

Foreign Admissions Terms and Procedures

- I.** For the 2017/18 academic year, from 1st April to 30th September 2017, the WSKiZ opens admissions to the following **fields of studies to be studied either full or part time**:
 - a. Automatic Control Engineering & Robotics
 - b. Pedagogy
 - c. Management & Production Engineering

- II.** A minimum of **20 students** need to be admitted to a class for the class to be formed. Candidates, please take note.

- III.** The maximum admission quotas to each of the above fields of studies are set at **150 persons**.

- IV.** Registration and admission fee payment deadline: **15th August 2017**.

Admission policies

To be admitted, a candidate needs to hold a graduation certificate of secondary education or an equivalent foreign document.

Additionally, a candidate needs to prove his/her command of Polish or English at a level defined in the Regulation by the Minister of Science and Higher Education, unless they are native speakers of one of the languages or have attended a secondary school with Polish or English, respectively, as a language of instruction. Alternatively, a candidate may present a certificate issued by the WSKiZ Language Commission that his/her command of the relevant language is sufficient to take up studies. A candidate, when completing an admission application form, is required to choose the language of instruction (Polish or English).

Deadlines

Registration (payment of admission fees and filing of an admission application form) has to be done by 15th August 2017 at the latest either by e-mail or by post to the WSKiZ address.

Confirmation of Registration

The final list of candidates will be drawn up, relying on admission fee payments and filed documents. **The list of admitted candidates will be announced on 31st August 2017.**

Enrolment (filing of lacking documents): not later than 20th September 2017. Admitted candidates should enrol by this date. Failure to do so will result in a refusal of admission.

If a candidate is refused admission, he/she may appeal in writing to the Rector of the WSKiZ within 14 days from the refusal. The Rector's decision is final.

Important: Candidates are admitted on a first come, first served basis.

Documents to be filed

At the registration:

To confirm their registration, all candidates are expected to file the following documents:

1. 3 photographs
2. A scan of the Polish personal identity card or the passport photograph page
3. A certified translation into Polish of any filed document executed in a language other than Polish.
4. A scan of the Polish graduation certificate of secondary education, International Baccalaureate (IB) certificate, European Baccalaureate (EB) certificate or a foreign document entitling the bearer to apply for admission to institutions of higher education in the Republic of Poland. In the event that a candidate does not have one of such documents at the time of registration, he/she is to file a certificate issued by a relevant institution that he/she is entitled to apply for admission to institutions of higher education of any type in the country in which the institution issuing

the certificate is based. The certificate is to provide information on the education results obtained by the person concerned.

5. A certificate of the command of Polish/English

6. Admission application form.

At the enrolment:

All candidates, while enrolling at the WSKiZ, are expected to file the following documents:

1. A photocopy of the Polish graduation certificate of secondary education, International Baccalaureate (IB) certificate, European Baccalaureate (EB) certificate or a foreign document entitling the bearer to apply for admission to institutions of higher education in the Republic of Poland (with its original for inspection). In the event that a candidate does not have one of such documents at the time of enrolment, he/she is to file a certificate issued by a relevant institution that he/she is entitled to apply for admission to institutions of higher education of any type in the country in which the institution issuing the certificate is based. The certificate is to provide information on the education results obtained by the person concerned and be accompanied by a statement in writing, promising that the candidate will file a photocopy of the relevant secondary school certificate (and present its original for inspection) by the set deadline. Failing that, the admission commission will refuse admission.
2. Foreign documents (except for IB or EB certificates) must bear an apostille or be legalized.
3. A scan of the Polish personal identity card or the passport photograph page (with its original for inspection).
4. A certified translation into Polish of any filed document executed in a language other than Polish.
5. In the event a candidate enrolls by post, he/she is expected to file a statement promising to present for inspection original documents required

at enrolment by 20th September 2017. Failing that, the admission commission will refuse admission.

6. The photocopy of a health and/or accident insurance policy for the period of studying in Poland or the photocopy of a European Health Insurance Card (with its original for inspection) or a statement promising to take out insurance in the Polish National Health Fund immediately after beginning studies in Poland. If you enrol by post, the documents filed should be accompanied by a statement promising that you will file this document by 20th September 2017 or else you will be refused admission by the admission commission.
7. A photocopy of the certificate of the command of the language of instruction (if foreign to the candidate). No certificate is required from candidates for whom the language of instruction is native or who have attended a secondary school with Polish or English, respectively, as a language of instruction. Alternatively, a candidate may present a certificate issued by the WSKiZ Language Commission that his/her command of the relevant language is sufficient to take up studies.
8. Tuition fee payment (for the whole year in advance if studies in English are chosen).

The candidates who hold a graduation certificate of secondary education issued outside Poland, other than an International Baccalaureate (IB) certificate, European Baccalaureate (EB) certificate, with the exception of certificates obtained in EU, OECD and EFTA countries and certificates recognized pursuant to international agreements, must file:

1. A decision by a competent School District Superintendent, recognizing a foreign document as entitling its bearer to apply for admission to institutions of higher education in the Republic of Poland or a statement in writing promising to file such a decision by the end of the first semester of studies at the latest.

Language courses

If a candidate does not know Polish or English, or his/her command of one of these languages is insufficient to take up studies, it is recommended that he/she enrolls at a language course offered by the WSKiZ. The courses are designed to fit the needs of any person interested in learning a language.