

ADMISSION REGULATIONS

at the University of Ecology and Management in Warsaw, for academic year 2020/2021

§ 1

1. These Regulations specify recruitment conditions and requirements, including online recruitment, for each field, first and second cycle of study, full-time as well as part-time offered by the University of Ecology and Management in Warsaw in the academic year 2020/2021. List of available fields of study constitutes Appendix № 1 to these Regulations.
2. In case of establishing a new field of study, the WSEiZ Senate shall adopt a resolution on terms and conditions of the recruitment process regarding the new field of studies.
3. The decision referred to in § 1 paragraph 2 will be published in Public Information Bulletin on website of the WSEiZ within 14 days from the date of its issue.

§ 2

1. The staff members of the Rector's Office and the Department of Marketing and International Cooperation are authorized for conducting a recruitment process. If needed additional committee shall be appointed by Rector to verify artistic skills.
2. Admission to the University takes place through:
 - a) recruitment process,
 - b) confirmation of education outcomes,
 - c) transfer from other university or foreign university.
3. Admission to the University takes place through registration on the list of students.
4. The results of recruitment process are open.
5. In the case of studies covered by EU funding, the condition for inclusion to the list of project participants is to fulfil the conditions specified in the project regulations.
6. Foreign candidates shall be admitted and study on the basis of an administrative decision of the Rector or agreements concluded with foreign entities and WSEiZ under the rules set out in such agreements.
7. The staff members of the Rector's Office and the Department of Marketing and International Cooperation have the right to enter into a contract with candidates and students or to terminate it.

§ 3

Persons with disabilities are provided with assistance appropriate to the type and degree of disability in the qualification procedures.

§ 4

1. For the first-cycle studies can be admitted a person who has:
 - a) matriculation certificate or matriculation certificate along with the confirmation of the results of matriculation examination from each subject, as referred to in the legislation on the education system,
 - b) matriculation certificate and a diploma confirming professional competences in a profession taught at technical level, as referred to in the legislation on the education system,
 - c) matriculation certificate together with the results of matriculation examination from each subject a diploma confirming professional competences in a profession taught at technical level, as referred to in the legislation on the education system,
 - d) certificate or other document recognised in the Republic of Poland as a document entitling to apply for admission to studies pursuant to Article 93, section 3 of the Act of 7 September 1991 on the Education System (Journal of Laws of 2018, item 1457, as amended),
 - e) certificate and other document or diploma as referred to in Article 93, section 1, point 4 of the Act of 7 September 1991 on the Education System (Journal of Laws of 2018, item 1457, as amended),
 - f) certificate or diploma recognised in the Republic of Poland as a document entitling to apply for admission to studies in accordance with a bilateral agreement on mutual recognition of education;
 - g) certificate or other document recognised as equivalent to the Polish matriculation certificate under the provisions in force until 31 March 2015.
2. For the second-cycle studies can be admitted a person who received a diploma of first-cycle studies.
In case of applying for second-cycle studies:
 - a) in the field of Architecture, candidates should hold a first-cycle diploma in Architecture, Architecture and Urban Planning or equivalent,
 - b) in the field of Interior Design, candidates should hold a first-cycle diploma in Interior Design, Architecture/ Architecture and Urban Planning or Design. In exceptional cases graduates of other majors can apply for admission as long as they obtain certain competences in plastic design. These candidates will be interviewed and may be offered 1-2 supplementary semesters and/or program differences to supplement knowledge,
 - c) in a different field of study than the previously completed field of study, the Rector may specify additional requirements and rules for supplementing the learning outcomes,
 - d) a candidate who, as a result of the completion of first-cycle studies, has not obtained engineering competence may be admitted to second-cycle studies leading to the professional title of master engineer, in accordance with the requirements and rules for the completion of learning outcomes set by the Rector.
3. A transfer from another higher education institution will be possible after the compatibility of the previously achieved learning outcomes with the learning outcomes of the course for which the candidate is applying for is confirmed.
4. Organization of confirmation of learning outcomes, including rules, number of places, conditions and mode of study for students admitted to the studies as a result of confirmation of learning outcomes, was determined by the University Senate in a separate resolution.

§ 5

1. Candidates can be admitted:
 - 1) for first-cycle studies, on the basis of positive results obtained in the matriculation examination, until the limit of places is reached;
 - 2) second-cycle studies on the basis of the order of enrolment, until the limit of places is reached.

2. Candidates are admitted on the basis of recruitment process which includes following stages:
 - 1) electronic registration, through the "online recruitment" system. Registration is carried out throughout the year, however, registration in the "online recruitment" system does not constitute a basis for enrolling students;
 - 2) payment of the required fees to the WSEiZ account, as specified in the Ordinance on fees for educational services, published on the WSEiZ website;
 - 3) submission of documents - specified in § 6, § 7, § 8 within the time limit specified in § 5 Sec. 3, according to the order of enrollment.
3. The documents referred to in § 5 Sec. 2 point 3 shall be submitted at the WSEiZ headquarter:
 - a) from 4 May 2020 to 30 September 2020 - for fields of study conducted since the winter semester, however, if the limit of places will be reached or if classes shall start before 30 September 2020, the Rector may decide to terminate the recruitment process earlier;
 - b) from 18 January 2021 to 1 March 2021 - for fields of study conducted since the summer semester, however, if the limit of places will be reached sooner or if classes shall start before that date, the Rector may decide to terminate the recruitment process earlier;
 - c) in justified cases, the Rector, acting on a written reasoned application of a candidate, may agree to accept the documents required in the recruitment procedure after the date specified in point a) or b).
4. Complementary recruitment at WSEiZ shall be conducted for persons who have applied for admission to first-cycle studies in a given field of study for the academic year for which the recruitment is conducted, and whose final examination score in a given subject or subjects has been increased as a result of verification of the sum of points or the appeal referred to in Article 44zzz of the Act of 7 September 1991 on the education system. Complementary recruitment is carried out when one of the conditions for admission to the studies is the result of the matriculation exams.
5. The date of complementary recruitment will be announced on the University's website.

§ 6

1. Foreign candidates may take up studies conducted in the Polish language if:
 - a) they have completed a preparatory course to taking up education in Polish in units designated by the minister responsible for higher education, or
 - b) they hold a certificate of proficiency in the Polish language attesting to a level of at least B1, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
 - c) they obtain confirmation from the University during the recruitment process that their degree of proficiency in the Polish language allows them to undertake studies in Polish, or
 - d) they hold a matriculation certificate issued in the Polish educational system, or
 - e) they graduated from a secondary school abroad where the classes were conducted in Polish.
2. Foreign candidates may be accepted to studies conducted in foreign language if:

- a) they hold a document certifying the knowledge of the foreign language in which studies will be conducted, as provided in the legislation adopted on the basis of Article 47 of the Act of 21 November 2008 on the Civil Service (Journal of Laws 2008, No. 227, item 1505), or
 - b) they hold a certificate, diploma or other document of completion of a secondary school abroad in which the courses were conducted in the same foreign language as the one in which the studies will be conducted, or
 - c) they obtain, during the recruitment process, confirmation from the receiving higher education institution that their preparation and level of proficiency in a foreign language allow them to undertake studies in that language.
3. The staff of the Rector's Office or the Marketing and International Cooperation Department shall verify copies of the documents submitted, based on the originals presented.
 4. Foreign candidates shall also provide document confirming that:
 - a) they have a health insurance policy or European Health Insurance Card for the academic year concerned, or
 - b) they are covered by universal health insurance within the meaning of the provisions of the Act of 27 August 2004 on health care services financed from public funds (Journal of Laws of 2018, item 1510, as amended), or
 - c) have confirmation that the insurer is covering the costs of treatment in the territory of the Republic of Poland;
 - d) other documents required under specific provisions;
 - e) they provide evidence of payment for tuition fees. These fees shall not be refundable.
 5. The documents issued in a foreign language require additionally their translation into Polish or English.

§ 7

1. Candidates who fulfil the conditions set out in § 4 Sec. 1 and § 5 shall submit and/or provide the following documents for inspection:
 - a) a completed and generated university questionnaire from the online recruitment IT system,
 - b) copy of the document(s) listed in § 4. Candidate shall also present the originals of all documents, so staff Rector's Office or the Marketing and International Cooperation Department, could verify their compliance with the copies.
 - c) 1 photo (comply with the requirements applicable to the issue of identity cards),
 - d) a current original medical certificate stating that there are no contraindications for the candidate to study the chosen field of study (applies to fields of study where students are exposed to factors harmful to health),
 - e) an identity card or other proof of identity to verify the accuracy of personal data.

2. Candidates who fulfil the conditions set out in § 4 Sec. 2 and § 5 shall submit and/or provide the following documents for inspection:
- a) a completed and generated university questionnaire from the online recruitment IT system,
 - b) 1 photo (comply with the requirements applicable to the issue of identity cards),
 - c) a current original medical certificate stating that there are no contraindications for the candidate to study the chosen field of study (applies to fields of study where students are exposed to factors harmful to health),
 - d) a copy of a diploma from first-cycle studies with a supplement or in case of its absence, a list of the courses completed as part of the studies. Candidate shall also present the originals of all documents, so staff of Rector's Office or Marketing and International Cooperation Department, could verify their compliance with the copies.
 - e) an identity card or other proof of identity to verify the accuracy of personal data.
3. Applicants for admission to first-cycle studies, who have obtained a certificate abroad shall submit certificates or other documents issued abroad by schools or educational institutions recognized by the State in whose territory or within whose educational system they operate, recognized by administrative decision as a document confirming in Republic of Poland education entitling them to apply for admission to higher education, or a document recognized, on the basis of an international agreement, as equivalent to the relevant Polish secondary-school-leaving certificate or as a document entitling them to undertake such studies in the Republic of Poland.
4. The requirement referred to in paragraph 3 to recognize by administrative decision a certificate or other document issued abroad shall not apply to a certificate or other document issued by a school or educational establishment operating in the education system of a Member State of the European Union, a Member State of the Organization for Economic Cooperation and Development (OECD), a Member State of the European Free Trade Association (EFTA), a party to the European Economic Area Agreement, that are entitling to apply for admission to higher education in those countries.
5. In the case when it is necessary to recognize a certificate or other document confirming eligibility to apply for studies in Republic of Poland by Education Superintendent by means of administrative decision, that decision should be submitted no later than by the end of the first semester of studies. In justified cases, independent of the student, the Rector may set a later date for the submission of the decision.
6. Candidates who finished studies abroad and are applying to second-cycle of studies shall submit a copy of legalized diploma or diploma bearing an apostille or other evidence of graduation from a higher education institution abroad giving entitlement to undertake second cycle studies in the country of issue, which would be considered as an equal to polish diploma of first-cycle studies in accordance with the provisions on the nostrification of higher education diplomas obtained abroad, unless they have been excused from the nostrification procedure under those provisions or a diploma or other document of graduation from a higher education institution abroad shall be recognized, on the basis of an international agreement, as equivalent to the relevant Polish diploma of completion of first-cycle studies or as giving access to second-cycle studies in the Republic of Poland.

To the diploma candidates should attached copies of documents allowing the assessment of the course and duration of studies (e.g. the diploma supplement or the list of subjects completed within the course of studies).

§ 8

1. The candidate shall, before signing the contract, pay the required fees, as laid down in the Ordinance on the fees for education services. The Ordinance is available via information in the Public Information Bulletin, on the WSEiZ website.
2. The candidate for studies shall sign an agreement with WSEiZ specifying the conditions of payment for studies.
3. It is allowed to submit documents and conclude an agreement on behalf of the candidate by a person having written authorization confirmed by a notary public to undertake legal actions on behalf of the candidate.

§ 9

1. Admission to the studies is declined by means of an administrative decision issued by the Rector.
2. Rector may decline admission to the studies if:
 - a) the candidate does not meet the requirements specified in these Regulations,
 - b) the documents submitted by the candidate do not meet the requirements, are incomplete or were submitted after the deadline referred to in § 5 Sec. 3,
 - c) the candidate had previously studied at the University and was punished with the disciplinary penalty of expulsion from the University, unless the penalty was obliterated,
 - d) the foreign candidate has not demonstrated the required knowledge of Polish as the language of instruction,
 - e) the enrolment limit referred to in § 11 has been reached.
3. The Rector may decline admission if candidate was previously a student at the University and is in arrears with fees on that account.
4. The Rector's decision issued in the first instance may be subject of an application for retrial of the case.
5. An application for a retrial shall be made within 14 days of the notification of the decision.
6. The candidate shall be notified of the decision in writing.
7. The decision made by the Rector about the above mentioned procedure is final.
8. In matters not regulated in the resolution, the provisions of the Act of 14 June 1960 shall apply to an appeal and a motion to reconsider the case. - Code of Administrative Procedure (consolidated text in Journal of Laws of 2018, item 2096).

§ 10

A person enrolled to studies shall acquire the rights of a student of the University of Ecology and Management in Warsaw upon taking the oath, the content of which shall be specified in the study regulations and the University's statutes.

§ 11

1. The admission limits for first and second-cycle studies in particular fields of study shall be determined by the Rector.
2. A field of study and a specialty in a given field of study may be launched provided that at least 25 persons are enrolled in that field of study or specialty.
3. In special cases, the Rector may decide to open a field of study or a specialty with a number of candidates other than one specified in section 2.

§ 12

1. In the field of Architecture, first-cycle studies, the first semester of studies is a test of predisposition to the profession. The predispositions will be verified on the basis of subjects planned for this field of studies by order of the Rector. Two of the specified subjects must be passed in the statutory time limit (passing the design and laboratory classes in a given subject or in a correctional session).
2. In the case of failure to pass with a positive grade two or three of the listed subjects, the student is crossed out from list of students at the end of the first semester or year of study.

§ 13

The Regulations come in force in the academic year 2020/2021.