID card/passport/residence card.
5. Admission to studies in the case of foreigners takes place as an administrative decision of the Rector after all the requirements specified in section 1 above have been fulfilled.

6. 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.
7. 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.
8. The administrative decision is delivered to the candidates in writing with acknowledgment of receipt.
9. 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.
10. 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.
11. 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.
12. 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 makeup of the Recruitment Commission is determined by the Rector by way of a regulation.
3. 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, if there are open places, admit a candidate for first-cycle studies for the winter semester no later than 15.10.2024, and for the summer semester no later than 19.02.2025.
2. The declaration of intent to study by signing an agreement on the provision of educational services for first-cycle studies or uniform Master's studies for the winter semester must take place no later than 17.10.204 and for the summer semester no later than 21.02.2025.

§ 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.

List of documents confirming knowledge of a language for candidates for studies conducted in a language other than Polish, whose native language is not the language of instruction

1. A diploma of completing a teacher's college of foreign languages or a diploma of completing Philology studies in the language of instruction.
2. Another document (e.g. a grade on a transcription confirming receiving a credit during studies for a course in the language of instruction at least on a B2 level).
3. Diploma from studies conducted in the language of instruction.
4. Grade from the language of instruction on an IB or EB diploma.
5. In the case of the countries listed below, knowledge of English on a B2 level means grades in English on a secondary school graduation diploma equal to or higher than a grade of 4 in a Polish school:
 - a. Netherlands
 - b. Singapore
 - c. Austria
 - d. Denmark
 - e. Norway
6. In the case of the countries listed below, knowledge of Ukrainian on a B2 level means grades in Ukrainian on a secondary school graduation diploma equal to or higher than a grade of 4 in a Polish school:
 - a. Belarus
 - b. Russia
 - c. Uzbekistan
7. In the case of the countries listed below, knowledge of Russian on a B2 level means grades in Russian on a secondary school graduation diploma equal to or higher than a grade of 4 in a Polish school:
 - a. Belarus
 - b. Kazakhstan
 - c. Ukraine
 - d. Kyrgyzstan
 - e. Moldova
 - f. Azerbaijan
 - g. Turkmenistan

Certifying Institution	Level	Name of Certificate
Cambridge Assessment English	B2	<ul style="list-style-type: none"> • B2 First (result 160- 179; grade B or C) • C1 Advanced (result 160-179, grade Level B2)
	C1	<ul style="list-style-type: none"> • C1 Advanced (result 180-199, grade B or C) • B2 First (result 180- 190; grade A) • C2 Proficiency (result 180-199, grade Level C1)
	C2	<ul style="list-style-type: none"> • C2 Proficiency (result 200-220, grade A, B, or C)

		• C1 Advanced (result 200-210, grade A)
British Council, Cambridge Assessment English, IDP: IELTS Australia	B2	International English Language Testing System (IELTS), Academic and General Training, levels 5,5 - 6,5
	C1	International English Language Testing System (IELTS), Academic and General Training, levels 7-8
	C2	International English Language Testing System (IELTS), Academic and General Training, levels 8,5-9
Educational Testing Service, Princeton, USA TOEFL	B2	Test of English as a Foreign Language (TOEFL iBT®), result 72-94 points
	C1	Test of English as a Foreign Language (TOEFL iBT®), result 95-113 points
	C2	Test of English as a Foreign Language (TOEFL iBT®), result 114-120 points
LanguageCert International ESOL Qualifications	B2	LanguageCert International ESOL B2 Communicator
	C1	LanguageCert International ESOL C1 Expert
	C2	LanguageCert International ESOL C2 Mastery
Pearson Language Tests - London Tests of English (LTE)	B2	London Tests of English, Level 3
	C1	London Tests of English, Level 4
	C2	London Tests of English, Level 5

CERTIFICATES RECOGNIZED BY THE SCHOOL CONFIRMING FLUENCY IN UKRAINIAN

Certifying Institution	Level	Name of Certificate
telc GmbH, WBT Weiterbildungs-Testsysteme GmbH	B2	TELC Ukrainian / Українська B2

CERTIFICATES RECOGNIZED BY THE SCHOOL CONFIRMING FLUENCY IN RUSSIAN

Certifying Institution	Level	Name of Certificate
telc GmbH, WBT Weiterbildungs-Testsysteme GmbH	B2	TELC Russian / Русский B2
The Pushkin State Russian Language Institute Государственный институт русского языка имени А. С. Пушкина	B2	TRKI-II Second certification level
	C1	TRKI-III Third certification level
	C2	TRKI-IV Fourth certification level

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