



**Admission rules at WSB University in Wrocław valid for undergraduate, graduate and long-cycle MA studies  
2022/2023 academic year**

**I. GENERAL PROVISIONS**

**§ 1**

1. The admission rules define the conditions, mode and date of commencement and completion of admission of Polish citizens and foreigners to degree programmes conducted at WSB University in Wrocław hereinafter referred to as WSB or the University, at the level of undergraduate, graduate studies or long-cycle MA studies at individual faculties and in the following fields of study:
  - 1) Faculty of Finance and Management in Wrocław:
    - a) Internal Security - full-time and part-time undergraduate studies (BA)
    - b) Modern Languages – full-time and part-time undergraduate studies (BA) and graduate studies
    - c) Finance and Accounting - full-time and part-time undergraduate studies (BA) and graduate studies
    - d) Information Technology– full-time and part-time undergraduate studies (BA and engineering)
    - e) Engineering Management – part-time undergraduate studies (engineering)
    - f) Logistics - full-time and part-time studies (BA and engineering) and graduate studies
    - g) Small Business - full-time and part-time undergraduate studies (BA)
    - h) Law - full-time and part-time long-cycle MA studies
    - i) Business Law - full-time and part-time undergraduate studies (BA)
    - j) Tourism and Leisure - full-time and part-time undergraduate studies (BA) and graduate studies
    - k) Management - full-time and part-time undergraduate studies (BA) and graduate studies
  - 2) Economic Faculty in Opole:
    - a) Administration and Internal Security - full-time and part-time undergraduate studies (BA) and graduate studies
    - b) Finance and Accounting – full-time and part-time undergraduate studies (BA) and graduate studies
    - c) Management Engineering – full-time and part-time undergraduate studies (engineering studies)
    - d) Logistics - full-time and part-time undergraduate studies (engineering studies)
    - e) Media and Communication in Business – full-time and part-time undergraduate studies (BA)
    - f) Pedagogy – full-time and part-time undergraduate (BA) and graduate studies
    - g) Business Law - full-time and part-time undergraduate studies (BA);
    - h) Psychology - full-time and part-time long-cycle MA studies
    - i) Management - full-time and part-time undergraduate (BA) studies and graduate studies
2. The admissions process involves online registration and the procedure for admission to degree programmes through the admissions process (hereinafter referred to as the admissions procedure), conducted pursuant to the Act of 14 June 1960. - Code of Administrative Procedure (i.e. Journal of Laws of 2021, item 735 as amended).
3. For the purposes of the admissions procedure, a Candidate refers to a person who has submitted an application for admission to studies, understood as a request to initiate proceedings conducted on the basis of the Act of 14 June 1960. - Code of Administrative Procedure.
4. For the purposes of the admissions procedure and the procedure provided for in Article 323 of the Act of 20 July 2018. - Law on Higher Education and Science a foreigner (i.e. Journal of Laws of 2021, item 478 as amended) is a person who does not have Polish citizenship.





5. The basis for admission to first-cycle studies or long-cycle studies requires positive results:
- 1) the maturity examination ("Old Matura"), i.e. until 1991 a minimum of grade 3 in each subject taken on the maturity certificate (on a grading scale from 2 to 5), from 1991 a minimum of grade 2 in each subject taken on the maturity certificate (on a grading scale from 1 to 6),
  - 2) the maturity examination ("new matura" since 2005), in accordance with Article 44zzl, section 1 of the Act of 7 September 1991 on the Educational System (i.e. Journal of Laws of 2020, item 1327, as amended), i.e. at least 30% of the points which may be obtained from each obligatory subject in the written part and in the oral part and with at least one additional subject in the written part on the maturity certificate subject to the conditions for passing the maturity examination resulting from the Regulation of the Minister of National Education of 19 May 2020 amending the regulation on special solutions during a period of temporary restrictions in the functioning of units of the educational system in connection with preventing, counteracting and combating COVID-19 (Journal of Laws 2010, item 891) with regard to the maturity examination conducted in 2020 and the regulation of the Minister of Education and Science of 16 December 2020 amending the regulation on special solutions during a period of temporary restrictions in the functioning of units of the educational system in connection with the prevention, counteraction and eradication of COVID-19 (Journal of Laws 2314) in relation to the maturity examination conducted in 2021, as well as subsequent common law provisions in relation to the maturity examination conducted in 2022, if issued by the competent authority.
  - 3) foreign examination or education, confirmed by a certificate, diploma or other document referred to in Article 69(2)(4-7) of the Act of 20 July 2018. - Law on Higher Education and Science, with the exception of the Faculty of Modern Languages, for which the Candidate is additionally required to have a B1 level of language proficiency according to the EQF in the language which is the subject of the studies in the case of choosing specializations assuming a continuation programme of teaching a foreign language.  
Candidates for the first degree studies in the field of Modern Languages in specialisations where the foreign language education is based on the continuation of a foreign language programme and where the level of B1 language proficiency according to the EQF is required, are qualified on condition that they fulfil at least one of the following conditions:
    1. "New Matura" written in the language of the chosen language studies with a score:
      - a) at least 75% at the basic level, or
      - b) at least 30% at extended level or at bilingual or minority language level, or
      - c) at least 30% as an additional subject.
    2. "New Matura" oral exam in the language of the chosen language studies with a result:
      - a) at least 80% at the basic level, or
      - b) at least 30% at extended or bilingual level, or passed as a national minority language, or
      - c) at least 30% in an examination without a specified level.
    - 3) "Old Matura" in the written part or in the oral part with a positive result.
  - 4) Other documents confirming the command of the language of the chosen philology, including in particular
    - a) a certificate of completion of a bilingual school or department or a class with a foreign language taught as a national minority language,
    - b) IB diploma or EB diploma,
    - c) a certificate obtained in a school or institution where education was provided in a foreign language,
    - d) confirmation of citizenship of a country where a foreign language is an official language,
    - e) certification of competence in a foreign language at the level corresponding to at least B1 according to the Common European Framework of Reference for Languages (CEFR),
    - f) a proof of professional experience with the use of foreign language at work
    - g) a certificate of participation in the Olympiad or a competition in the field of foreign language,
    - h) a certificate of qualification for studies in the field of study where education is given in a foreign language or related to education in a foreign language,
    - i) a certificate of higher education studies, courses and other forms of education where the language of instruction was a foreign language.



If none of the conditions set out above are met, the required level of language proficiency may be confirmed by a passing grade in a qualifying examination in foreign language proficiency conducted remotely by the University during the admissions process.

The preceding sentence does not apply to candidates whose maturity examination in Poland included a foreign language.

- 5a. Admission to undergraduate studies or long-cycle programmes is not based on results of an examination or examinations confirming professional qualifications or results of a professional examination or examinations.
6. The basis for admission to graduate studies is a diploma of completion of the undergraduate studies, graduate studies or long-cycle MA studies, in particular in scientific disciplines or fields of study related to the field of study for which the Candidate is enrolled in the graduate studies, as specified in Attachment No. 1 to the Rules of Admissions, and in other fields of study that provide the basis of knowledge and skills and competences in the area of learning outcomes for the characteristics of the graduate studies of the field of study for which the Candidate is enrolled, while additionally:
- 1) The Modern Languages' field of study requires completion of studies:
    - a) majoring in the liberal arts and sciences (within the disciplines of linguistics and literary studies) in the field of a foreign language for which the applicant is applying, or
    - b) in any field of study after obtaining a positive mark in the qualifying examination carried out at a distance by the University in the course of admission, conducted in the language of study (at the C1 proficiency level according to ECTS), the aim of which is to verify the candidate's substantial competences in the field of science and scientific disciplines to which the field of study (linguistics, literary studies) to which the applicant is being enrolled.
  - 2) Modern Languages' field of study requires the level of language proficiency C1 according to the EQF, which is confirmed by the Applicant during the admission process by submitting:
    - a) a document confirming completion of undergraduate or graduate studies or long-cycle MA studies conducted in the same language as the particular field of study that the Applicant is enrolling in (e.g. modern languages, cultural studies, applied linguistics, ethnolinguistics); such a document may constitute a supplement to the diploma providing the basis for admission to the degree programme,
    - b) a diploma of completion of undergraduate or graduate or long-cycle MA studies including a document confirming the language of studies completed that is the same as the language the Applicant is applying for or,
    - c) a diploma of graduation from undergraduate or graduate studies abroad or from a long-cycle master's programme, together with a confirming document, obtained in a country where the official language of the studies chosen by the applicant is a foreign language, provided that the teaching was conducted in that language, or
    - d) a maturity certificate of a bilingual class in the extended level language examination, or the International Baccalaureate Diploma for the main language, or
    - e) a document confirming the command of a foreign language, in accordance with the in the Ordinance of the Prime Minister of 30 August 2002 on types of medical examinations and types of documents confirming the fulfilment of conditions for granting diplomatic rank to a member of the foreign service (i.e. Journal of Laws of 2017, item 2038, as amended) and the executive regulations replacing them issued on the basis of the Foreign Service Act of 21 January 2021 (Journal of Laws of 2021, item 464).If none of the conditions (a) to (e) are met, the required level of language proficiency may be confirmed by a passing grade in a qualifying examination in foreign language proficiency conducted at a distance by the University during the admission process.
  - 3) The studies in Philology preparing for the teaching profession are attended by Applicants who graduated from the undergraduate studies preparing for the teaching profession of a foreign language being the subject of the studies they apply for. In the course of the admission procedure, the Candidates are required to submit a copy of a document (e.g. diploma supplement) certifying that the studies they have completed prepare them for the profession of a teacher of the foreign language studied.
  - 4) The basis for admission to the 3-semester graduate studies in Logistics is the completion of an engineering degree.



- 5) The graduate studies in the field of Pedagogy can be entered by persons, who obtained the degree of Master, Bachelor or an equivalent degree in the field of pedagogy. Graduates of other faculties can be admitted to the studies on condition that they make up curriculum differences during the studies. The detailed scope of curriculum differences, the rules of qualification of Applicants to supplement them due to the completed field of study, the number of hours, the time of classes and the form of their completion are regulated by the regulation of the Dean of the Faculty.
7. Admission to degree programmes shall be based on documents submitted within the time limits specified in § 4, para. 1 or determined in accordance with § 4, para. 2, subject to § 3, para. 13, point 11. Documents constituting the basis for admission to undergraduate, graduate and long-cycle programmes, including undergraduate and graduate programmes specialising in English, excluding the field of study of Modern Languages are defined in § 3.
8. Applicants for engineering studies who did not obtain the required percentage threshold of the maturity examination in mathematics: at least 30% of the points from the maturity examination in mathematics at extended level or at least 70% of the points from the maturity examination in mathematics at basic level, will be directed to attend an additional repetition course in mathematics dedicated to first-year students of engineering studies. The detailed programme of the course, the rules of qualifying candidates for the course, including exemption from the course, the number of hours, the time of the course and the form of passing the course are regulated by the Dean of the Faculty. Laureates and finalists of the Mathematical Olympiad and subject competitions in mathematics are eligible for studies in engineering without the obligation of additional repetition in mathematics.
9. Under separate rules to those provided for in Article 69 of the Act of 20 July 2018. - Law on Higher Education and Science, foreigners may enter and pursue studies conducted by WSB University in Wrocław pursuant to Article 323 of the Act of 20 July 2018. - Law on Higher Education and Science, on the basis of:
  - 1) international agreements, according to the rules specified in these agreements;
  - 2) agreements concluded with foreign entities by higher education institutions, according to the rules defined in such agreements;
  - 3) decisions of the minister responsible for higher education and science
  - 4) a decision of the Director of the National Agency for Academic Exchange in respect of its scholarship holders;
  - 5) an administrative decision of the Rector of WSB University in Wrocław.
10. Admission to for studies conducted by WSB is based on enrolment arranged electronically in the online registration system at the University' s website [www.wsb.pl/wroclaw](http://www.wsb.pl/wroclaw), [www.wsb.pl/opole](http://www.wsb.pl/opole) (according to the choice of Faculty).
11. Having completed the online registration, the registered persons are obliged to submit a set of the required enrolment documents, specified in § 3. The documents may be submitted in hard copy at the University, or using the electronic enrolment system and submitting the documents in the electronic system, which enables signing the documents or authenticating them in a way that ensures the possibility of confirming the origin and integrity of verified data in electronic form, and the Applicant is obliged to present the documents required for inspection at the Recruitment Office.
12. An applicant applying for admission to graduate studies who does not fulfil the requirements defined in § 1, para. 6. § 1, para. 6. submits an application to the Rector or a person authorized by the Rector, who decides on the admission to a specific undergraduate field of study taking into account the learning outcomes achieved based on the diploma supplement or other documents attached to the application.
13. The condition of holding a diploma confirming the completion of undergraduate, graduate studies or long-cycle studies in specific disciplines or fields of study related to the field of study chosen by a candidate does not apply to persons with diplomas confirming the completion of studies in foreign systems of higher education and science, if those systems differ significantly from the Polish system of higher education and science in terms of scientific disciplines or fields of study. In the cases referred to in the preceding sentence, each time diplomas shall be assessed in accordance with the legislation of the country in whose system of higher education the higher education institution or other institution which issued the diploma to be assessed operates, in order to ascertain the existence and scope of the right to continue education

in second-cycle programmes in that country, in accordance with Article 326, section 2, item 1 of the Act of 20 July 2018. - Law on Higher Education and Science.

14. Students admitted to graduate studies with a diploma of completion of undergraduate, graduate studies or long-cycle studies from the fields of study not related to the selected second-cycle studies, excluding the field of study of Philology, shall be supported by the University to make up for the knowledge, skills and competences in the area of learning outcomes in the form of starter packages available in a multimedia form on the Moodle e-learning platform.
15. Candidates are required to have digital competence at the level achieved in secondary school and to meet the minimum hardware requirements (computer and internet connection) for education using distance learning methods and techniques. The University provides relevant support.
16. Applicants with disabilities or special needs are subject to the same admissions procedure as all applicants, with the support of the Office for Persons with Disabilities hereinafter referred to as "BON". Each situation of a Candidate with special needs in the admissions procedure is considered by the BON individually, in line with the idea of equalising educational opportunities and reasonable adjustment to the needs resulting from disability or special needs.

## § 2

1. The admissions to undergraduate, graduate and long-cycle MA studies are preceded by the Rector or a person authorised by the Rector.
2. An applicant is admitted to studies by putting them on the students' list.
3. The University notifies the applicant of putting them on the students' list by sending a message through an electronic mail or information displayed in the electronic enrolment system.
4. Admission is denied by means of an administration decision of the Rector or the person authorised by the Rector. A motion for reconsideration of the Rector's or the authorised person's decision may be submitted to the Rector within 14 days of its delivery. The decision which is no longer a subject of reconsideration or appeal is final.
5. Results of admission procedure are open. Interested persons may access the results of admission procedure, in particular lists of admitted applicants in the University premises (the Admissions Office) displayed within 7 days as of drawing up the list of admitted applicants as well as any time under Art. 10 of the Act on Access to Public Information dated 6<sup>th</sup> September 2001 (The Journal of Laws 2020 item 2176).

## II. DOCUMENTS IN THE ADMISSIONS PROCEEDINGS

### § 3

1. Admissions proceedings involve applicants who have submitted the documents as follows:
  - 1) an applicant seeking admission to:
    - a) undergraduate studies or long-cycle MA studies – a copy of maturity certificate certified by the University or a notary public or any other document entitling to admission to studies as discussed in Art. 69 para 2 of the Act dated 20<sup>th</sup> July 2018- the Law on Higher Education and Science.
    - b) graduate studies – a copy of a graduation diploma certified by the University or a notary public including copies of documents under the requirements defined by § 1 section 6 items 1-6.
  - 2) a questionnaire including a personal data form defined by § 15 para 1 item 1 letter b) of a Directive of the Minister of Science and Higher Education dated 27<sup>th</sup> September 2018 regarding the studies (Journal of Laws 2021 item 661).
  - 3) an application for admission to studies,
  - 4) a current colour photo of a candidate compliant with requirements for issuing ID cards and passports
  - 5) a copy of confirmation of paying an admission fee and an adaptation fee (if required)



- 6) in the event of a change of name or surname on any of the documents submitted during the admissions process, an identity card, a marriage certificate, an administrative decision on the change of name or a court ruling will be presented.
2. Pursuant to para. 1 item 1 letter a) applicants to undergraduate studies and long cycle MA studies submit:
- 1) a maturity certificate (without diploma confirming professional qualifications in a profession taught at the technical level or a vocational diploma in a profession taught at the technical level, if such a diploma is awarded) or a maturity certificate and a certificate confirming the results of the maturity examination in individual subjects (without a diploma confirming professional qualifications in the profession taught at the technical level or a vocational certificate in the profession taught at the technical level in case of possession of such a diploma) referred to in the regulations on the education system,
  - 2) a certificate or any other document recognized in the Republic of Poland as a document entitling to apply for admission to university studies pursuant to Art. 93 sec. 3 of the Law of 7 September 1991 on the Educational System,
  - 3) a certificate and other document or diploma referred to in Article 93(1) of the Act of 7 September 1991 on the Educational System:
    - a) a certificate and other document issued by a school or educational establishment operating in the educational system of a Member State of the European Union, a Member State of the Organisation for Economic Co-operation and Development (OECD), a Member State of the European Free Trade Association (EFTA) - party to the Agreement on the European Economic Area, entitling them to apply for admission to higher education studies in these countries,
    - b) an IB (International Baccalaureate) diploma awarded by the International Baccalaureate Organization in Geneva,
    - c) EB (European Baccalaureate) diploma awarded by a European School in accordance with the Convention on the Statute of the European Schools drawn up in Luxembourg on 21 June 1994 (Journal of Laws 2005, item 10)
  - 4) a certificate or a diploma recognised in the Republic of Poland as a document entitling to apply for admission to university studies in accordance with a bilateral agreement on the mutual recognition of education,
  - 5) a certificate or other document recognised as equivalent to the Polish maturity certificate on the basis of the provisions in force until 31 March 2015.
3. As regards document enumerated in para. 2 items 1-5 legible photocopies are required and originals for inspection whereas in case of document listed in para 2 item 2-5 the University may additionally require a certified translation into Polish drawn up by a sworn translator or any other body authorised to draw up or certify translations of certificates or similar documents into Polish according to the Polish law. Foreign documents are only accepted after their legalization or affixation of an apostille.
4. Certificates or other documents as discussed in para. 2 item 2 unless international agreements stipulate otherwise, include certificates and other documents issued abroad by schools or educational institutions recognised by the state on whose area or education system they operate in, recognised by an administration decision as a document confirming entitlements to continue study in the Republic of Poland including admission to studies considering the scope of entitlements in the state issuing the certificate or other document. The administration decision shall be issued by an Education Officer appropriate for the residence of the applicant, in the event the applicant does not have a residence in Poland- an Education Officer appropriate for the premises of an institution where the applicant is going to submit their certificate or any other document issued abroad. As regards Applicants to WSB studies it is the Lower Silesian Education Officer located at plac Powstańców Warszawy 1, 50-153 Wrocław, tel. (71) 340-63-36, [www.kuratorium.wroclaw.pl](http://www.kuratorium.wroclaw.pl)
5. In cases as discussed in Art 93a of the Act on the Education System dated 7th September 1991 (obstacles difficult to remove for a refugee, a victim of an armed conflict) applicants may be admitted to undergraduate or MA studies if they present an administration decision issued by an appropriate Education Officer confirming entitlements to seek admission to studies.
6. An applicant is obliged to provide the WSB Dean's Office with an administration decision of an Education Officer regarding recognition of a certificate or any other document confirming the education or entitlements to continue studying immediately after its reception



7. If such a certificate or other document as discussed in para. 2 item 2 or para. 2 item 3 letter a), entitles an applicant to seek admission to studies in a particular field in the country of its issuance, this certificate or the document confirms entitlement to seek admission to the same studies or similar ones as regards the curriculum in the Republic of Poland or may be considered as the entitlement to seek admission to studies the same or similar to the curriculum of studies.
8. Pursuant to para. 1 item 1 letter b) Applicants to graduate studies submit as follows:
  - 1) a graduation diploma issued by an authorised University operating in the Polish higher education system and science; or
  - 2) a legalized or affixed with apostille diploma of graduation from studies abroad and entitling to continue studying at the graduate studies in the country whose education system the university operates in and issued this diploma (recognised based on Art. 326 para. 2 of the Act dated 20<sup>th</sup> July 2018- Law on Higher Education and Science); or
  - 3) a legalized or affixed with apostille diploma of graduation from studies abroad recognised as equivalent to a Polish diploma and a vocational title pursuant to an international agreement defining equivalency (a diploma recognised on the basis of an international agreement); or
  - 4) a legalized or affixed with apostille diploma of graduation from studies abroad recognised as equivalent to a Polish diploma and a vocational title pursuant to a validation procedure (a diploma recognised through validation); or
  - 5) a certificate of graduation from studies at a specific level issued as a result of carrying out procedure of confirming graduation at the specific level as discussed in Art. 327 para. 3 of the Act dated 20<sup>th</sup> July 2018 - Law on the Higher Education and Science (confirmation of graduation from studies at the specific level in the event of the lack of a diploma of graduation from studies in particular cases).
9. A diploma confirming graduation from studies issued by a university abroad does not entitle to continue studying at the graduate level if:
  - 1) an issuing institution or an institution providing education does not operate in the higher education system of no country or in the meaning of internal law of the country whose higher education system the institution operates however on the date of issuing the diploma it was not accredited or provided the unaccredited curriculum;
  - 2) the curriculum of studies or its part was conducted in no compliance with the regulations of the country where education was provided.
10. In the event of doubts concerning the diploma as discussed in para 8 item 2, in particular as regards the status of the university which issued it or compliance with the curriculum's compliance with the state regulations, WSB shall request the applicant to submit information in writing of the diploma issued by university abroad at the level and the status of the university provided by Polish National Agency for Academic Exchange pursuant to Art. 326 para. 4 of the Act dated 20<sup>th</sup> July 2018 – Law on the Higher Education and Science.
11. As regards all the documents enumerated in para.8, legible photocopies are required and originals for inspection, in case of foreign documents – the University may additionally require a translation into Polish drawn up or certified by a sworn translator or any other body authorised to draw up or certify translations of diplomas or similar documents into Polish in accordance with Polish regulations.
12. If an applicant is applying for validation of a diploma of graduation from studies abroad or confirmation of studies at a particular level, they are obliged to provide the WSB Dean's Office with a relevant certification immediately after its reception.
13. Admission to undergraduate or graduate studies with speciality in English (does not apply to Modern Languages) may be sought by applicants who:
  - 1) hold an International Baccalaureate Diploma; or
  - 2) hold an European Baccalaureate Diploma; or
  - 3) hold a maturity certificate from the school providing tuition in English; or
  - 4) hold diplomas of graduation from:
    - a) studies majoring in the English Philology; or
    - b) a teacher's college of foreign languages in the field of the English Philology; or
  - 5) have a document confirming graduation from higher education studies or post-graduate studies abroad or in the Republic of Poland –if the language of tuition was English; or



- 6) submit a document confirming that during the studies they did internships or studied under Erasmus+ Programme or any other programmes conducted in English; or
- 7) hold one of certificates confirming proficiency in English at B1 level at least as regards undergraduate studies or at B2 level as regards graduate studies within the global scale according to "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) – enumerated in Attachment No 2 to Admissions Principles; or
- 8) submit a certification of an exam in English taken in the Ministry of Foreign Affairs; or
- 9) submit a certificate confirming the command of a foreign language issued by the National School of Public Administration as a result of linguistic testing procedure; or
- 10) submit a document from the employer certifying that company language is English; or
- 11) obtained a positive evaluation of proficiency in English as a result of the entry exam arranged by the Admissions Commission of WSB University in Wrocław; or
- 12) as regards the Polish maturity exam:
  - a) scored at least „good” in English on the maturity certificate / as regards the exam conducted according regulations valid until 2005; or
  - b) scored at least 60 % of points on the extended level in English in the maturity exam.

Certificates confirming English language skills listed in Attachment No. 2 to the Admissions Rules do not constitute a certificate, diploma or other document referred to in Article 69(2)(4)-(7) of the Act of 20 July 2018. - Law on Higher Education and Science.

14. Admission to studies provided by WSB may be sought by foreign nationals who meet the conditions as follows:
  - 1) complete an annual course preparing for studies in Polish in institutions indicated by the Ministry of Science and Higher Education; or
  - 2) submit a certificate issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language; or
  - 3) submit other documents certifying command of Polish e.g. a secondary school certificate where the language of tuition was Polish; a diploma of graduation from studies conducted in Polish; a diploma of graduation from Polish Philology; or
  - 4) submit a statement about proficiency in Polish at the level allowing them to take up studies in Polish at WSB.
15. All document required in the admission process must be submitted in legible copies, as regards double-sided documents also double-sided copies are required. A copy is accepted provided that its original is presented for inspection or the copy is certified by a notary public.

#### § 4

1. The documents discussed in § 3 may be submitted by Applicants in the Faculty of Finance and Management in Wrocław and the Economic Faculty in Opole of WSB University in Wrocław during the admissions period:
  - 1) in summer from 29th March to 15<sup>th</sup> October 2022
  - 2) in winter from 1<sup>st</sup> December 2022 to 11<sup>th</sup> March 2023
2. The University sets additional deadlines of admissions for the purposes of supplementary admissions for applicants who sought admission to undergraduate or long-cycle MA studies in a particular field in a particular academic year and whose results of the maturity exam in a specific subject(s) have been increased as a result of appeal as discussed in Art. 44zzz para. 7 of the Act on the Education System dated 7<sup>th</sup> September 1991.

#### § 5

The Senate of the University establishes the amount of admission fee, additional fees and a tuition fee for Polish citizens as well as foreign nationals.



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### **III. ENROLMENT IN THE STUDENTS' LIST**

#### **§ 6**

Enrolment in the list of WSB students in Wrocław is subject to :

- 1) online registration on the University website [www.wsb.pl/wroclaw](http://www.wsb.pl/wroclaw), [www.wsb.pl/opole](http://www.wsb.pl/opole) (respectively of a chosen faculty);
- 2) submission of the documents enumerated in § 3;
- 3) compliance with the other requirements set out in § 3, where applicable;
- 4) obtaining a decision pursuant to Article 323 of the Act of 20 July 2018. - Law on higher education and science, if applicable
- 5) signature of an agreement for providing higher education students with educational services.

### **IV. FINAL PROVISIONS**

#### **§ 7**

Admissions Principles do not apply to higher education studies financed or co-financed by the European Social Fund.



**ATTACHMENT NO. 1**

List of disciplines to be taken into account in the admissions to undergraduate studies on the graduation diplomas constituting the basis for the admission to undergraduate studies in a given field of study and the fields of study related to the field of study in which the candidate is enrolled in undergraduate studies, in the absence of a discipline on the diploma:

<b>Field of study</b>	<b>Disciplines</b>	<b>Scope of new disciplines in relation to existing disciplines (and fields; where no disciplines are distinguished)</b>	<b>Related field of studies</b>
<b>Administration and Internal Security</b>	security sciences legal sciences; political sciences and administration; management and quality sciences	security sciences defence sciences; law; administrative sciences political science; public policy sciences; administrative sciences; management sciences	administration; administration and self-government; public order and safety administration administration of internal security; public administration administration and public policy administration and management; internal/national/state/international security; law and administration; re-socialisation ; security management; national security management
<b>Finance and Accounting</b>	economics and finance; management and quality sciences political sciences and administration; socio-economic geography and spatial planning; mathematics	economics; finance; management science; administrative science; mathematics	business analytics banking; economics; finance finance and accounting spatial management management engineering production engineering logistics marketing; mathematics quantitative methods in economics and management business law accounting; accounting and controlling; management
<b>Modern Languages</b>	linguistics; literary studies	linguistics; literary studies	Modern Languages
<b>Pedagogy</b>	Pedagogy	Pedagogy	Pedagogy



Logistics	<p>architecture and urban planning automation; electronics and electrical engineering technical information technology and telecommunications chemical engineering; civil and transport engineering materials engineering mechanical engineering environmental engineering; mining and power engineering economics and finance; socio-economic geography and spatial management; security sciences management and quality sciences; legal sciences; Information technology; mathematics; chemical sciences; physical sciences; Earth and environmental sciences</p>	<p>architecture and town planning; automatic control and robotics; electronics; electrical engineering; IT; telecommunications; materials engineering; metallurgy; textiles (in respect of materials); commodity science; mechanical engineering; production engineering; mechanics; textiles (in respect of equipment); agricultural engineering; power engineering mining and engineering geology; environmental engineering; protection and shaping of the environment (branch of agricultural sciences); mathematics; environmental protection; physics; geophysics (branch of earth sciences); geophysics (branch of physical sciences); geography (excluding socio-economic geography); geology; oceanology</p>	<p>Architecture; automation and electronics; industrial automation and electrotechnology; industrial automation and robotics applied automation and robotics; industrial automation; industrial automation and robotics; automation; cybernetics and robotics; automation; electronics and electrical engineering; automation; robotics and industrial IT; automation; robotics and control systems; automation and robotics of production processes; urban ecology ecological energy sources; economics; operation of communication infrastructure industrial electronics electrical engineering and automation power engineering and environmental engineering; finance; technical physics; socio-economic geography and spatial management IT; technical information technology; technical information technology and telecommunications; communication infrastructure and multimodal transport innovative technologies and advanced materials; smart cities; smart industry security engineering chemical engineering product life cycle engineering clean air engineering data engineering environmental engineering mining engineering; data engineering and analysis; engineering and automation in the wood industry; engineering and water management; environmental engineering and monitoring environmental engineering and protection materials engineering and technology industrial process engineering and management; Internet of Things engineering; civil engineering and transport; logistics engineering aerospace engineering materials engineering; materials engineering; materials and manufacturing engineering mechanical engineering marine and coastal engineering organisation and management engineering production engineering production and quality engineering production and management engineering; manufacturing engineering in industry 4.0;</p>
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			<p>systems engineering transport equipment engineering environmental engineering; environmental engineering; mining and energy transport engineering transport and logistics engineering management engineering; product quality and development; computer-aided engineering processes; engineering logistics; mathematics; chemical sciences; physical sciences security sciences quality sciences; management and quality sciences; Earth and environmental sciences; legal sciences; robotics and process automation industrial systems and equipment; commodity science; transport; transport and logistics tourism urban planning management; management for engineers production management and engineering engineering management;</p>
Tourism and Leisure	<p>socio-economic geography and spatial management Physical culture sciences; Earth and environmental sciences; economics and finance; management and quality sciences</p>	<p>economics (branch of spatial economics); geography (branch of socio-economic geography); physical sciences; geophysics (branch of earth sciences); geophysics (branch of physical sciences); geography (excluding socio- economic geography); geology; oceanology; economics; finance; management sciences</p>	<p>business analytics banking sports diagnostics; economics engineering management; production engineering finance and accounting physiotherapy geophysics; geography spatial management; geology; logistics marketing; quantitative methods in economics and management oceanology; sport; manual therapy tourism and leisure; physical education management;</p>



<b>Management</b>	<p>management and quality sciences economics and finance; socio-economic geography and spatial planning political sciences and administration; social communication sciences and media</p>	<p>economics; finance; management science; administrative science; cognitive and social communication science; political science; public policy science; administrative science</p>	<p>administration; administration and management; business analytics banking; economics finance and accounting; finance; finance and banking; quantitative methods in economics and management information technology and econometrics engineering management; production engineering socio-economic geography spatial economy business communication and psychology logistics; business innovation marketing; international economic relations media and business communication organisation and management psychology in management; political science social policy business law; law in administration and business accounting and controlling sociology international relations; managerial studies; managerial and legal studies; transport; commodity studies tourism and leisure studies; management; management and marketing human resource management management in public administration; public management; strategic management</p>
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ATTACHMENT NO 2

**CERTIFICATES CONFIRMING THE KNOWLEDGE OF FOREIGN LANGUAGES**  
(undergraduate studies – level B1 at least, graduate studies – level B2 at least)  
**ON THE GLOBAL SCALE OF LANGUAGE PROFICIENCY ACCORDING TO "COMMON EUROPEAN FRAMEWORK  
OF REFERENCE FOR LANGUAGES: LEARNING, TEACHING, ASSESSMENT (CEFR)"**

1. Certificates issued by institutions affiliated to the Association of Language Testers in Europe (ALTE) - in particular:
  - a. Cambridge English: Preliminary (PET),
  - b. First Certificate in English (FCE) or Cambridge English: First (FCE),
  - c. Certificate in Advanced English (CAE),
  - d. Certificate of Proficiency in English (CPE),
  - e. Business English Certificate (BEC) Preliminary,
  - f. Business English Certificate (BEC) Vantage,
  - g. Business English Certificate (BEC) Higher,
  - h. Certificate in English for International Business and Trade (CEIBT),
  - i. ESOL Skills for Life – Entry Level 3 and Level 1,
  - j. Integrated Skills in English (ISE) I and II
2. Certificates of the institutions as follows:
  - 1) Educational Testing Service (ETS) – in particular certificates:
    - a) Test of English as a Foreign Language (TOEFL),
    - b) Test of English for International Communication (TOEIC),
  - 2) European Consortium for the Certificate of Attainment in Modern Languages (ECL) – Level B1 (Elementary) and Level B2 (Intermediate),
  - 3) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular certificates:
    - a) English for Speakers of Other Languages (ESOL) – Entry 3/Intermediate and Level 1/Upper intermediate,
    - b) International English for Speakers of Other Languages (IESOL) - Level Achiever and Level Communicator,
    - c) *City & Guilds* Entry Level 3 Certificate in ESOL International (reading, writing and listening) Achiever (B1) 500/1764/0 or *City & Guilds* International ESOL (EISOL) – Level *Achiever including* z *City & Guilds* Entry Level Certificate in ESOL International (Spoken) Achiever (B1) 500/1772/X, also known as: *City & Guilds* International Spoken ESOL (ISESOL) – Level Achiever,
    - d) *City & Guilds* Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2 or *City & Guilds* International ESOL (IESOL) - Level Communicator including *City & Guilds* Level 1 Certificate in ESOL International (Spoken) Communicator (B2) 500/1775/5, also known as: *City & Guilds* International Spoken ESOL (ISESOL) - Level Communicator;
    - e) Spoken English Test (SET) for Business - Stage B Level Achiever and Level Communicator,
    - f) English for Business Communications (EBC) - Level 2 and Level 3,
    - g) English for Office Skills (EOS) – Level 2,
  - 4) Edexcel, Pearson Language Tests, Pearson Language Assessments - in particular certificates:
    - a) London Tests of English - Level 2 (Edexcel Entry Level Certificate in ESOL International) or Pearson Test of English General Level 2,
    - b) London Tests of English - Level 3 (Edexcel Level 1 Certificate in ESOL International) or Pearson Test of English General Level 3,
    - c) Pearson Test of English Academic,
  - 5) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - in particular certificates:



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- a) London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 1 (Credit) do Level 3 (Pass)
  - b) London Chamber of Commerce and Industry Examinations (LCCI) - First Certificate for Teachers of Business English (FTBE),
  - c) London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 1 (Credit) do Level 2 (Distinction),
  - d) JETSET Level 4 (B1) and Level 5 (B2),
- 6) University of Cambridge ESOL Examinations or Cambridge Assessment English, British Council, IDP IELTS Australia - in particular certificates:
- a) BULATS – Intermediate and Upper intermediate,
  - b) Cambridge English Qualifications – B1 Preliminary and B2 First,
  - c) International English Language Testing System IELTS – B1 and B2,
  - d) Linguaskill – B1 and B2,
3. Aptis (General, Advanced or for Teachers) – B1 and B2.3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular certificates:
- i. B1 Certificate in English,
  - ii. B1 TELC School Certificate in English,
  - iii. B1 Certificate in English for Business Purposes,
  - iv. B1 Certificate in English for Hotel,
  - v. B2 Certificate in English - advantage,
  - vi. B2 Certificate in English for Business Purposes - advantage,
  - vii. B2 Certificate in English for Technical Purposes,
  - viii. B2 Certificate in English Stage 3,
  - ix. telc English B1 i B2,
  - x. telc English B1 Business and B2 Business,
  - xi. telc English B2 Technical
4. Certificate in English Language Skills (CELS) – Level Threshold and Level Vantage.

Source:

*Regulation of the Prime Minister of 16 December 2009 on the manner of conducting qualification proceedings in the civil service (i.e. Journal of Laws of 2021, item 141), Regulation of the Minister of Development and Finance of 13 July 2017 on preparatory service in the Customs and Fiscal Service (Journal of Laws of 2017, item 1396), Regulation of the Minister of National Education of 1 August 2017 on detailed qualifications required from teachers (i.e. Journal of Laws of 2020, item 1289), Regulation of the Prime Minister of 30 August 2002 on types of medical examinations and types of documents confirming fulfilment of conditions for granting diplomatic rank to a member of foreign service (i.e. Journal of Laws of 2017, item 2038 as amended).*