

ORDER No. 35/2016
OF THE RECTOR OF THE SIEDLCE UNIVERSITY
OF NATURAL SCIENCES AND HUMANITIES
(UPH)

dated 24 May, 2016

on enrolment and pursuance of degree programmes and post-Diploma studies at UPH by non-Polish nationals

Pursuant to Article 66(1) of the Law on Higher Education dated 27 July 2005 (i.e. Dz. U. (J. of Laws) 2012 Item 572, as amended) and § 53(1) of the UPH Statute, in relation to § 17(1) of the Regulation of the Minister of Science and Higher Education dated 12 October 2006 on enrolment and pursuance of degree programmes and training courses by foreigners and their involvement in research and development (J. of Laws No. 190, Item 1406, as amended), 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 43 and Article 191a of the Law on Higher Education (J. of Laws of 2012, Item 572, as amended);
 - 2) The Regulation of the Minister of Science and Higher Education dated 12 October 2006 on enrolment and pursuance of degree programmes and training courses by foreigners and their involvement in research and development (J. of Laws No. 190, Item 1406, as amended);
 - 3) 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);
 - 4) The Regulation of the Minister of Science and Higher Education dated 19 August 2015 on the validation (recognition) of Diplomas of Higher Education awarded abroad and on the verification of completion of higher education at a specific level of education (J. of Laws of 2015, 1467, as amended).
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 enrolment in the first-cycle and the second-cycle studies are determined by the Order of the Rector every year.
4. In the event of candidates to third-cycle studies (doctoral programmes) or post-Diploma university courses, the binding deadlines are set forth by a relevant UPH’s organisational entity.

§ 2

1. Foreigners who intend to take up studies conducted in the Polish language, but 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, take an exam in the Polish language composed of both written and oral parts, subject to paragraph 2.
2. The following candidates are exempt from the obligation to pass the exam provided for in paragraph 1:

- 1) Graduates of secondary schools and schools of higher education based in Poland;
 - 2) Winners/finalists of the "Dzieje Polski" History Competition in Grodno, subject to paragraph 3;
 - 3) Winners of the Literary Competition in Grodno.
3. In the event of a foreigner applying for admission to first-cycle studies, Polish Philology, whose Secondary School-Leaving Diploma shows no grade in the Polish language, the grade awarded during the exam confirming proficiency in the Polish language shall be taken into account instead.

§ 3

1. Foreigners applying for admission to university programmes shall file the following documents at the prescribed place and period:
 - 1) In the case of first-cycle studies – a Certificate of Secondary Education (High School Diploma/Baccalaureate certificate), to make a copy and certify it for conformity with the original document;
 - 2) In the case of second-cycle studies – a Diploma of Higher Education, including Diploma supplement or a student record book, for copies to be made and certified them for conformity with original documents;
 - 3) In the case of third-cycle studies (doctoral programmes) or post-Diploma university courses, documents prescribed by a relevant UPH's organisational entity offering the programme,
2. Foreigners applying for admission to first-cycle and second-cycle studies shall file the following documents, in addition to the documents set forth in paragraph 1(1) and (2), within the prescribed period:
 - 1) An application for admission to a higher education institution printed off the personal registration account in the IRK system;
 - 2) An application for an electronic student ID card printed after a personal photo had been uploaded into the personal registration account;
 - 3) A copy, certified by UPH, of Passport (the page with the photo and the page with the Visa) or a residence card or any other document authorising one to stay within the territory of the Republic of Poland;
 - 4) One up-to-date photo taken in compliance with the requirements observed when issuing Polish Identity Cards;
 - 5) A proof of payment of the application fee and the student ID card fee at the rate applying to candidates who are Polish nationals;
 - 6) An up-to-date medical certificate demonstrating that there are no contraindications to pursue training in a given field and mode of study;
 - 7) 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 European Health Insurance Card or a statement of joining the Polish National Health Fund (NFZ) immediately after start of study;
 - 8) A copy of the Pole's Card (Karta Polaka) certified for conformity with the original by UPH, in the case of card holders;
 - 9) One's statement on the choice of the principles of enrolment and pursuance of studies in the case of the Pole's Card holders;
 - 10) A certificate of Polish origins issued by the consulate pursuant to the provisions of the Act on repatriation, in the case of candidates of Polish origins;
 - 11) A certificate of completion of a yearly training course 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);
 - 12) A consent of the parents/legal guardians to enrol in the studies, in the case of a minor;

- 13) One's statement regarding the pursuance or completion of programmes at other full-time fields of studies at public universities - this is applicable solely to a candidate to full-time programmes.
3. Foreigners applying for admission to studies shall file the following documents, in addition to the documents set forth in paragraph 1 and 2:
 - 1) A certificate confirming that the submitted Certificate of Secondary Education (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 Certificate of Secondary Education (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 ask a candidate to submit a document presenting a grading scale, should it not be included in the Certificate of Secondary Education (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 studies,
 - 2) The university the candidate graduated from –in the event of applicants to second- or third-cycle studies.
6. 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.

§ 4

1. Foreigners enrolled in first-, second-, and third-cycle (doctoral) degree programmes on a fee- basis shall submit the payment prescribed for a given field of study as stipulated in the Annex to this Order.
2. Foreigners admitted to third-cycle studies on a fee basis shall bear the cost of doctoral thesis pursuant to a calculation made on the basis of the provisions of the Minister competent for higher education.
3. Foreigners enrolled in part-time first-, second-, and third-cycle (doctoral) programmes or post-Diploma university courses shall pay the fees at the rates applicable to the students/participants who are Polish nationals.

§ 5

1. UPH shall charge foreigners admitted to first- and second-cycle degree programmes, pursuant to the rules applicable to Polish nationals, or on a fee basis, 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 designated by Order of the Rector.

§ 6

1. Tuition fees for first-, second-, and third-cycle programmes and post-Diploma university courses 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 approve to payment in instalments.
3. The date of payment shall be the date the money (charges) is credited in the bank account of the University. Statutory interest on arrears shall be charged over and above the amount of fee.
4. Any student with fees outstanding for a period exceeding three months shall be removed from the list of students/doctoral candidates/participants.
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%.

§ 7

The University levies fees on all students/doctoral candidates/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.

§ 8

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. Decisions, including the training financial conditions, in the cases stipulated in paragraph 1 shall be made by the rector after obtaining the opinion of the head of the basic organisational entity.

§ 9

The Order No. 43/2012 of the Rector of the Siedlce University of Natural Sciences and Humanities on enrolment and pursuance of degree programmes by non-Polish nationals dated 25 May 2012 is repealed.

§ 10

This Order shall enter into force on the date of signature hereof.

RECTOR

Professor Tamara
Zacharuk

(dr. hab. prof. nadzw.)

Annex to the Order No. 35/2016 of
the Rector of UPH in Siedlce dated 24 May 2016

Item	Field	Tuition fee per semester in PLN
1	2	3
FACULTY OF HUMANITIES		
1.	First-cycle studies, second-cycle studies	2,600
2.	Third-cycle studies	2,600
FACULTY OF ECONOMIC AND LEGAL SCIENCES		
3.	First-cycle studies, second-cycle studies	2,600
FACULTY OF SCIENCE		
4.	First-cycle studies, second-cycle studies	2,900
FACULTY OF NATURAL SCIENCES		
5.	Tourism and Recreation – first-cycle studies	2,600
6.	First-cycle studies, second-cycle studies	2,900
7.	Third-cycle studies	2,900