

Rules of admission to WSB Merito University in Wrocław
undergraduate, graduate and long-cycle MA studies
2024/2025 academic year

I. GENERAL PROVISIONS

§ 1

1. The Rules of admission set out the conditions, procedure and start and end dates for the enrolment of Polish citizens and foreign nationals for studies conducted at WSB Merito University in Wrocław, hereinafter referred to as WSB Merito Wrocław 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) Economic analytics and data analysis - full-time and part-time undergraduate (bachelor's degree) studies
- b) Internal security - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- c) Dietetics - full-time and part-time undergraduate (bachelor's degree) studies
- d) Economics - full-time and part-time graduate studies
- e) Philology - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- f) Finance and accounting - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- g) IT - full-time and part-time undergraduate (bachelor's and engineering) and graduate studies
- h) Management engineering - full-time and part-time undergraduate (engineering) studies
- i) Cosmetology - full-time and part-time undergraduate (bachelor's degree) studies
- j) Logistics - full-time and part-time undergraduate (bachelor's and engineering) and graduate studies
- k) Marketing and sales - full-time and part-time undergraduate (bachelor's degree) studies

- l) Digital media and computer graphics - full-time and part-time undergraduate (bachelor's degree) studies
- m) Media and communication in business - full-time and part-time undergraduate (bachelor's degree) studies
- n) Microbusiness - full-time and part-time undergraduate (bachelor's degree) studies
- o) Law - full-time and part-time long-cycle MA studies
- p) Business law- full-time and part-time undergraduate (bachelor's degree) studies
- q) Psychology - full-time and part-time long-cycle MA studies
- r) Transport - full-time and part-time undergraduate studies (engineering) - admission subject to the decision of the Minister of Science and Higher Education granting the right to conduct them to WSB Merito University in Wroclaw
- s) Tourism and leisure - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- t) Management - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- u) Public health - full-time and part-time graduate studies - admission subject to the decision of the Minister of Science and Higher Education granting the right to conduct them to WSB Merito University in Wroclaw

2) Faculty of Economics in Opole:

- a) Administration and internal security - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- b) Dietetics - full-time and part-time undergraduate (bachelor's degree) studies
- c) Finance and accounting - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- d) Management engineering - full-time and part-time undergraduate (engineering) studies
- e) Cosmetology - full-time and part-time undergraduate (bachelor's degree) studies
- f) Logistics - full-time and part-time undergraduate (engineering) studies
- g) Media and communication in business - full-time and part-time undergraduate (bachelor's degree) studies
- h) Pedagogy - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- i) Business Law - full-time and part-time undergraduate (bachelor's degree) studies
- j) Psychology - full-time and part-time long-cycle MA studies

- k) Management - full-time and part-time undergraduate (bachelor's degree) and graduate studies
- l) Preschool and Early School Pedagogy- full-time and part-time long-cycle MA studies - admission subject to the decision of the Minister of Science and Higher Education granting the right to conduct such studies to the Faculty of Economics of the Opole Branch of the WSB Merito University in Wroclaw. and Higher Education granting the Faculty of Economics in Opole Branch of the WSB Merito University in Wroclaw the right to run them

Undergraduate bachelor's studies shall mean undergraduate studies leading to a bachelor's degree professional title. Undergraduate engineering studies shall mean undergraduate studies leading to the professional title of engineer.

The commencement of admission to for a given field and level of studies at the Faculty is conditioned by a resolution of the Senate adopted pursuant to § 24, item 4, letter j) of the Articles of Association of the WSB Merito University in Wroclaw, in the wording as amended by the Resolution No. 5/17/2023 of the Management Board of the Centre for Higher Education Development TEB Akademia sp. z o.o. of 3 April 2023, undertaken no later than before the date of commencement of enrolment specified in § 4, item 1, and in the case of receiving authorisation to conduct studies in a new field of study or establishing studies in a new field of study that do not require an authorisation - immediately after, respectively, receiving such authorisation or establishing studies.

2. The enrolment process includes the online registration activity and the enrolment by admission procedure (hereinafter admission procedure), conducted on the basis of the Act of 14 June 1960 - Code of Administrative Procedure (i.e. Journal of Laws of 2023, item 775 as amended).
3. For the purposes of the admission procedure, an Applicant denotes a person who has submitted an application for admission, understood as a request to initiate proceedings under the Act of 14 June 1960 - Code of Administrative Procedure.
4. For the purposes of the admission procedure and the procedure provided for in Article 323 of the Act of 20 July 2018- Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742 as amended), a foreigner is a person without Polish citizenship.
5. Admission to an undergraduate programme or a long-term master's studies is based on positive results of:

1) the maturity examination ("old maturity"), i.e. until 1991 a minimum grade of 3 in each passed subject on the maturity certificate (on a grading scale of 2 to 5), from 1991 a minimum grade of 2 in each passed subject on the maturity certificate (on a grading scale of 1 to 6),

2) the maturity exam ("new maturity" since 2005), in accordance with Article 44zzl(1) of the Act of 7 September 1991 on the educational system (i.e. Journal of Laws of 2022, item 2230, as amended), i.e. at least 30% of the points possible to be obtained from each compulsory subject in the written part and in the oral part and from at least one additional subject in the written part on the maturity exam certificate, subject to the conditions for passing the maturity exam resulting from the Regulation of the Minister of National Education of 19 May 2020, amending the regulation on special solutions in the period of temporary restriction of functioning of units of the educational system in connection with preventing, counteracting and combating COVID-19 (Dz. U. pos. 891) with regard to the maturity exam conducted in 2020, the Regulation of the Minister of Education and Science of 16 December 2020 amending the Regulation on special arrangements in the period of temporary restriction of the operation of units of the educational system in connection with the prevention, counteraction and combating of COVID-19 (Dz. U. 2314) in relation to the maturity examination conducted in 2021. and the Regulation of the Minister of Education and Science of 17 August 2021 amending the Regulation on specific solutions in the period of temporary limitation of the functioning of units of the educational system in connection with the prevention, counteraction and eradication of COVID-19 (Journal of Laws 1525) in relation to the maturity examination held in 2022.

3) a foreign examination or education, confirmed by a certificate, diploma or other document referred to in Article 69(2)(4) to (7) of the Act of 20 July 2018. - Law on Higher Education and Science.

5a. In the case of admission to undergraduate studies in the field of Philology specialising in English Philology, confirmation of English language proficiency is made by means of a placement test conducted remotely at the admission stage by the University. The result of the placement test does not affect admission to the studies.

When choosing undergraduate studies in the Philology major with a specialisation in the English Philology translation, the basis for eligibility for studies in this specialisation will involve verification of Applicants' competence in the field of translation and interpretation in the course of study.

6. Admission to undergraduate studies in the fields of IT (bachelor's degree and engineering in Polish), Dietetics (bachelor's degree), Cosmetology (bachelor's degree), as well as to the long-cycle master's degree studies in the fields of Psychology and Preschool and Early

School Pedagogy is determined by fulfilling the requirements arising from the Rules of admission and achieving a relevant result on the ranking list. The requirement to achieve an appropriate result on the ranking list does not apply to the Psychology major at the Faculty of Economics in Opole.

Ranking schedule

Ranking rounds summer admission	Deadline for submission of complete documents by:	Result of the qualification no later than
I	22.07.2024	31.07.2024
II	14.08.2024	23.08.2024
III	31.08.2024	06.09.2024
IV	13.09.2024	20.09.2024
V	28.09.2024	04.10.2024
VI	07.10.2024	11.10.2024
VII	11.10.2024	14.10.2024
VIII	16.10.2024	18.10.2024

Ranking rounds winter admission	Deadline for submission of complete documents by:	Result of the qualification no later than
I	16.12.2024	20.12.2024
II	15.01.2025	20.01.2025
III	31.01.2025	05.02.2025
IV	14.02.2025	19.02.2025
V	28.02.2025	05.03.2025
VI	07.03.2025	10.03.2025
VII	11.03.2025	14.03.2025

For the purposes of calculating the qualifying marks, the marks in the subjects indicated in the set of criteria in which the Applicant has obtained the highest percentage points shall be taken into account.

Applicant(s) will be ranked according to the number of qualifying points earned, starting with the person with the highest number of points, until the admission limit for the course in question, as determined by the Senate, is filled.

The qualification of the candidate the Applicant(s) for studies will be confirmed by the University through enrolment on the list of students.

In the event of obtaining the same number of qualifying points, admission is determined by the order in which the set of required documents meeting the requirements set out in the Rules of admission is submitted.

Ranking rounds apply until the quota of places is exhausted.

An Applicant who, due to the exhaustion of the number of places within the fixed admission limit, is not accepted will be placed on a reserve list.

An Applicant from the reserve lists will be qualified for admission to the degree programme provided that there are vacancies.

The following admission criteria are adopted for the purpose of ranking those qualified for a particular course of study:

1) results from a maturity examination taken in Poland:

a) New maturity certificate (OKE Matura) - eligibility is based on the total number of points obtained in the written examination.

i. for the Dietetics and Cosmetology courses from:

- one compulsory subject, i.e. mathematics, Polish or a foreign language, taken as part of the written maturity exam at basic or extended level, at a rate of 1% on the basic level = 1 qualifying point, 1% on the extended level = 2 qualifying points.

and

- one additional subject, i.e. biology or chemistry or physics, taken in the written maturity exam at the basic or extended level, at a rate of 1% at basic level = 2 qualifying points, 1% at extended level = 4 qualifying points,

or

- one additional subject other than biology or chemistry or physics at either the basic or extended level, converted (1% at basic level = 1 qualifying point, 1% at extended level = 2 qualifying points)

ii. for the major in IT (studies in Polish) from:

- two compulsory subjects, mathematics and a foreign language, taken as part of the written maturity examination at the basic or extended level, at a rate of 1% at basic level = 1 qualifying point, 1% at extended level = 2 qualifying points.

and

- one additional subject, i.e. IT or physics, taken in the written maturity exam at the basic or extended level, at a rate of 1% at basic level = 2 qualifying points, 1% at extended level = 4 qualifying points,

In the case of studies in Polish in the field of IT for the I and II rounds of ranking in the summer and winter admission, only Applicant(s) who have obtained one of the following qualifying scores: in mathematics at least 60 qualifying scores or in physics or IT at least 100 qualifying scores will be qualified for admission and enrolment. Applicants who do not meet this criterion will be qualified for subsequent ranking rounds according to the date of completion of documents.

iii. for the major in course Preschool and Early Childhood Pedagogy with:

- one compulsory subject, i.e. mathematics, Polish or a foreign language, taken as part of the written maturity exam at basic or extended level, at a rate of 1% on the basic level = 1 qualifying point, 1% on the extended level = 2 qualifying points.

and

- one additional subject taken as part of the written maturity examination at basic or extended level at a rate of 1% at basic level = 2 qualifying points, 1% at extended level = 4 qualifying points,

iv. for the Psychology major (does not apply to the Psychology major at the Faculty of Economics in Opole):

- two compulsory subjects, i.e. Polish and English or German, taken as the written maturity exam at primary or extended level, at a rate of 1% at primary level = 1 qualifying point, 1% at extended level = 2 qualifying points

and

- one additional subject, i.e. biology or history or social studies or geography or physics or philosophy or IT or history of art, taken as part of the written maturity examination at basic or extended level, at a rate of 1% at primary level = 2 qualifying points, 1% at extended level = 4 qualifying points.

b) old maturity certificate: eligibility is based on qualifying points resulting from the sum of grades from subjects indicated in point 1 a) from the written or oral maturity examination according to the conversion factor:

Evaluation	Qualification points on a grading scale of 1-6	Qualification points with a grading scale of 2-5
6	200	x
5	180	200
4	150	170
3	100	80

2	60	x
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- 2) International Baccalaureate (IB) or European Baccalaureate (EB) results - the basis for qualification is the sum of qualifying points resulting from the conversion of obtained diploma grades in subjects corresponding to the scope of subjects indicated in point 1 a).

IB		EB	
SL assessment - standard level	Number of points	SL assessment - standard level	Number of points
7	200 pts	9,51-10,00	200 pts
6	172 pts	9,01-9,50	180 pts
5	144 pts	8,51-9,00	160 pts
4	116 points	8,01-8,50	140 points
3	88 points	7,51-8,00	120 points
2	60 points	7,01-7,50	100 points
		6,51-7,00	80 points
		6,01-6,50	60 points
HL assessment - higher level	Number of points	HL assessment - higher level	Number of points
7	260 points	9,51-10,00	260 points
6	224 pts	9,01-9,50	234 points
5	188 pts	8,51-9,00	208 points
4	150 points	8,01-8,50	182 points
3	114 points	7,51-8,00	156 pts
2	78 points	7,01-7,50	130 points
		6,51-7,00	104 points
		6,01-6,50	78 point

- 3) Foreign certificates or other documents entitling a student to apply for higher education in the country of issue are subject to individual assessment and a decision on qualification for studies, taking into account the sum of grades from subjects corresponding to the range of subjects indicated in point 1 a). This assessment is performed by a person authorised by the Rector.
- 4) Participants of olympiads and subject competitions at the secondary school level in mathematics, foreign language, in the field of Information Technology also in physics and computer science, in the field of Pre-school and Early School Pedagogy also in the Polish language, and in the fields of Dietetics and Cosmetology also in physics, Polish language, biology, chemistry or subjects related to the chosen field of study, obtain additional 50 qualifying points after submitting a certificate in the admission process, provided that the limit of places is not exhausted.
- 5) Participants of olympiads and subject competitions at secondary school level in Polish, English, German, biology, history, knowledge of society, geography, physics,

computer science, history of art or philosophy receive an additional 50 qualifying points upon submission of a certificate in the process of admission to the Psychology major (does not apply to the Psychology major at the Faculty of Economics in Opole), provided that the limit of places has not been exhausted.

The following Applicant(s) are admitted to the undergraduate programmes in the fields of IT, Dietetics, Cosmetology and Preschool and Early School Pedagogy without being ranked, provided the limit of places has not been exhausted:

- 1) who are laureates or finalists of subject olympiads conducted in a subject or subjects included in the maturity exam, in accordance with the list published annually in a communication of the Minister of Education and Science, in subjects such as mathematics or foreign language. In the field of IT, also physics and computer science, in the field of Pre-school and Early School Pedagogy also the Polish language, and in the fields of Dietetics and Cosmetology also the Polish language, biology, chemistry or olympiads in subjects related to the chosen field of study have priority in the admission procedure, unless the limit of places is exhausted,
- 2) who obtain a total of qualifying points according to the above conversion rates
 - a) for the courses Dietetics, Cosmetology and Preschool and Early School Pedagogy - a minimum of 220,
 - b) a minimum of 250 for the IT major.

The following Applicants are admitted to the long-cycle MA studies in Psychology (not applicable to the Psychology degree programme at the Faculty of Economics in Opole) without being ranked, provided that the limit of places has not been exhausted:

- 1) who are laureates or finalists of subject olympiads conducted in a subject or subjects included in the maturity exam in accordance with the list published annually in a communication from the Minister of Education and Science in subjects such as the Polish language or English language or German language or biology or history or knowledge of society or geography or physics or computer science or history of art or philosophy or olympiads related to the chosen field of study have priority in the admission procedure, provided that the limit of places is not exhausted,
 - 2) who score a minimum of 250 qualifying points according to the above conversion factors.
6. Admission to undergraduate or long-cycle studies is not based on the results of an examination or examinations confirming professional qualifications or the results of a professional examination or examinations.

7. Admission to graduate programmes is based on a diploma of completion of undergraduate studies, graduate studies or long-cycle MA studies in the academic disciplines listed in Attachment No. 1 to the Rules of Admission as assigned to a given graduate programme or in fields of study related to the field of study in which the Applicant is enrolled. The condition for the recognition of a field of study as related is its assignment to the discipline listed next to a given graduate field of study in Attachment No. 1 to the Rules of admission in a minimum of 50%, which confirms the learning outcomes achieved by the Applicant in the studies which are the basis for admission. Recognition of other fields of study that provide the basis of knowledge and skills and competencies in the area of learning outcomes for the characteristics of the graduate field of study in which the Applicant is enrolled is possible if, as part of the completed studies, at least 50% of the ECTS credits for the subjects compliant with the curriculum for the selected graduate field of study have been completed.

In addition:

- 1) The study of Philology requires a level of language proficiency C1 according to the EQF, which is confirmed by the Applicant for studies by additionally submitting at the admission stage:
 - a) a document certifying the completion of a undergraduate or graduate course of study or a course of study leading to a master's degree in the same language as the Applicant's field of study (e.g. philology, cultural studies, applied linguistics, ethnolinguistics) ; such a document may be a diploma supplement to the diploma providing the basis for admission to the degree programme; or
 - b) a diploma of an undergraduate or graduate programme of study abroad or a uniform master's programme, together with a document confirming that the language of the course was the foreign language in which the Applicant applies for admission, or
 - c) a diploma of graduation from undergraduate or graduate studies or from a uniform master's programme abroad, together with a document confirming the required level of linguistic proficiency, obtained in a country where the official language is a foreign language which is the subject of the studies chosen by the Applicant, provided that the teaching was conducted in that language, or
 - d) a Bilingual Baccalaureate Certificate for the language examination at extended level or an International Baccalaureate Diploma for the primary language, or
 - e) a document confirming knowledge of a foreign language, in accordance with the list of documents contained in the annex to the Ordinance of the Minister of Foreign Affairs of 25 January 2022 on medical examinations and documents

confirming fulfilment of certain conditions required for the award of a diplomatic rank (Journal of Laws of 2022, item 256) and the executive regulations replacing them issued on the basis of the Act of 21 January 2021 on foreign service (i.e. Journal of Laws of 2023, item 406, as amended).

If none of the conditions (a) to (e) are met, the required level of language proficiency may be confirmed by a pass mark in the foreign language proficiency qualifying examination conducted remotely by the University during the admission process.

- 2) Applicants who have completed undergraduate studies preparing for the teaching profession in a foreign language which is the subject of the studies for which they are applying are admitted to the degree programme in Philology preparing for the teaching profession.

In the course of the admission procedure, Applicants are required to submit a copy of a document (e.g. a diploma supplement), in the form of an electronic copy or a photocopy, which the University will certify upon the Applicant's presentation of the original document or a notarised copy thereof, confirming that the studies completed have prepared the Applicant to practise as a teacher of the foreign language studied.

- 3) Admission to the 3-semester graduate studies in Logistics and Information Technology is based on completion of an engineering degree.
 - 4) The graduate studies in the field of Pedagogy are open to persons who have obtained a master's degree, bachelor's degree or equivalent in pedagogical studies. Graduates of other faculties may be admitted to the degree programme on the condition that they make up curriculum differences during their studies. Detailed scope of differences in curriculum, principles of qualification of Applicants for their completion due to the completed field of study, number of hours, time of classes and the form of their completion are regulated by the Dean of the Faculty.
8. Admission to degree programmes shall be based on documents submitted within the time limits specified in § 4 section 1 or determined in accordance with § 4 section 2 and section 3, subject to § 1 section 6 and § 3 section 13 subsection 11. Documents constituting the basis for admission to undergraduate, graduate and long-cycle studies, including undergraduate programmes and graduate programmes with a specialisation in English with the exception of the field of study in Philology, shall be specified in § 3.
 9. Applicants for engineering studies, who did not achieve the required percentage threshold in the maturity examination in mathematics: at least 30% of the results in the maturity examination in mathematics at the extended level or at least 70% of the results in the maturity examination in mathematics at the basic level, will be directed to an additional

revision course in mathematics dedicated to first-year engineering students. The detailed programme of the revision course, the rules of eligibility of Applicants for the revision course, including exemptions from participation in the revision course, the number of hours, the time of the course and the form of its passing are regulated by an order of the Dean of the Faculty. The laureates and finalists of the Mathematics Olympiad and the subject competitions are eligible for engineering studies without the obligation to take an additional course in mathematics.

10. Under rules separate from those provided for in Article 69 of the Act of 20 July 2018 - Law on Higher Education and Science, foreigners may undertake and follow studies conducted by WSB Merito University in Wroclaw pursuant to Article 323 of the Act of 20 July 2018. - Law on Higher Education and Science, on the basis of, inter alia:
 - 1) international agreements, under the terms of those agreements;
 - 2) agreements concluded with foreign entities by universities, according to the rules set out in these agreements;
 - 3) decision of the minister responsible for higher education and science;
 - 4) the decision of the Director of the National Academic Exchange Agency with regard to its grantees;
 - 5) the decision of the Director of NCN to award funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;
 - 6) administrative decision of the Rector of WSB Merito University in Wroclaw.
11. Admission for studies conducted by the WSB Merito University in Wroclaw takes place on the basis of enrolment made electronically in the online registration system on the University's website www.merito.pl/wroclaw, www.merito.pl/opole (according to the choice of Faculty).
12. After online registration, registered persons are required to submit a set of the required admission documents, as specified in § 3. The documents may be submitted in hard copy at the University or by using the electronic admission system and submitting the documents in an electronic system that enables the documents to be signed or authenticated in a manner that ensures the possibility of confirming the origin and integrity of electronically verified data. In any case, the documents required for inspection must be presented by the Applicant(s) at the Admission Office.
13. An Applicant applying for admission to a graduate programme who does not fulfil the conditions defined in § 1, para. 8 in terms of the academic disciplines specified in Attachment No. 1 to the Rules of Admission assigned to a given graduate programme or a programme related to the course of study the Applicant is enrolled in, submits an application to the Rector or a person authorised by the Rector, who gives or withholds his/her consent to

the admission to a given graduate programme, taking into account the achieved learning outcomes resulting from the diploma supplement or other documents attached to the application. This does not apply to the choice of graduate studies in the field of Philology.

14. The condition of possessing a diploma certifying the completion of undergraduate studies, graduate studies or long-cycle studies in specific disciplines or fields of study related to the field of study chosen by the Applicant 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 as regards academic disciplines or fields of study.

In the cases referred to in the preceding sentence, the diplomas shall in each case be assessed in accordance with the legislation of the country in whose higher education system the higher education institution or other institution which issued the diploma to be assessed is situated, in order to ascertain the existence and extent of the right to continue graduate studies in that country, in accordance with Article 326(2)(1) of the Act of 20 July 2018. - Law on Higher Education and Science.

15. For persons admitted to graduate studies with a diploma of completion of undergraduate studies, graduate studies or uniform master's studies from faculties not related to the selected graduate studies, except for the Philology faculty, the University provides support to supplement knowledge, skills and competencies in the area of learning outcomes in the form of supplementary courses available in multimedia form on the Moodle e-learning platform. The scope of supplementary courses and the rules of their implementation are regulated by an order of the Dean of the Faculty.
16. Applicants are required to have digital competences at the level obtained in secondary school (undergraduate and long-cycle master's degree studies) or in undergraduate studies (graduate studies) and to meet the minimum hardware requirements (a computer and internet connection) related to education using distance learning methods and techniques. The University provides Applicants admitted to studies with: free access to Microsoft 365 licences, access to VDI (Virtual Desktop Infrastructure), i.e. a virtual desktop infrastructure, which enables remote use of the full resources of the computer laboratories and software used in the classes of the course. The university also provides access to educational resources available in courses on the Moodle e-learning platform, where materials and activities are in text and multimedia form, as well as access to a digital library (journals, books, manuals, i.e. textbooks, case studies, multimedia recordings: videos and podcasts).
17. Applicant(s) with special needs, including persons with disabilities, are subject to the same admission procedure as all Applicant(s) applying for admission. At the request of an Applicant(s) with special needs, the Admission Office, with the support of the Office for Persons

with Disabilities, hereinafter referred to as "OPD", provides individual support in the admission process. The support consists, among others, in: assisting during the admission process (with enrolment, filling in the admission documents and submitting these documents, providing assistance during the qualifying exam in the field of knowledge of a foreign language, including providing the necessary adaptations to the Applicant in the form and manner of conducting this exam), providing an adapted service desk during the admission process for persons with special needs, including persons with disabilities. Each situation of an Applicant with special needs, including a person with a disability, in the admission procedure is considered by the OPD on an individual basis, in accordance with the idea of equality of educational opportunities and reasonable adjustment to the needs resulting from a disability or other special needs.

§ 2

1. The admission procedure for undergraduate studies, graduate studies and long-cycle MA studies is conducted by the Rector or a person authorised by the Rector.
2. Admission to study by admission procedure is done by enrolment in the student's list.
3. The University notifies the student of his/her enrolment by means of an e-mail message or information posted on the electronic admission system.
4. A refusal to admit a student to a degree programme takes the form of an administrative decision issued by the Rector or a person authorised by the Rector. An appeal against a decision refusing admission to a degree programme may be made by means of an application for reconsideration of the case, which shall be submitted to the Rector within 14 days of the delivery of the decision. A decision against which there is no longer an application for reconsideration is final.
5. The results of the admission procedure are public. The results of the admission procedure, in particular the list of persons accepted for studies through admission, are made available to interested parties at the premises of the University (Admission Office) by means of presentation upon request within 7 days of the list of persons accepted for studies through admission, as well as at any time pursuant to Article 10 of the Act of 6 September 2001 on Access to Public Information (i.e. Journal of Laws of 2022, item 902). At the request of an Applicant(s) with special needs, the results of the admission procedure may also be made available in another manner agreed with the Applicant(s).

II. DOCUMENTS FOR THE ADMISSION PROCEDURE

§ 3

1. Applicant(s) who submit the following documents will participate in the admission process:
 - 1) for Applicant(s) applying for admission to:
 - a) undergraduate studies or long-cycle MA studies - an electronic copy or a photocopy or a notarised copy of a maturity certificate or other document or documents constituting the basis for applying for studies referred to in Article 69(2) of the Act of 20 July 2018, certified by the University - Law on Higher Education and Science, together with the originals for inspection (not applicable to notarised copies),
 - b) graduate studies - an electronic copy or a photocopy or a notary certified copy of the diploma of graduation certified by the University together with documents confirming the fulfilment of the requirements specified in § 1, item 8, points 1 - 4, originals to be inspected (does not apply to a notary certified copy),
 - 2) a questionnaire containing a personal questionnaire with the data specified in § 15(1)(1)(b) of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (i.e. Journal of Laws 2021, item 661),
 - 3) an application for studies,
 - 4) one recent colour photograph of the Applicant in accordance with the requirements for the issue of identity cards and passports,
 - 5) a proof of payment of the registration and adaptation fee (if applicable),
 - 6) in the event of a change of forename or surname on any of the documents submitted during the admission process, an identity card, a marriage certificate, an administrative decision on the change of forename or surname or a court decision to that effect,
 - 7) in the case of Applicants for the courses Dietetics and Cosmetology:
 - a) a medical certificate issued by an occupational physician or a physician authorised to perform preventive examinations with the right to practice a profession in the territory of the Republic of Poland (medical certificate issued as a result of a medical examination conducted in accordance with the provisions of the Regulation of the Minister of Health of 26 August 2019 on medical examinations of Applicants for secondary or higher schools and for qualifying vocational courses, students and listeners of these schools, students, listeners of qualifying vocational courses and doctoral students, Journal of Laws. 2019 item 1651) - to be provided at the admission stage,
 - b) A medical certificate for sanitary and epidemiological purposes, issued by an occupational physician - to be provided at the admission stage or before the

commencement of the internship to the University's Careers Office, and it is required to have a valid certificate for the entire duration of the internship.

2. In accordance with paragraph 1(1)(a), Applicants for undergraduate or long-cycle MA studies shall submit:
 - 1) a maturity certificate (without a vocational qualification diploma in a profession taught at a technical level or a vocational diploma in a profession taught at technical level if one has such a diploma) or a maturity certificate and a certificate of the results of the secondary school leaving examination in individual subjects (without a vocational qualification diploma in a profession taught at technical level or a vocational diploma in a profession taught at technical level if one has such a diploma) referred to in the regulations on the education system, or
 - 2) a certificate or another document recognised in the Republic of Poland as a document entitling to apply for admission to university studies pursuant to Article 93(3) of the Act of 7 September 1991 on the Educational System, or
 - 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 or other document issued by a school or an educational establishment operating in the educational system of a Member State of the European Union, a Member State of the Organisation for Economic Cooperation and Development (OECD), a Member State of the European Free Trade Association (EFTA) - a Party to the Agreement on the European Economic Area, entitling the holder to apply for admission to higher education in these countries, or
 - b) an IB diploma (International Baccalaureate) issued by the International Baccalaureate Organization in Geneva, or
 - c) an 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 (OJ of 2005, item 10), or
 - 4) a certificate or diploma recognised in the Republic of Poland as a document entitling one to apply for admission to university studies in accordance with a bilateral agreement on the mutual recognition of education, or
 - 5) a certificate or other document recognised as equivalent to the Polish secondary school leaving certificate on the basis of provisions in force until 31 March 2015.
3. In the case of the documents listed in section 2 points 1-5, legible copies of each page of the document are required, both in the case of electronic copies and photocopies, together with the originals for inspection, or copies certified by a notary public,

and in the case of the documents listed in section 2 in points 2-5, additionally the University may require a translation into Polish made or certified by a sworn translator or other entity competent to make or certify translations into Polish of certificates or similar documents in accordance with Polish law. Foreign documents are accepted only after they have been legalised or provided with an apostille clause.

4. Certificates or other documents referred to in section 2, subsection 2 are, unless international agreements provide otherwise, certificates and other documents issued abroad by schools or educational institutions recognised by the state on whose territory or in whose educational system they operate, recognised by an administrative decision as a document confirming in the Republic of Poland the right to continue education, including the right to apply for admission to studies, taking into account the scope of rights in the state in which the certificate or other document was issued. The administrative decision shall be issued by the school superintendent competent for the applicant's place of residence, and in the case of non-residence in the territory of the Republic of Poland - by the school superintendent competent for the seat of the institution where the applicant intends to submit the certificate or other document issued abroad. In the case of applicants for studies conducted by the WSB Merito University in Wrocław, the competent authority is the Lower Silesian Superintendent of Education, Plac Powstańców Warszawy 1, 50-153 Wrocław, tel. (+48) 71 340 63 36, www.kuratorium.wroclaw.pl.
5. In the cases referred to in Article 93a of the Act of 7 September 1991 on the Educational System (difficult to remove obstacles for a refugee, victim of an armed conflict, etc.), Applicants may be admitted to undergraduate studies or long-cycle MA studies if they present an administrative decision issued by the competent school superintendent confirming their eligibility to apply for studies.
6. The administrative decision of the school superintendent on the recognition of a certificate or other document or on the confirmation of education or entitlement to continue education the Applicant is obliged to submit to the Admission Office of the respective Faculty of the WSB Merito University in Wrocław immediately after receiving it.
7. If a given certificate or other document referred to in section 2, subsection 2 (2) or section 2 (3) subsection (a) entitles a person to apply for admission to a course of study in a specific field of study in the country in which it was issued, that certificate or document confirms in the Republic of Poland an entitlement to apply for admission to the same or a similar course of study or may be recognised as a document confirming in the Republic of Poland an entitlement to apply for admission to the same or a similar course of study due to the curriculum.

- (8) In accordance with paragraph 1(1)(b), Applicant(s) for graduate studies shall submit:
- 1) a higher education diploma issued by an authorised higher education institution operating within the Polish system of higher education and science; or
 - 2) a legalised or apostille-embossed diploma confirming the completion of studies abroad and conferring the right to continue education in graduate studies in the country in whose higher education system the higher education institution that issued the diploma operates (a diploma recognised under Article 326(2) of the Act of 20 July 2018 - Law on Higher Education and Science); or
 - 3) a legalised or apostille-certified diploma of graduation from a foreign country recognised as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement defining equivalence (a diploma recognised under an international agreement); or
 - 4) a legalised or apostille-stamped foreign diploma recognised as equivalent to the relevant Polish diploma and professional title through the recognition procedure (a diploma recognised following recognition); or
 - 5) certificate of completion of studies at a specific level issued as a result of the proceedings on confirmation of completion of studies at a specific level referred to in Article 327(3) of the Act of 20 July 2018 - Law on Higher Education and Science (confirmation of graduation from studies at a specific level in the absence of a graduation diploma by a foreigner who has been granted refugee status or subsidiary protection, or a foreigner who has a temporary residence permit granted due to the circumstance referred to in art. 159(1)(1)(c) or (d) of the Act on Foreigners of 12 December 2013 (i.e. Journal of Laws of 2023, item 519, as amended), or a Polish citizen who arrived on the territory of the Republic of Poland from the territory of Ukraine in the period from 24 February 2022 to the date specified in the provisions issued pursuant to Article 2(4) of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with armed conflict on the territory of that country (i.e. Journal of Laws 2023, item 103 as amended), or a citizen of Ukraine residing on the territory of the Republic of Poland whose stay on the territory of the Republic of Poland is recognised as legal pursuant to Article 2(1) of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with armed conflict on the territory of that country).
9. A diploma confirming graduation from studies issued by a foreign university does not confer entitlement in the Republic of Poland to continue education in a graduate programme if:
- 1) the institution which awarded the diploma, or the institution at which the course was delivered, is not operating in the higher education system of any country or,

within the meaning of the internal law of the country in whose higher education system the institution operates, was not, on the date of the award of the diploma, an accredited higher education institution or was pursuing a non-accredited programme of study;

- 2) the study programme or a part of it was not implemented in accordance with the regulations of the country in which the training was provided.
10. In case of doubts concerning the diploma referred to in section 8, item 2, in particular as to the status of the university that issued it or the compliance of the study programme with the regulations of the country in which the training was conducted, WSB Merito University in Wroclaw will request the Applicant to submit written information about the diploma issued by the foreign university, the level of study and the status of the university, provided by the Director of the National Agency for Academic Exchange pursuant to Article 326(4) of the Act of 20 July 2018 - Law on Higher Education and Science.
 11. As regards all documents listed in section 8, legible copies of each page of the document are required, both in the case of electronic copies and photocopies, together with the originals for inspection, or copies certified by a notary public, and in the case of foreign documents - additionally, the University may require a translation into Polish made or certified by a sworn translator or other entity competent to make or certify translations of diplomas or similar documents into Polish in accordance with the Polish legal regulations.
 12. In cases where an Applicant applies for recognition of a diploma of study abroad or confirmation of completion of studies at a particular level, he/she is obliged to submit the relevant certificate to the Admission Office of a given Faculty of the WSB Merito University in Wroclaw immediately after receiving it.
 13. Applicants may apply for admission to undergraduate or graduate studies in the English language specialisation (not applicable to the Philology major) if:
 - 1) they present an International Baccalaureate Diploma; or
 - 2) they present the European Baccalaureate Diploma; or
 - 3) they have obtained a maturity leaving certificate from a school where the language of instruction was English; or
 - 4) they submit their diplomas of completion of :
 - a) a degree in the English philology, or
 - b) a teacher training college in the English philology; or

- 5) they have a document certifying the completion of higher education studies or postgraduate studies conducted abroad or in the Republic of Poland - if the language of instruction was English; or
- 6) they submit a document certifying that they have participated, during their studies, in an Erasmus+ placement or study programme or other study programme conducted in English; or
- 7) they submit one of the certificates of proficiency in English of at least B1 level for undergraduate study or B2 level for graduate study, on the scale of global proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEF)" - listed in Attachment 2 to the Rules for Admission; or
- 8) they submit a certificate of having passed the Ministry of Foreign Affairs English departmental examination; or
- 9) they submit a certificate of English language proficiency issued by KSAP as a result of a linguistic examination; or
- 10) they submit a document from the workplace certifying that the language of the working environment is English; or
- 11) they have obtained a positive assessment of their knowledge of the English language as a result of taking a qualifying examination conducted by the University (this does not apply to Applicants whose maturity examination taken in Poland included the English language); or
- 12) in the event of passing the Polish maturity examination:
 - a) have obtained at least a good grade in English in their final maturity certificate (taken before 2005); or
 - b) have scored at least 60% in the English extended maturity certificate.

The English language certificates listed in Attachment 2 to the Rules of admission do not constitute a certificate, diploma or other document referred to in Article 69(2)(4) to (7) of the Act of 20 July 2018 - Law on Higher Education and Science.

14. Foreigners who meet one of the following conditions may apply for admission to studies conducted by WSB Merito University in Wrocław in the Polish language:
 - 1) they have completed a one-year preparatory course in Polish in an establishment designated by the Minister of Education and Science; or
 - 2) they present a certificate of proficiency in Polish issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language; or

- 3) they submit other documents testifying to their knowledge of the Polish language, e.g. a certificate of graduation from a secondary school in which Polish was the language of instruction, a diploma of graduation from a university with Polish as the language of instruction, a diploma of graduation in Polish philology; or
 - 4) submit a declaration of their knowledge of the Polish language at a level allowing them to undertake studies in Polish at WSB Merito University in Wroclaw, while the University reserves the right to verify their knowledge of the Polish language at the admission stage in a manner determined by the University.
15. All documents required for the admission process must be submitted in the form of legible copies of each page of the relevant document, whether electronic copy (ordinary copy) or photocopy (photocopy). A condition for acceptance of an ordinary copy of a document is that the original or a notarised copy is presented for inspection.

§ 4

1. Applicants may submit the documents referred to in § 3 at the Admission Offices of the Faculty of Finance and Management in Wroclaw of the WSB Merito University in Wroclaw and of the Faculty of Economics in Opole of the WSB Merito University Branch in Wroclaw during the admission period:
 - 1) summer from 27 March to 16 October 2024.
 - 2) winter in the period:
 - (a) for studies in Polish from 02 December 2024 to 11 March 2025.
 - (b) for studies in English (except the Philology) from 16 August 2024 to 11 March 2025.
2. The University Senate sets additional admission deadlines in order to enable supplementary admission for graduates who have applied for admission to undergraduate programmes or long-cycle programmes in a given field of study for the academic year for which admission is conducted, and whose result from the secondary school leaving examination in a given subject or subjects has been increased as a result of the verification of the sum of points or an appeal referred to in Article 44zzz, section 7 of the Act of 7 September 1991 on the Educational System.
3. The University Senate may adopt a resolution to extend the admission deadlines.
4. In the event of extraordinary events, such as a sudden and massive influx of from a particular country of persons in need of international protection or eligible for

temporary protection, the Senate of the University may set additional admission deadlines or extend the basic admission deadlines in order to enable the admission procedure for persons arriving from that country and expressing a desire, or a need, to take up studies in Poland.

In the situation referred to in the preceding sentence, the Senate of the University may also stipulate a specific mode and conditions of admission for persons arriving from a given country, provided that such a possibility is provided for in the generally applicable legislation.

5. The University Senate may also agree to waive the requirement to submit legalisation or an apostille in respect of persons arriving from a given country if the fulfilment of this step by the Applicants faces insurmountable or insurmountable obstacles, in particular related to the way diplomatic or consular posts operate.

§ 5

The amount of the admission fee, additional fees and tuition fees for Polish citizens and foreigners is determined by the University Senate.

III. ENROLMENT ONTO STUDENTS' LIST

§ 6

1. In order to be enrolled as a student of the WSB Merito University in Wroclaw must:
 - 1) complete online registration on the University's website (according to the choice of Faculty) www.merito.pl/wroclaw, www.merito.pl/opole);
 - 2) submit of the documents listed in § 3;
 - 3) fulfil the other requirements set out in § 3, if applicable;
 - 4) sign a contract for the provision of educational services to undergraduate students;
 - 5) obtain a decision pursuant to Article 323 of the Act of 20 July 2018- Law on Higher Education and Science, if applicable.
2. The University reserves the right to issue administrative decisions pursuant to Article 323(1)(6) of the Act of 20 July 2018 - Law on Higher Education and Science subject to the Applicant(s) fulfilling the specified condition in accordance with the regulations in force at the University.
3. Administrative decisions may be issued subject to the Applicant(s) fulfilling the following conditions set by the University:

	Grounds for issuing a conditional decision to a foreigner	Time limit for the execution of the conditional decision after which any extension of the original time limit may take place
1	Lack of original certificate with supplement entitling for studies	last day for admission under the Rules of admission
2	Absence of the original certificate together with the supplement authorising studies, stamped with an apostille or legalised	last day for admission under the Rules of admission
3	No decision by the Superintendent of Education	15 December for summer admission / 30 April for winter admission
4	Lack of translation of the original certificate for studies into Polish or English	last day for admission under the admission rules
5	Lack of translation of the original certificate together with the supplement entitling to study with an apostille or legalised into Polish or English	last day for admission under the admission rules
6	Lack of original diploma entitling to study	last day for admission under the admission rules
7	Lack of an original diploma with a supplement entitling to study, stamped with an apostille or legalised	last day for admission under the admission rules
8	Lack of information from the NAWA Director about the diploma issued by a foreign university, the level of study and the status of this university	15 December for summer admission / 30 April for winter admission
9	Lack of translation of the original diploma together with the supplement entitling to undertake studies with an apostille or legalised into Polish or English	last day for admission under the admission rules
10	Lack of translation of the original diploma entitling to study into Polish or English	last day for admission under the admission rules
11	No proof of knowledge of the language in which the studies are conducted	last day for admission under the admission rules

4. Where the Applicant(s) meets the premise set out in the table in paragraph 3, the University may issue an administrative decision subject to the party fulfilling the specified condition.
5. Failure to meet the condition within the indicated time limit results in an administrative decision stating the expiry of the conditional decision on enrolment and refusal of enrolment, in accordance with the provisions of the Act of 14 June 1960 - Code of Administrative Procedure.
6. In individual cases, the deadline for the fulfilment of the condition may be extended; this is done at the request of the Student and depends on whether the documents

submitted by the Student and the actions taken are promising for his/her fulfilment of the condition specified in the decision.

7. Admission to studies takes place until the number of places offered in a given course of study (place limit) is exhausted, provided that the place limit has been set by the Senate for a given course of study. The number of places means the unlimited number of persons who may be admitted to a given course of study, with persons enrolled on the student list for a given course of study in accordance with the Rules of admission being placed on the student list as soon as a person is enrolled on the student list.
8. Applicants who submit the necessary admission documents and apply for a certificate of admission for the purposes of applying for a student visa at a diplomatic or consular post of the Republic of Poland will be issued with such a certificate by the University, however, the University reserves the right to request the Applicant(s) in advance to present an e-mail message from the relevant post with the confirmed date of the Applicant(s)' visit to the consular department or consulate.

IV. FINAL PROVISIONS

§ 7

The Rules of admission do not apply to the admission of students financed or co-financed from the European Social Fund.

ATTACHMENT 1

List of disciplines taken into account for admission to undergraduate studies in the field of study in which the Applicant is enrolled:

Field of study	Disciplines	The scope of the new disciplines in relation to existing disciplines (and fields; where disciplines are not distinguished)
Administration and Internal Security	security sciences; legal sciences; political science and administration; management and quality sciences	security sciences; defence science; law; administrative sciences; political science; public policy science; administrative sciences; management sciences
Internal security	security sciences; legal sciences; political science and administration;	security sciences; defence science; law; administrative sciences; political science; public policy sciences; management sciences; political science;
Economics	economics and finance; management and quality science; political science and administration; socio-economic geography and spatial management; mathematics; political science and administration; social communication sciences	economics; finance; management science; administrative sciences; sciences of cognition and social communication; political science; public policy science; administrative sciences
Finance and accounting	economics and finance;	economics; finance;

	management and quality sciences; political science and administration; socio-economic geography and spatial management; mathematics	management science; administrative sciences; mathematics
Philology	linguistics; literature studies	linguistics; literature studies
IT	IT, technical informatics and telecommunications; management and quality sciences; mathematics	IT; IT (field of mathematical sciences or field of science and natural sciences); computer sciences and IT; mathematics
Pedagogy	pedagogy	pedagogy
Logistics	architecture and urban planning; automation; electronics and electrical engineering; technical informatics and telecommunications; chemical engineering; civil engineering and transport; materials engineering; mechanical engineering; environmental engineering; mining and energy; economics and finance; socio-economic geography and spatial management; security sciences; management and quality sciences; legal sciences; IT; mathematics; chemical sciences; physical sciences;	architecture and urban planning; automation and robotics; electronics; electrical engineering; IT; telecommunications; materials engineering; metallurgy; textile engineering (in terms of materials); commodity science; mechanical engineering and operation; production engineering; mechanics; textile engineering (in terms of equipment); agricultural engineering; energy; mining and engineering geology; environmental engineering; environmental protection and shaping (field of agricultural sciences); mathematics; environmental protection; physics;

	earth and environmental sciences	geophysics (field of earth sciences); geophysics (field of physical sciences); geography (excluding the field relating to socio-economic geography); geology; oceanology
Tourism and leisure	socio-economic geography and spatial management; physical culture sciences; Earth and environmental sciences; economics and finance; management and quality sciences	economics (in the field of land management); geography (in terms of socio-economic geography); field of physical culture sciences; geophysics (field of earth sciences); geophysics (field of physical sciences); Geography (excluding coverage of socio-economic geography); geology; oceanology; economics; finance; management sciences
Management	management and quality sciences; economics and finance; socio-economic geography and spatial management; political science and administration; social communication sciences and media	economics; finance; management science; administrative sciences; sciences of cognition and social communication; political science; public policy science; administrative sciences
Public health*	health sciences; medical science; pharmaceutical sciences; physical culture sciences; psychology; pedagogy; sociological sciences; legal sciences; management and quality sciences;	health sciences; medical biology; medicine; dentistry; pharmaceutical sciences; physical culture sciences; food and nutrition technology; veterinary sciences; economics; (economics and business); media science;

	<p>political and administrative sciences; social communication and media sciences; security sciences; economics and finance; veterinary science ; food and nutrition technology; Earth and environmental sciences; management sciences; biological sciences</p>	<p>sciences of cognition and social communication; biology and information science; political science; public policy science; administrative sciences; management sciences (humanities disciplines); management sciences (field of economic sciences); law, administrative sciences; sociology; pedagogy; psychology</p>
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* admission subject to a decision of the Minister of Science and Higher Education granting WSB Merito University in Wroclaw the right to run studies in this field of study

ATTACHMENT 2

LANGUAGE CERTIFICATES

(undergraduate studies - at least B1 level, graduate studies - at least B2 level) on the GLOBAL LANGUAGE SKILLS SCALE according to the 'COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES: LEARNING, TEACHING, ASSESSMENT (CEFR) - EUROPEAN SYSTEM OF REFERENCE FOR LANGUAGE EDUCATION: LEARNING, TEACHING, ASSESSMENT (ESOKJ)".

1. Certificates issued by institutions affiliated to the Association of Language Testers in Europe (ALTE) - in particular certificates:
 - 1) Cambridge English: Preliminary (PET),
 - 2) First Certificate in English (FCE) or Cambridge English: First (FCE),
 - 3) Certificate in Advanced English (CAE),
 - 4) Certificate of Proficiency in English (CPE),
 - 5) Business English Certificate (BEC) Preliminary,
 - 6) Business English Certificate (BEC) Vantage,
 - 7) Business English Certificate (BEC) Higher,
 - 8) Certificate in English for International Business and Trade (CEIBT),
 - 9) ESOL Skills for Life - Entry Level 3 and Level 1,
 - 10) Integrated Skills in English (ISE) I and II
2. Certificates from the following institutions:
 - 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 (ESOL) - Level Achiever *together with* City & Guilds Entry Level Certificate in ESOL

- International (Spoken) Achiever (B1) 500/1772/X, also operating under the name: 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 together with City & Guilds Level 1 Certificate in ESOL International (Spoken) Communicator (B2) 500/1775/5, also functioning 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 certifications:
- 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 - specifically certifications:
- a) London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 1 (Credit) to 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) to 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:
- 1) B1 Certificate in English,
 - 2) B1 TELC School Certificate in English,

- 3) B1 Certificate in English for Business Purposes,
 - 4) B1 Certificate in English for Hotel,
 - 5) B2 Certificate in English - advantage,
 - 6) B2 Certificate in English for Business Purposes - advantage,
 - 7) B2 Certificate in English for Technical Purposes,
 - 8) B2 Certificate in English Stage 3,
 - 9) telc English B1 and B2,
 - 10) telc English B1 Business and B2 Business,
 - 11) telc English B2 Technical
4. Certificate in English Language Skills (CELS) - Level Threshold and Level Vantage.
 5. Others listed in the Annex to the Ordinance of the Minister of Foreign Affairs of 25 January 2022 on medical examinations and documents confirming the fulfilment of certain conditions required for the award of diplomatic rank (Journal of Laws of 2022, item 256).

Source:

Regulation of the Prime Minister of 16 December 2009 on the manner of conducting qualification proceedings in the civil service (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 2022, item 1241), Regulation of the Minister of National Education of 1 August 2017 on detailed qualifications required from teachers (Journal of Laws of 2022, item 2116), Ordinance of the Minister of Foreign Affairs of 25 January 2022 on medical examinations and documents confirming fulfilment of certain conditions required for granting diplomatic rank (Journal of Laws of 2022, item 256)