

ENROLLMENT CONDITIONS AND PROCEDURE
FOR THE ACADEMIC YEAR 2019/2020

I. GENERAL PROVISIONS

§1

The Resolution on the enrolment conditions and procedure for academic year 2019/2020, hereinafter referred to as the “**Resolution**,” sets forth the conditions and detailed procedure of enrolment for higher education studies in academic year 2019/2020 at SWPS University of Social Sciences and Humanities, hereinafter referred to as the “**SWPS University**.”

§2

1. The SWPS University conducts enrolment for various fields and modes of study which it is entitled to offer subject to the decision of the minister responsible for higher education and science or a relevant resolution of the Senate of the SWPS University regarding the establishment of a new field of study.
2. A detailed list of fields and modes of study which are open for enrolment for academic year 2019/2020 is enclosed herewith. For the field of philology, the list referred to above also presents the relevant specialisations offered within this field of study.
3. In the event that the SWPS University is permitted to establish a new field of study after the Resolution is adopted, the enrolment conditions and procedure for the year 2019/2020 shall be adopted by way of a separate resolution of the Senate of SWPS University.

§3

The basic terms used throughout this Resolution shall have the following meaning:

- 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 Statute of the European Schools prepared 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 are 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.

II. ORGNAISATION OF THE ENROLMENT PROCEDURE

§4

1. Enrolment for all fields of study referred to in the Resolution shall start on 15 April 2019 and end on 30 September 2019.
2. In the event that all the vacancies are filled, enrolment for the fields of study referred to in the Resolution may terminate prior to the expiry of the period indicated in section 1 above.
3. A list of fields of study subject to limitation on the number of vacancies shall be determined pursuant to §5 section 2.
4. In exceptional, justified cases the Rector shall be entitled to issue a decision extending enrolment, which shall immediately be communicated to the public.
5. The Rector may elect to conduct additional (mid-year) enrolment. The decision shall be notified to the public not later than 30 days prior to the commencement of such additional (mid-year) enrolment.
6. The governing bodies responsible for conducting the enrolment procedure for Polish citizens shall be determined pursuant to §5 section 2.
7. The governing body responsible for conducting the enrolment procedure for foreigners shall be the Rector.

§5

1. The enrolment procedure shall be conducted under the supervision of the Rector.
2. The Rector shall determine the detailed rules and regulations on the admissions procedure not later than by 31 March 2019.
3. Prior to the commencement of the enrolment procedure, the SWPS University shall determine the fees payable by students and their respective amounts. Determination of the fees as referred to above requires the opinion of the student government which shall be communicated within a period of 14 days following receipt of the relevant documents. In the event the student government fails to communicate its opinion within the aforementioned time period, the consultation requirement referred to above shall be deemed to have been fulfilled.

§6

Responsibilities of the governing bodies conducting the enrolment procedure include in particular:

- 1) conducting the enrolment procedure and announcing its the results;
- 2) issuing decisions regarding admission to higher education studies.

III. THE ENROLMENT PROCEDURE

§7

1. Registration of candidates for higher education studies shall be conducted electronically by means of the online application form available at www.swps.pl. Completion of the application form shall result in opening a candidate's individual registration account and assignment of a unique ID number.
2. The candidate is obliged to maintain strict confidentiality of the identifier and password to their individual registration account. SWPS University shall not be responsible for the consequences of disclosure of the password to third parties, in particular for any changes authorised by means thereof.
3. The candidate's individual registration account shall be used by the candidate to:
 - a) enter and confirm the candidate's personal data;
 - b) choose the fields (specialisations) and modes of study;
 - c) download and print the enrolment questionnaire.
4. The individual registration account shall be used to provide the candidate with information regarding the course of the enrolment procedure. Information posted via the candidate's individual registration account shall be deemed valid and binding.
5. SWPS University shall not be responsible for the consequences of errors made by the candidate in their online application form, failure to complete the application form or the provision of inaccurate information, as well as for any consequences of the candidate's failure to familiarise themselves with the information posted via their individual registration account.
6. The registration referred to in section 1 may be carried out in the premises of SWPS University.

§8

1. Decisions regarding admission to higher education studies in the framework of the enrolment procedure shall be made by the relevant governing body.
2. Admission to studies shall be contingent upon the fulfilment of requirements set forth in the generally applicable provisions of law, the Enrolment Resolution and the detailed rules and regulations on the admissions procedure.
3. Admission of a Polish citizen to higher education studies takes place by way of entry into the list of students.
4. Admission of a foreigner to higher education studies takes place by way of a relevant administrative decision made by the Rector.
5. Rejection of an application for admission to higher education studies takes place by way of a relevant administrative decision.
6. A rejection may be appealed against by way of an appeal delivered to the Rector in the case of Polish citizens, or a request for re-examination in the case of foreigners. In both cases the appeal must be made within 14 days following receipt of the relevant decision.

7. Results of the enrolment procedure are publicly available. Results of the enrolment procedure shall include the candidate's ID and information regarding whether the candidate meets the admission criteria for the given fields of study (admitted/rejected).
8. Detailed results of the enrolment procedure are posted on the candidate's individual account in the Virtual University, i.e. the online platform for candidates.
9. A candidate who is admitted shall commence their studies and gain student rights upon matriculation.

§9

If a candidate submits documents for the purposes of the enrolment procedure in a foreign language (excluding documents prepared in English, Russian and Ukrainian), it is necessary to provide a translation of such documents into Polish

- 1) prepared by a sworn translator entered into the register of sworn translators maintained by the Ministry of Justice; or
- 2) prepared by a sworn translator registered in the EU, EFTA OECD; or
- 3) prepared by a consul of the Republic of Poland for the state on the territory or in the education system of which *matura zagraniczna* was issued; or
- 4) prepared by a diplomatic mission or consular post of a state on the territory or in the education system of which *matura zagraniczna* was issued.

Enrolment procedure for first cycle studies and uniform integrated Master's degree studies

§10

1. Applications for admission to first cycle studies and uniform integrated Master's degree studies are accepted from holders of *matura*.
2. The enrolment procedure is instituted upon a candidate's fulfilment of the following conditions:
 - 1) registration in the online candidate registration system;
 - 2) payment of the enrolment fee;
 - 3) fulfilment of all the remaining formal requirements.
3. For candidates for an individual curriculum plan, the enrolment procedure shall include verification of documents relating to higher education studies.
4. Winners and finalists of nationwide competitions as well as holders of scholarships awarded by SWPS University shall be admitted upon presentation of the relevant certificates.

§11

1. For first cycle studies in the field of design, admission shall additionally be contingent on the results of an entry examination and evaluation of a portfolio.
2. Conditions of admission to studies referred to in section 1 shall be determined pursuant to §5 section 2 including, in particular, individual needs of candidates with disabilities.

§12

1. In the case of studies in the field of *philology* as well as studies conducted in the English language, admission is possible only after the required level of foreign language proficiency is confirmed.
2. In the event a candidate presents results of the *nowa matura* examination (results of the secondary school examination), the results in the following subjects shall be taken into account:
 - 1) for studies in the field of *philology* as well as studies conducted in the English language: English;
 - 2) for other specialisations within the field of philology: foreign language.
3. The following shall serve as confirmation of foreign language proficiency for the field of *philology*:
 - 1) for the English philology specialisation, first cycle programme: 80% in English on basic level or 50% in English on extended level in the secondary school examination;
 - 2) for the remaining specialisations: 50% in the foreign language on basic level or 30% in the foreign language on extended level in the secondary school examination.
4. In the event a candidate presents the *nowa matura* to confirm English language proficiency for studies conducted in foreign languages, the following scores shall be required in the English exam:
 - 1) 50% on basic level or 30% on extended level - for the fields of management and leadership and design;
 - 2) 80% on basic level or 50% on extended level - for the field of psychology.
5. In the event a candidate fails to meet the requirements specified in section 4 or presents an *old matura* examination, confirmation of the candidate's proficiency in the relevant foreign language shall take place by way of a language examination. Organisation of said examination shall take into account individual needs of students with disabilities.
 - 1) for studies in the field of *English philology* as well as studies conducted in the English language: English;
 - 2) for other specialisations within the field of philology: foreign language selected by the candidate.
6. The list of documents confirming proficiency in foreign languages which exempt candidates from the obligation to meet the requirements specified in sections 3-5 shall be determined by the Rector.

§13

1. For fields of study other than those listed under §11 and §12, admission to studies shall be based on the results of the written *matura* examination, subject to §10 section 3 and 4.
2. For higher education studies referred to in section 1, the Rector shall be entitled to announce enrolment with no entry examination (open admission) in which case admission takes place upon the presentation of the required documents.
3. In the event that admission to studies is contingent upon the results of the *nowa matura*, *stara matura* or *matura zagraniczna*, the qualification is based on the results of the two highest subject scores.
4. Candidates who passed the IB or the EB examination are admitted with no entry examination.
5. Where admission is not open, the results of the IB examination are translated to qualification scores proportionally to the *nowa matura* examination on basic level considering the grade scale applied in the country of issue of the IB certificate.
6. The Rector may decide to conduct the enrolment procedure for given fields of study in the form of a ranking of secondary education certificates (Pol. *konkurs świadectw dojrzałości*). The aforementioned qualification procedure shall be conducted based on the principles set forth in section 3.
7. Results of secondary school examinations are translated into qualification scores according to the following rules:
 - 1) 1% from the secondary school examination on basic level = 1 qualification point;
 - 2) 1% from the secondary school examination on extended level = 1.5 qualification points;
 - 3) 1% from the secondary school examination on bilingual group level = 2 qualification points;
 - 4) the qualification “exempt” in relation to the written part of the examination as indicated on the certificate of secondary education shall result in a top score for the selected level.
8. In the event it is not possible to award qualification scores according to the rules indicated in section 7, qualification scores shall be assigned by the Rector.
9. Results of secondary school examinations are translated into qualification scores as follows:

- 1) for 2-5 grade scales:

grade	qualification score
3	40
4	70
5	100

- 2) for 1-6 grade scales:

grade	qualification score
2	20
3	30
4	60
5	80
6	100

- 3) the qualification “exempt” in relation to the written part of the examination as indicated on the certificate of secondary education shall result in a top score.
10. The minimum qualification score thresholds for admission shall be published by the Rector.
11. In justified cases the Rector may decide to lower the minimum qualification score thresholds for admission to studies.
12. Upon request of a candidate applying for admission to first cycle studies or uniform integrated Master’s degree studies in the given field and for the academic year subject to the current enrolment procedure, whose result obtained in the secondary school examination for the given subject or subjects was increased as a result of appeal referred to in Article 44 (zzz) section 7 of the Act of 7 September 1991 on the Educational System, the increased result shall be taken into account in relation to such studies.

Admission to second cycle programmes

§14

1. Applications for admission to second cycle studies are accepted from persons who completed higher education studies.
2. The enrolment procedure is instituted upon a candidate’s fulfilment of the following conditions:
 - 1) registration in the online candidate registration system;
 - 2) payment of the enrolment fee;
 - 3) fulfilment of all the remaining formal requirements.
3. The enrolment procedure is conducted according to the principles set forth by the Rector.
4. The procedure of enrolment for second cycle studies may include an interview, in particular in the event the candidate applies for admission to a second cycle programme in a field other than the field of study completed by them on first-cycle level. The detailed rules of qualification are set forth by the Rector.

5. For studies in the field of *philology*, admission is possible only after the required level of foreign language proficiency is confirmed and in the case of the *Translation program* specialisation - both languages in the selected language pair. The manner of confirmation is determined pursuant to the detailed rules and regulations on the admissions procedure set forth by the Rector.
6. For studies conducted in the English language, admission is possible only after the required level of English language proficiency is confirmed. The manner of verification of English language proficiency shall be in accordance with the detailed rules and regulations on the admissions procedure as set forth by the Rector.
7. For studies in a field which are conducted in collaboration with another university, an institute of the Polish Academy of Sciences, a research institute, an international institute, a foreign university or academic institution - the relevant cooperation agreement may provide for additional admission requirements which shall in such a case be made publicly available.

IV. RULES OF ADMISSION OF FOREIGNERS TO HIGHER EDUCATION STUDIES

§15

1. A foreigner may be admitted to study in the SWPS University on condition that:
 - 1) they hold a health insurance and accident insurance policy valid throughout the period of studies in Poland or a European Health Insurance card or, alternatively, they take out insurance in the National Health Fund immediately after commencement of studies;
 - 2) they meet the remaining enrolment requirements pursuant to the admissions procedure described in pt. 3 of the Enrolment Resolution;
 - 3) for studies conducted in the Polish language:
 - a) they have completed a one-year preparatory course preparing them for studies in the Polish language, conducted by institutions appointed for that purpose by the minister responsible for higher education and science;
 - b) they hold a certificate of Polish language competence issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language;
 - c) they have obtained a confirmation from the host university that their level of preparation and proficiency in the Polish language is sufficient to undertake studies in Polish.
 - 4) in the case of studies conducted in a foreign language the candidate possesses a document confirming competence in the foreign language which is the language of instruction. A complete list of documents will be contained in the detailed rules and regulations on the admissions procedure referred to in § 5 section 2;

- 5) in justified cases the decision regarding admission of a foreigner may reasonably be issued conditionally subject to the requirement of submission of the relevant original documents under the pain of revocation of said decision effective *ex tunc*.
2. The foreigner shall be obliged to submit a certificate of recognition of the foreign diploma or certificate or, alternatively, a certificate of equivalence regarding the foreign diploma or certificate presented by them to a relevant Polish diploma or certificate pursuant to the applicable law.
3. In specific cases the decision regarding admission of a foreigner may reasonably be issued conditionally subject to the requirement of submission of the certificate referred to in section 2 above within a time period of up to 31 December 2019 under the pain of revocation of said decision effective *ex tunc*.

appendix to

The enrolment conditions and procedure

for academic year 2019/2020

List of fields and modes of study

which are open for enrolment for academic year 2019/2020

field of studies, specialisation (within the field of philology)	level	full-time studies	weekend studies
studies conducted in the faculty Arts and Social Sciences in Warsaw			
journalism and social communication	first cycle programme	full-time	weekend
journalism and social communication	second cycle programme	full-time	weekend
philology, English philology	first cycle programme	full-time	weekend
philology, English philology	second cycle programme	full-time	weekend
philology, translation program	second cycle programme	full-time	x
philology, Iberian studies	first cycle programme	full-time	weekend
philology, Italian studies	first cycle programme	full-time	weekend
philology, Swedish philology	first cycle programme	full-time	x
philology, Norwegian philology	first cycle programme	full-time	x
philology, Scandinavian studies	second cycle programme	full-time	weekend
Asian studies: China and East Asia	first cycle programme	full-time	x
cultural studies	first cycle programme	full-time	x
cultural studies	second cycle programme	full-time	weekend
sociology	second cycle programme	full-time	weekend
human resource management	second cycle programme	x	weekend
studies conducted in the Faculty of Psychology in Warsaw			

field of studies, specialisation (within the field of philology)	level	full-time studies	weekend studies
psychology	first cycle programme	full-time	weekend
psychology	second cycle programme	full-time	weekend
psychology	uniform master's degree studies	full-time	weekend
psychology, studies for holders of MA and BA degrees conducted in accordance with an individual curriculum plan	uniform master's degree studies	x	weekend
studies conducted in the Faculty of Law in Warsaw			
law in business	first cycle programme	full-time	weekend
law	uniform master's degree studies	full-time	weekend
studies conducted in the Faculty of Arts and Social Sciences and the Faculty of Psychology in Warsaw			
management and leadership	first cycle programme	full-time	x
management and leadership	second cycle programme	full-time	x
studies conducted in the SWPS University in Katowice			
psychology	first cycle programme	full-time	weekend
psychology	uniform master's degree studies	full-time	weekend
psychology, studies for holders of MA and BA degrees conducted in accordance with an individual curriculum plan	uniform master's degree studies	x	weekend
criminal psychology	first cycle programme	full-time	weekend
studies conducted in the SWPS University in Poznań			
law	uniform master's degree studies	full-time	weekend
psychology	first cycle programme	full-time	weekend

field of studies, specialisation (within the field of philology)	level	full-time studies	weekend studies
psychology	uniform master's degree studies	full-time	weekend
psychology, studies for holders of MA and BA degrees conducted in accordance with an individual curriculum plan	uniform master's degree studies	x	weekend
design	first cycle programme	full-time	weekend
studies conducted in the SWPS University in Sopot			
psychology	first cycle programme	full-time	weekend
psychology	uniform master's degree studies	full-time	weekend
psychology, studies for holders of MA and BA degrees conducted in accordance with an individual curriculum plan	uniform master's degree studies	x	weekend
studies conducted in the Faculty of Law and Social Communication of in Wrocław			
journalism and social communication	first cycle programme	full-time	weekend
graphic design	first cycle programme	full-time	weekend
communication and the media	second cycle programme	full-time	weekend
law	uniform master's degree studies	full-time	weekend
studies conducted in the II Faculty of Psychology of SWPS University in Wrocław			
psychology	first cycle programme	full-time	weekend
psychology	second cycle programme	full-time	weekend
psychology	uniform master's degree studies	full-time	weekend
psychology, studies for holders of MA and BA degrees conducted in accordance with an individual curriculum plan	uniform master's degree studies	x	weekend