

**ORDER No. 109/2020**  
**OF THE RECTOR OF THE SIEDLCE UNIVERSITY OF NATURAL**  
**SCIENCES AND HUMANITIES (UPH)**  
**in Siedlce**

**of 10 July 2020**

**on enrollment and pursuance of degree programmes, post-diploma studies and other forms of education at UPH by non-Polish nationals**

Pursuant to Article 23(2)(2) of the Law on Higher Education and Science of 20 July 2018 (J. of Laws of 2020, Item 85 as amended) and § 13(3) Point 25 of the UPH Statute, it is hereby ordered as follows:

**§ 1**

1. Non-Polish nationals, hereinafter referred to as “foreigners”, may enrol in and pursue studies subject to the rules set forth in:
  - 1) Article 323, Article 324 and Article 326 of the Law on Higher Education and Science (J. of Laws of 2020, Item 85, as amended);
  - 2) The Regulation of the Minister of National Education of 25 March 2015 on procedures for recognition of certificates or other documents, or confirmation of qualifications or rights to continue education, acquired in a foreign system of education (J. of Laws of 2015, Item 447, as amended);
  - 3) The Regulation of the Minister of Science and Higher Education dated 28 September 2018 on the validation (recognition) of higher-education diplomas awarded abroad and verification of completion of higher education at a specific level (J. of Laws of 2018, 1881).
2. The selection procedure for foreigners is based on the principles applicable to Polish nationals, including the provisions provided for herein.
3. A detailed application calendar and the rules of online enrollment in the first-cycle, second-cycle, and one-tier university programmes are set forth annually by an Order of the Rector.
4. In the event of candidates seeking admission to post-diploma studies or other forms of education, the dates set by the Faculty offering a given programme shall be binding.
5. Administrative decisions concerning the acceptance or rejection of a foreigner shall be made by the Rector.

6. In the event specified in § 5(1), the Rector shall place the candidate on the list of first-year students and issue a conditional administrative decision on admission, provided the student complies with the obligations stipulated therein within the time limit provided for in § 5(2) or else an administrative decision annulling the decision on admission will be issued.

## § 2

1. Foreigners who intend to take up studies conducted in the Polish language, but who have no Certificate of Proficiency in Polish issued by the State Commission for the Certification of the Command of Polish as a Foreign Language (PKdsPZJPjO), or those who have not completed a yearly training course to take up studies in the Polish language in institutions designated by the minister competent for Higher Education and Science, shall take a Polish language exam at UPH (composed of a written and an oral part), subject to paragraphs 2-4.
2. In any periods of limitation or suspension of University operations, the Polish language exam shall be conducted only in the written form solely via the "G-Suite" service forms, bearing in mind § 3.
3. The following candidates are exempt from the obligation to take the exam referred to in paragraph 1:
  - 1) Graduates of secondary schools or schools of higher education based in Poland, with Polish as the language of instructions;
  - 2) winners/finalists of the "Dzieje Polski" History Competition in Grodno, subject to paragraph 6;
  - 3) winners of the Literary Competition in Grodno.
4. In any periods of limitation or suspension of University operations, also the following foreign candidates are exempt from the obligation to take the exam referred to in paragraph 1:
  - 1) holders of a Certificate, Diploma or another document confirming secondary-school completion abroad, where the language of instruction was Polish, or
  - 2) holders of a certificate or another certification confirming the command of the Polish language minimum at B2 level within the meaning of the Common European Framework of Reference for Languages.
5. The documents referred to in paragraph 4 shall be verified by the Examination Committee appointed to conduct the Polish language exam. Should a document not entitle a candidate to take up a programme offered in the Polish language, the foreigner is referred to the Polish language exam.
6. In the event of foreigners applying for admission to the first-cycle university programme - Polish Philology - whose Secondary School-Leaving Diploma shows no grade in the Polish language, the grade awarded during an exam confirming proficiency in the Polish language will be taken into account instead.

## § 3

1. In any periods of limitation or suspension of University operations, a candidate who has submitted scans of the required documents and paid the application fee will receive a link to a form with the Polish language exam to the email address provided in the IRK system.
2. During the exam, a video-conference system is used to, among other things:
  - 1) confirm the identity of the candidate;
  - 2) draw up an individual exam protocol for each candidate;
  - 3) monitor the candidate during the exam.
3. During the exam, all candidates must have their cameras switched on to make sure their work independently.
4. The examination committee shall draw up individual protocols and submit them with the candidates' personal files.
5. If connection is lost during the exam, the examination committee either takes a decision to re-sit the exam or evaluates the work on the basis of the part taken.

#### **§ 4**

1. Foreigners applying for admission to university programmes shall file the following documents within the prescribed period:
  - 1) in the case of first-cycle university programmes and one-tier programmes - a Secondary School-Leaving Diploma (High School Diploma/Baccalaureate certificate), for the University to make a copy and certify it for conformity with original document;
  - 2) in the case of second-cycle university programmes - a Diploma of higher education, including Diploma supplement or a student record book, if there is a need to decide if the field of study completed is a related study field, for the University to make copies and certify them for conformity with original documents;
  - 3) in the case of post-Diploma university courses and other forms of education, documents prescribed by a Faculty offering the programme.
2. Foreigners applying for admission to first-cycle, second-cycle, and one-tier university programmes shall file the following documents, in addition to the documents set forth in paragraph 1(1) and (2), within the prescribed period:
  - 1) a personal information sheet including a photograph of the candidate meeting the requirements set for ID photographs, printed off the candidate's personal registration account;
  - 2) an application for an electronic student ID card, printed after the foreigner has uploaded his photo into the personal registration account;
  - 3) in the case of foreigners residing within the territory of the Republic of Poland, a confirmation of legalization of the stay;
  - 4) a proof of application fee payment at the rate applying to candidates who are Polish nationals;
  - 5) documents confirming the right to enrol in the university programme free of charges for educational services related to the education of foreigners at full-time studies in the Polish language;
  - 6) a statement of having Polish descent in the case of candidates of Polish origins;
  - 7) a certificate of completion of a yearly training course (foundation year) to take up studies in the Polish language or a Certificate of Proficiency in Polish issued by the

State Commission for the Certification of the Command of Polish as a Foreign Language (PKdsPZJPjO);

- 8) in any periods of limitation or suspension of University operations:
    - a) a Certificate, Diploma or another document confirming secondary-school completion abroad, where the language of instruction was Polish, or
    - b) a certificate or another certification confirming the command of the Polish language minimum at B2 level within the meaning of the Common European Framework of Reference for Languages;
  - 9) a consent of the parents/legal guardians to enrol in the studies, in the case of a minor;
  - 10) a proof of having a pedagogical training (such as a Diploma Supplement or Student Record Book) - applicable to candidates to the field of special needs education.
3. Foreigners applying for admission shall file the following documents, in addition to the documents set forth in paragraph 1 and 2:
- 1) a certificate confirming that the submitted Secondary School-Leaving Diploma (High School Diploma/Baccalaureate certificate) or a Diploma of higher education entitles their holders to apply for admission to university programmes or to continue education at any type of a higher education institution in the system of education in which the institution issuing such Diploma operates. The certificate can be issued either by the institution of higher education/university in which the studies were pursued or by the educational authorities of the state within the territory of which, or in the educational system of which, the certificate/Diploma was issued;
  - 2) a certification in the form of legalisation, or Apostille - if a document was issued by an institution operating in the system of education of a state that is a signatory of the Hague Convention of 5 October 1961 abolishing the requirement of legalisation for foreign public documents;
4. In the event of a Secondary School-Leaving Diploma (High School Diploma/Baccalaureate certificate) or a Diploma issued in the country with which Poland has not concluded any agreements on the mutual recognition of educational qualifications or in the event of a document originating from a country with which Poland has concluded such an agreement, but which is not covered by the agreement, a foreigner shall submit a certificate of diploma validation or an administrative decision issued by a relevant Chief Education Officer confirming the right to apply for admission to higher education degree programmes.
5. UPH may require that a candidate submits a document presenting a grading scale, should it not be included in the Secondary School-Leaving Diploma (High School Diploma/Baccalaureate certificate) or a Diploma of higher education, confirmed by:
- 1) the secondary school the candidate graduated from - in the event of applicants to first-cycle and one-tier university programmes,
  - 2) the university the candidate graduated from - in the event of applicants to second-cycle university programmes.
6. Candidates may apply for admission to programmes conducted in the English language, if:

- 1) they hold a document confirming their command of the English language specified in the provisions issued under Article 47 of the Act of 21 November 2008 on Civil Services (J. of Laws of 2020 Item 265 as amended) or
  - 2) they hold a Certificate, Diploma or another document confirming secondary-school completion abroad, where the language of instruction was English, or
  - 3) it is confirmed in the process of enrolment that their preparation and level of command of the English language allows them to take up studies in English.
7. All documents issued abroad should be translated into the Polish language by a sworn translator entered into the register of sworn translators/interpreters maintained by the Minister of Justice or produced and attested by a relevant Consul of the Republic of Poland.
8. Any candidate meeting the conditions to be enrolled as a student shall submit by 1 October of a given year an insurance policy with the minimum coverage of EUR 30,000 as a sickness insurance or an accident cover for the period of pursuing education in Poland or the European Health Insurance Card or a statement of joining the Polish National Health Fund (NFZ) immediately after start of study;

#### **§ 5**

1. In any periods of limitation or suspension of University operations, all required documents shall be submitted in the form of scans with individual accounts in the IRK programme: All attachments shall be in the pdf format, subject to paragraph 2.
2. Any candidate who receives a decision on conditional admission shall, by 30 October of a given year, submit the originals of the above documents with the Dean's Office of a relevant Faculty to be verified and certified by the University for their conformity with the original documents, to personally sign the personal information sheet, the ELS application and statements.
3. In any periods of limitation or suspension of University operations, if a scan of the required document confirming the command of the Polish language as set forth in § 2 is not uploaded, the candidate shall take an on-line Polish language exam.

#### **§ 6**

1. The Admissions Committee shall verify the correctness of data entered into the IRK system upon the reception of the specified set of documents or scans provided for in § 5. All consequences of any errors made when completing the online forms, failing to complete the forms, or submitting untrue information shall be borne by the candidate.
2. In the case of candidates to first-cycle and one-tier university programmes holding a Secondary School-Leaving Diploma (High School Diploma/Baccalaureate certificate) from abroad, the Admissions Committee shall convert the points/results from a selected subject taken in the secondary school-leaving exam on a case-by-case basis, having due regard for the grading scales binding in the candidate's country of origin.
3. The method of conversion of grades in diplomas issued abroad not provided for in Annex 2 shall be the competency of relevant Admission Committees. Admission Committees convert the grades in Secondary School-Leaving Certificates issued abroad taking into account the general rules provided for in the Resolution on the

conditions, procedures and enrolment start and end dates in a given academic year

### **§ 7**

1. Foreigners enrolled in first-cycle, second-cycle, and one-tier university programmes, provided for in Article 79(1)(5) of the Law on Higher Education and Science, on a fee basis shall submit the fees prescribed for a given field of study as stipulated in Annex 1 to this Order.
2. Foreigners enrolled in part-time first-cycle, second-cycle and one-tier university programmes, or post-Diploma university courses or other forms of education shall pay the fees at the rates applicable to the students/participants who are Polish nationals.

### **§ 8**

1. UPH shall charge foreigners admitted to first-cycle, second-cycle, and one-tier university programmes, for the following:
  - 1) retaking specific courses due to unsatisfactory academic performance;
  - 2) providing courses not included in the curriculum, including any extra specialty courses.
2. The fees specified in paragraph 1 as well as payment dates and methods shall be determined by the Rector by way of an Order.

### **§ 9**

1. Tuition fees for first-, second-, and third-cycle programmes and post-Diploma university courses and other forms of education shall be paid into an individual bank account number. The fees shall be paid by the first day of classes in a given semester and shall cover all semester.
2. In justified cases, the Rector, at the request of the interested party, may extend the payment date or consent to payment in instalments.
3. The date of payment shall be the date the funds (charges) are credited in the bank account of the University. Statutory interest on any late payment shall be charged over and above the amount of fee.
4. Any student who fails to pay the fee due shall be requested, not later than within 14 days from the due date, to make the payment within 7 days from the day of service of the request for payment, or the student may be removed from the register.
5. Tuition fees paid shall not be reimbursed, subject to paragraph 6.
6. Tuition fees paid shall be reimbursed for any period during which a foreign student was not studying, should he be granted a leave or should he withdraw for health reasons, as evidenced by a medical certificate, or should he have any other important and documented unforeseen reasons.
7. Conditions of and procedures for reduced tuitions:
  - 1) The Resolution of the University Senate on the principles of charging for the provided educational services and the procedures and conditions of fee exemption - in the case of foreigners admitted to University on the principles applicable to Polish nationals;
  - 2) Rector's decision - in the remaining cases, subject to the fact that the right to apply for reduced tuition fee may be exercised after completion of the first year of a studies,

and that the tuition fee may be reduced by a maximum of 25%, for a maximum of one semester at first-cycle, second-cycle, and one-tier university programmes.

#### **§ 10**

The University levies fees on all students/participants for the issuance of documents related to the study course at the rate specified in a regulation of the minister competent for higher education and science.

#### **§ 11**

1. Foreigners may apply for admission as students transferring from other universities or as students reopening their programmes. They may also apply for a transfer to another mode or field of study.
2. In the cases stipulated in paragraph 1, including the financial conditions of educational training, decisions shall be made by the Rector having obtained the opinion of the Dean.

#### **§ 12**

The Order of the Rector No. 31/2019 of 6 May 2019 on enrolment and pursuance of degree programmes, post-diploma studies and other forms of education at UPH by non-Polish nationals is repealed.

#### **§ 13**

This Order shall enter into force on the date of its signing.

RECTOR

Professor Tamara Zacharuk  
University Professor

Annex 1  
to the Rector's Order No. 109/2020

Item	Field	Tuition fee per semester in PLN
1	2	3
<b>FACULTY OF AGROBIOENGINEERING AND ANIMAL SCIENCES</b>		
1.	first-cycle programme, second-cycle programme	2,900
2.	third-cycle programme	2,900
<b>FACULTY OF HUMANITIES</b>		
3.	first-cycle programme, second-cycle programme	2,600
4.	third-cycle programme	2,600
<b>FACULTY OF MEDICAL AND HEALTH SCIENCES</b>		
5.	first-cycle programme, second-cycle programme	2,900
6.	Tourism and Recreation	2,600
<b>FACULTY OF SOCIAL SCIENCES</b>		
7.	first-cycle programme, second-cycle programme and one-tier programme	2,600
8.	third-cycle programme	2,600
<b>FACULTY OF SCIENCE AND NATURAL SCIENCES</b>		
9.	first-cycle programme, second-cycle programme	2,900
10.	third-cycle programme	2,900



**Calculation of foreign diploma results entitling one to enrol in first-cycle and one-tier programmes**

<b>Name of the country which issued the Diploma</b>	<b>Conversion</b>
<b>Belarus</b>	<b>School subjects (Atestat)</b>
	<b>Scale 1-10</b>
	10 – 100% – bdb (A)
	9 – 90 %
	8 – 80 %
	7 – 70 %
	6 – 60 %
	5 – 50 %
	4 – 40 %
	3 – 30 %
	1-2 – 0 %
<b>Czech Republic</b>	<b>School subjects</b>
	<b>Scale 1-5</b>
	1 (vyborny) – 100%
	2 (chvalitebny) – 80%
	3 (dobry) – 60 %
	4 (dostatecny) – 30%
5 (nedostatecny) – 0%	
<b>Kazachstan</b>	<b>School subjects (Atestat)</b>
	<b>Scale 2-5</b>
	5 – 100%
	4 – 85%
	3 – 40%
	2 – 0%
	<b>School subjects</b>
	<b>Scale 1-10</b>
	10 – 100 %
	9 – 90 %
	8 – 75 %

<b>Lithuania</b>	7 – 60 %
	6 – 45 %
	5 – 30 %
	1-4 – 0 %
<b>Russia</b>	<b>School subjects (Atestat)</b>
	<b>Scale 2-5</b>
	5 – 100 %
	4 – 85 %
	3 – 40 %
	2 – 0 %
<b>Slovakia</b>	<b>School subjects</b>
	<b>Scale 1-5</b>
	1 – 100%
	2 – 80%
	3 – 60%
	4 – 30%
<b>Ukraine</b>	<b>School subjects (Atestat)</b>
	<b>Scale 1-12</b>
	12 – 100 %
	11 – 90 %
	10 – 80 %
	9 – 70 %
	8 – 60 %
	7 – 50 %
	6 – 40 %
	4-5 – 30 %
	1-3 – 0 %
<b>United Kingdom</b>	<b>GCE A-Levels*</b>
	<b>letter grade scale</b>
	91 – 100% – bdb (A)
	A – 90%
	B – 75%
	C – 60%
	D – 45%
	E – 30%
*at least three GCE A-Levels are required	

In all cases not provided for in this Annex, the general provisions of the Resolution on the conditions, procedures and enrollment start and end dates in a given academic year shall apply.

