

## Detailed rules and regulations on the admissions procedure

### for studies in English conducted at SWPS University of Social Sciences and Humanities

#### in academic year 2020/2021

## § 1

### General provisions

1. The Detailed rules and regulations on the admissions procedure for studies in English conducted at SWPS University of Social Sciences and Humanities, hereinafter referred to as the “**SWPS University**,” applicable in academic year 2020/2021, hereinafter referred to as the “**Detailed Rules**,” provide additional detail to the admission conditions and procedure for studies in English conducted at SWPS University of Social Sciences and Humanities in accordance with § 8 section 2 in connection with § 11 section 1 in connection with § 14 section 6 of the Conditions, Procedure, Commencement and Completion of Enrolment for Studies in SWPS University of Social Sciences and Humanities in academic year 2020/2021 constituting an appendix to Resolution no. 59/2019 of the Senate of SWPS University of Social Sciences and Humanities of 28 June 2019 regarding the determination of the conditions, procedure, commencement and completion of enrolment for studies in SWPS University of Social Sciences and Humanities in academic year 2020/2021, hereinafter referred to as the “**Admission Resolution**.”
2. The following terms used in this document shall have the meanings ascribed to them below:
  - 1) “nowa matura” - shall mean the certificate of secondary education (Pol. *świadectwo dojrzałości*) awarded based on the final secondary school examination (Pol. *egzamin maturalny*);
  - 2) “stara matura” - shall mean the certificate of secondary education awarded based on the final secondary school examination in the previous system (Pol. *egzamin dojrzałości*);
  - 3) “matura międzynarodowa” - shall mean the International Baccalaureate (IB) diploma issued by the International Baccalaureate Organization in Geneva, which is deemed to be of equal standing as the Polish certificate of secondary education pursuant to Article 93 section 1 pt. 2 of the Act of 7 September 1991 on the Educational System;
  - 4) “matura europejska” - shall mean the European Baccalaureate (EB) diploma issued by European Schools in accordance with the Convention defining the Statute of the European Schools concluded in Luxembourg on 21 June 1994 and deemed to be of equal standing as the Polish certificate of secondary education pursuant to Article 93 section 1 pt. 3 of the Act of 7 September 1991 on the Educational System;
  - 5) “matura zagraniczna” - shall mean a certificate or other document issued abroad by a school or educational institution recognised by the state where such school or institution operates which is recognised in the Republic of Poland as confirming qualifications to apply for admission to higher

- education studies or, pursuant to the provisions on the recognition of foreign diplomas, deemed to be equivalent to the certificate of secondary education issued in the Republic of Poland;
- 6) “matura” - shall mean collectively the documents referred to in clauses 1-5 above;

## § 2

### Admission procedure

1. Administrative support for the admission procedure shall be provided by the relevant Admissions Offices of each faculty of SWPS University offering studies selected by the given candidate:
  - 1) in Warszawa - ul. Chodakowska 19/31, Warszawa
  - 2) in Katowice - ul. Techników 9, Katowice;
  - 3) in Poznań - ul. Gen T. Kutrzeby 10, Poznań;
  - 4) in Sopot - ul. Polna 16/20, Sopot;
  - 5) in Wrocław - ul. Ostrowskiego 30b, Wrocław.
2. The admission procedure is carried out in the following stages:
  - 1) candidate registration in the enrolment system;
  - 2) delivery of the required documents to SWPS University;
  - 3) positive outcome of the qualification procedure for fields of study with entry requirements;
  - 4) publication of the results of admission proceedings on candidates' individual accounts in the admissions system, and in case of negative outcome of the enrolment proceedings - issue of an administrative decision rejecting the application, and in case of foreigners - issue of an administrative decision granting or rejecting the application;
  - 5) conclusion of the Agreement on the Payment Terms for Studies.
3. List of fields of study conducted in the English language in SWPS University along with the relevant admission requirements for academic year 2020/2021 is enclosed herewith as appendix no. 1 to the Detailed Rules.
4. The University launches a given field of study, specialisation or path in the given mode provided that a sufficient number of candidates to compose a study group is admitted. A sufficient number of candidates shall be 18 unless the SWPS University decides to lower that limit for a selected field of study, specialisation or path.
5. In the event that studies in the given field are not launched at SWPS University due to insufficient interest in said field, SWPS University shall notify candidates of the possibility to change the selected field of study within 7 days. Change of the field of study takes place upon a written request. Failure to submit the request shall be deemed equivalent to resignation from studies and shall lead to deregistration.

### § 3

#### Application fee

1. SWPS University charges an application fee in the amount of PLN 85.00.
2. SWPS University may determine a lower amount of the application fee for selected groups of candidates.
3. Graduates of the following institutions shall be exempt from the obligation to pay the application fee:
  - 1) studies, post-graduate studies and doctoral studies completed at SWPS University;
  - 2) Collegium Da Vinci in Poznań;
  - 3) the "Liceum Akademickie Da Vinci" secondary school in Poznań;
  - 4) post-graduate studies completed at Collegium Da Vinci in Poznań.
4. The University reimburses the application fee solely in the event that the field of study applied for by the given candidate is not launched and the candidate is not admitted to any other field of study.

### § 4

#### Submission of documents

1. Following the introduction of all the required information to into the admissions system, the candidate applying for admission to studies in SWPS University shall submit to SWPS University the following documents in hard copy:
  - 1) copy of the certificate of secondary education (Pol. *matura*) with the original presented for inspection - for undergraduate studies;
  - 2) copy of the diploma of higher education with the original presented for inspection - for graduate studies;
  - 3) two copies of the Agreement on the Payment Terms for Studies, signed on each page, along with the appendices thereto (printed out from the student's individual account in the admissions system);
  - 4) questionnaire printed out from the admissions system.
2. A candidate may also submit copies of the documents confirming foreign language competence specified in appendix no. 2 to the Admission Resolution (with the originals presented for inspection).
3. The documents listed under section 1 should be submitted by the candidate to the relevant Admissions Office. Irrespective of whether the foregoing documents are submitted in person or otherwise, the candidate shall be obliged to personally sign the Agreement on the Payment Terms for Studies along with the appendices thereto. The Agreement on the Payment Terms for Studies may be signed by an authorised representative only based on a written power of attorney.

### § 5

### **Admissions procedure for undergraduate studies and uniform integrated Master's degree studies**

1. Candidates shall be qualified for undergraduate studies according to the procedure laid down in pt. 3 of the Admission Resolution and subject to the requirements specified in appendix no. 1 to the Detailed Rules.
2. The scope, form and organisation of the foreign language examination as part of the qualification procedure shall be specified not later than by 15 January 2020.

## **§ 6**

### **The admission procedure for graduate studies conducted in the English language**

1. Applications for admission to graduate studies may be submitted by holders of a diploma of completion of higher education studies.
2. For example, the following rules apply to the field of "Psychology":
  - 1) For persons who completed undergraduate studies in the field of psychology in SWPS University:
    - a) free admissions - if the language of instruction of the completed study programme was English,
    - b) required proof of English language competence at level B2 or higher or, alternatively, interview with an instructor verifying English language competence if the language of instruction was Polish.
  - 2) For graduates of other universities:
    - a) interview in English (max 60 pts). Prior to the interview the candidates will receive a short questionnaire regarding their previous experience of psychology and their motivation to undertake the studies as well as a piece of academic text associated with psychology in English. During the interview the Committee will assess the following:
      - general aptitude (English language competence and the ability to formulate and justify opinions) - from 0 to 20 pts.,
      - expectations towards the graduate studies in the field of Psychology at SWPS University – from 0 to 10 pts.,
      - readiness to study hard and the ability to manage own study time – from 0 to 20 pts.,
      - proximity of the candidate's professional interests and objectives to the study programme - from 0 to 20 pts.Interview dates shall be determined and communicated publicly by 15 January 2020.
    - b) additional points for completed studies:
      - within the discipline of psychology – 20 pts.,
      - within social sciences – 10 pts.

- for studies completed in Poland - the following classification applies as published by the Ministry of Science and Higher Education: sociology, educational sciences, economics and finance, law, social and economic geography with land management, security science, media and social communication, political and administrative sciences, management and quality sciences, legal sciences;
- for studies completed abroad - the following classification applies as published by the OECD: sociology, educational sciences, economics and business, law, political science, social and economic geography, media and communications, other social sciences.

In the event that a number of candidates obtain an equal number of points, the Committee reserves the right to make an additional analysis of the candidates' previous education from the perspective of the proximity of the completed undergraduate study curriculum to the undergraduate study curriculum pursued in the field of Psychology at SWPS University.

3. The following rules apply to the field of "Management and Leadership":

- 1) For persons who completed undergraduate studies in the field of management and leadership at SWPS University:
  - a) free admissions - if the language of instruction of the completed study programme was English,
  - b) required proof of English language competence at level B2 or higher or, alternatively, interview with an instructor verifying English language competence if the language of instruction was Polish.
- 2) For graduates of studies in other fields:
  - according to the classification of the Ministry of Science and Higher Education - for studies completed in Poland: within social sciences (management and quality sciences, economics and finance, legal sciences, psychology, sociology), within humanities (cultural and religious studies),
  - according to the OECD classification - for studies completed abroad: social sciences (economics and business, sociology, law, political science, psychology), humanities (philosophy, ethics and culture studies),
  - a) free admissions - if the language of instruction of the completed study programme was English,
  - b) required proof of English language competence at level B2 or higher or, alternatively, interview with an instructor verifying English language competence if the language of instruction was Polish.

- 3) For graduates outside of the aforementioned areas and disciplines - interview in English during which the Committee will assess the following:
- general aptitude (English language competence and the ability to formulate and justify opinions) - from 0 to 30 pts.,
  - field-related aptitude (familiarity with the fundamentals of management) - from 0 to 30 pts.,
  - readiness to study hard (also in the form of team work) and the ability to manage own study time – from 0 to 20 pts.,
  - proximity of the candidate’s professional interests and objectives to the study programme - from 0 to 10 pts.,
  - expectations towards the graduate studies - from 0 to 10 pts.

Up to 7 days prior to the date of the interview, the candidate shall receive a short questionnaire regarding their previous experience of management and their motivation to undertake the studies. The completed questionnaire shall constitute the basis for the interview before the Committee.

4. The following rules shall apply for admission to studies in the field of “Psychology” conducted in cooperation with Tilburg University (“Economic Psychology”) in the Wrocław campus:

- English language competence on level B2 is required. Prior to the commencement of studies in Tilburg University, confirmation of English language competence on level C1 - TOEFL (minimum 577 for paper-based/90 for internet-based) or IELTS (minimum 6.5 total and minimum 6.00 in each part of the examination), alternatively Cambridge Proficiency or Cambridge Advanced examinations (A-B-C).
- The qualification procedure commences upon submission of the required enrolment documentation along with a Personal Statement and a Curriculum Vitae which are, along with the candidate’s previous study performance, the basis for awarding a score out of 100 points with a weight of 35%. The Personal Statement is a cover letter with biographic information and aims to confirm the candidate’s readiness to commence graduate studies in the field of Psychology. A candidate applying for admission to studies in the field of Economic Psychology is required to possess basic skills associated with research methods and techniques (must be reflected in the Personal Statement). Advanced research techniques and methods constitute a component of the first year curriculum.
- The candidate shall attempt an interview in English (max 100 pts., weight 35%). During the interview the Committee will assess the following:
  - general aptitude (English language competence, the ability to formulate and justify opinions and basic knowledge of social research methodology) - from 0 to 30 pts.,
  - expectations towards the graduate studies in the field of Psychology at SWPS University - from 0 to 20 pts.,

- c) readiness to study hard and the ability to manage own study time – from 0 to 30 pts.,
  - d) proximity of the candidate's professional interests and objectives to the study programme - from 0 to 20 pts.
- 4) The candidate shall be awarded additional points for completed studies (weight 30%):
- a) within the discipline of psychology – 100 pts.,
  - b) within social sciences – 70 pts.
    - for studies completed in Poland - the following classification applies as published by the Ministry of Science and Higher Education: sociology, educational sciences, economics and finance, law, social and economic geography with land management, security science, media and social communication, political and administrative sciences, management and quality sciences, legal sciences;
    - for studies completed abroad - the following classification applies as published by the OECD: sociology, educational sciences, economics and business, law, political science, social and economic geography, media and communications, other social sciences;
  - c) other – 30 pts.

## § 7

### **Admissions procedure for studies conducted in the English language for candidates who passed the IB or EB examination, the *matura zagraniczna* examination or who possess a Polish diploma of completion of higher education studies as well as foreign candidates**

1. Candidates being Polish citizens qualified based on the IB or EB examinations shall be admitted according to the procedure referred to in chapter 3 of the Admission Resolution.
2. Candidates being Polish citizens and holding the *matura zagraniczna* certificate or a diploma of completion of higher education studies issued abroad must additionally submit a translation of their certificate or diploma in line with the provisions of § 9 of the Admission Resolution.
3. Foreigners shall be admitted in line with the principles stipulated in § 15 of the Admission Resolution.

**List of requirements for the particular fields of study in English**  
**in SWPS University of Social Sciences and Humanities**  
**in academic year 2020/2021**

The admissions procedure for the particular fields of study takes place pursuant to the terms and conditions specified in the “*nova matura*” and *stara matura*” columns. In the case of language examinations for candidates who passed the *stara matura* or *nova matura* examination, the candidate may be exempt from the examination upon presentation of sufficient proof of foreign language competence in accordance with the provisions of appendix no. 2 to the Admission Resolution.

| field of study, specialisation  | study cycle | duration in years | mode of study | <i>nova matura</i> (written part)   | <i>stara matura</i> (written part)  | required level of English |
|---|-------------|-------------------|---------------|---|---|---------------------------|
| <b>studies conducted in the faculty of Arts and Social Sciences in Warszawa</b> |             |                   |               |   |   |                           |
| Management and Leadership<br><i>studies conducted in English</i>                | 1           | 3                 | full-time     | English not less than 50% on basic level or not less than 30% on extended level or, alternatively, submission of proof of English language competence. In other cases - English language qualification exam.  |   | B1                        |
| Management and Leadership<br><i>studies conducted in English</i>                | 2           | 2                 | full-time     | submitted documentation of the completion of higher education studies, submission of proof of English language competence. In other cases - English language qualification exam; for graduates of studies in fields outside of the disciplines referred to in § 6 section 3 - interview in English. |   | B2                        |
| <b>studies conducted in the Faculty of Psychology in Warszawa</b>               |             |                   |               |   |   |                           |
| Psychology<br><i>studies conducted in English</i>                               | 1           | 3                 | full-time     | English language not less than 90% on basic level or not less than 60% on extended level or, alternatively, submission of proof of English language competence. In other cases - English language qualification exam.   | submission of proof of English language competence. In other cases - English language qualification exam. | B2                        |



| field of study, specialisation  | study cycle | duration in years | mode of study | <i>nowa matura</i><br>(written part)  | <i>stara matura</i><br>(written part) | required level of English |
|---|-------------|-------------------|---------------|---|---------------------------------------|---------------------------|
| Psychology<br><i>studies conducted in English</i>   | 2           | 2                 | full-time     | submitted documentation of the completion of higher education studies, submission of proof of English language competence. In other cases - English language qualification test; for graduates of studies in fields other than psychology completed at SWPS University - qualification exam conducted in English. |                                       | B2                        |
| <b>studies conducted in the Faculty of Psychology in Wrocław</b>  |             |                   |               |   |                                       |                           |
| Psychology in cooperation with Tilburg University<br>("Economic Psychology")<br><i>studies conducted in English</i> | 2           | 2                 | full-time     | submitted documentation of the completion of higher education studies, Personal Statement and CV; interview in English.   |                                       | B2                        |