

# Recruitment based on high school diplomas and foreign diplomas

## CONDITIONS AND PROCEDURE FOR ADMISSION TO STUDIES OF CANDIDATES WITH A MATRICULATION CERTIFICATE OBTAINED ABROAD OR A FOREIGN DIPLOMA

### § 1

1. Candidates may be admitted to first-cycle and uniform master's studies with a *legalized or apostille-certified* secondary school certificate obtained abroad, which confirms that the person has the right to apply for admission to higher education in the country of issue of this certificate, or the certificate is accompanied by a certificate issued by a Polish consulate, school or education authority of the relevant country, confirming the right to apply for admission to higher education in the country of issuing the certificate.
2. Candidates may be admitted to second-cycle studies who have a *legalized or apostilled* diploma or other document of graduation from higher education abroad entitling them to undertake second-cycle studies in the country in which it was issued, and then recognized, by way of nostrification or in accordance with a relevant international agreement, as equivalent to a Polish diploma of graduation.
3. The candidates referred to in sections 1 and 2, both persons who are not Polish citizens, hereinafter referred to as "foreigners", and Polish citizens, are subject to the qualification procedure according to the rules set out in § 3.
4. The provisions of section 3 do not apply to foreigners admitted to studies on the basis of the decision of the NAWA director in relation to scholarship holders.

### § 2

In the event that diplomas or other documents obtained abroad are subject to recognition under the nostrification procedure, the candidate is required to submit a certificate confirming their equivalence with a university diploma, no later than by the end of the first semester of studies, if the field of study is conducted in the semester system, or by the end of the first trimester of studies, if the field of study is conducted in the trimester system.

### § 3

1. Candidates for full-time first-cycle studies and uniform master's studies with a high school diploma obtained abroad - both Polish citizens and foreigners - are subject to the selection procedure according to the rules applicable to candidates who passed the so-called "new matura" (new version of the Polish matriculation exam), provided that the results obtained in the matriculation examination allow for conversion into points, i.e. only if the candidate took a set of subjects at the foreign matriculation exam, which is required for the candidate taking the matriculation exam in Poland to apply for admission to a specific field of study, subject to section 2.

2. The conversion of the scores from the subjects included in the (foreign) secondary school certificate shall follow the following tables:

| <b>Grading scale used in Ukraine</b> | <b>Grading scale used in Belarus</b> | <b>"New Matura" grading scale</b> |
|--------------------------------------|--------------------------------------|-----------------------------------|
| 12                                   | 10                                   | 100                               |
| 11                                   | 9                                    | 90                                |
| 10                                   | 8                                    | 80                                |
| 9                                    | 7                                    | 70                                |
| 8                                    | 6                                    | 60                                |
| 7                                    | 5                                    | 50                                |
| 6                                    | 4                                    | 40                                |
| 5                                    | 3                                    | 30                                |

**Matriculation certificate obtained in Austria, Germany, the Czech Republic, Slovakia**

| <b>Grade on the matriculation certificate</b> |                    | <b>Grading scale of the Polish "new matura"</b> |
|---|--------------------|---|
| <b>Scale 1 - 5</b>                            | <b>Scale 1 – 6</b> |   |
| 1   | 1                  | 100   |
| 2   | 2                  | 80  |
| 3   | 3                  | 55  |
| 4   | 4                  | 30  |
| 5   | 5 – 6              | 0   |

**Matriculation certificate obtained in Lithuania**

| <b>A Levels Grades</b> | <b>Grading scale of the Polish "new matura"</b> |
|------------------------|---|
| 10                     | 100   |
| 9                      | 90  |
| 8                      | 80  |
| 7                      | 70  |
| 6                      | 60  |
| 5                      | 50  |
| 4                      | 40  |

### Matriculation certificate obtained in the USA, Great Britain and Ireland

| USA, UK   |  | Ireland         |  |
|-----------|--|-----------------|--|
| Grades    | Grading scale of the Polish "new matura" | HL Level Grades | Grading scale of the Polish "new matura" |
| A, A+, A* | 100                                      | A1              | 100                                      |
| A-        | 94                                       | A2              | 94                                       |
| B+        | 87                                       | B1              | 88                                       |
| B         | 80                                       | B2              | 82                                       |
| B-        | 75                                       | B3              | 76                                       |
| C+        | 67                                       | C1              | 70                                       |
| C         | 60                                       | C2              | 64                                       |
| C-        | 54                                       | C3              | 58                                       |
| D+        | 46                                       | D1              | 52                                       |
| D         | 40                                       | D2              | 46                                       |
| D-        | 33                                       | D3              | 40                                       |
| E         | 25                                       |                 |  |

### Matriculation certificate obtained in Kazakhstan, Russia, Sweden

| Grade on the certificate |            |              |            | Grading scale of the Polish "new matura" |
|--------------------------|------------|--------------|------------|--|
| Scale 5-2                | Scale 5 -1 | Letter scale |            |  |
|                          |            | Before 2010  | After 2011 |  |
| 5                        | 5          | MVG          | A          | 100                                      |
|                          |            |              | B          | 85                                       |
| 4                        | 4          | VG           | C          | 70                                       |
|                          |            |              | D          | 55                                       |
| 3                        | 3          | G            | E          | 40                                       |
| 2                        | 2-1        | IG           | F          | 0  |

### Matura certificate obtained in France

| Grades | Grading scale of the Polish "new matura" |
|--------|--|
| 20     | 100                                      |
| 19     | 94                                       |
| 18     | 87                                       |
| 17     | 80                                       |
| 16     | 74                                       |
| 15     | 67                                       |
| 14     | 60                                       |
| 13     | 54                                       |
| 12     | 46                                       |
| 11     | 40                                       |
| 10     | 33                                       |

For secondary school certificates from other countries, a proportion is used to calculate the recruitment score.

3. If the subject required in the recruitment process for a given field of study is Polish, the equivalent on the secondary school-leaving certificate obtained abroad is the mother tongue of the country of issue of the certificate.

4. The provisions of sections 1 and 2 do not apply to the qualification procedure for medical faculty.

5. Candidates for the medical faculty are subject to the qualification procedure according to the following rules: the requirement to take part in the recruitment process is to have a grade in biology and a grade in at least one of the following subjects: chemistry and mathematics on the matriculation certificate. It is allowed to take into account the end-of-year grade, i.e. the grade from the graduation certificate, in one subject from the following subjects: chemistry, mathematics. After conversion from the grading scale used in a given country to the grading scale of the Polish "new matura", the score is multiplied by the appropriate conversion factor. For the end-of-year grade, the conversion rate is analogous to the conversion rate for the end-year grade in the case of candidates with the "old matura exam".

The conversion of the scores from the subjects contained in the (foreign) secondary school certificate is carried out according to the tables in section 1.

6. Candidates for the faculty of nursing (first-cycle studies conducted in English), who do not have at least one of the documents confirming the knowledge of English, included in the list constituting Annex No. 2 to the Regulation of the Prime Minister of 16 December 2009, on the manner of conducting the qualification procedure in the civil service (Journal of Laws 2009.218.1695), may proceed to the verification of English language proficiency, aimed at issuing a certificate of proficiency in English at the appropriate level or lack of proficiency in English at the appropriate level. Verification of the knowledge of the English language is carried out by the verification committee appointed by the head of the recruiting unit, composed of academic teachers.

7. Candidates for all majors of full-time second-cycle studies and part-time second-cycle pedagogy, who have a foreign diploma of graduation, take the entrance examination in the form of an interview. The scope of the interview referred to above is defined by recruiting units.

8. For all majors referred to in section 6, the interview referred to in section 6 shall be conducted by the examination committee appointed by the head of the recruiting unit or the chair of the admissions committee of the recruiting unit composed of at least 3 academic teachers, however, the committee may include persons who are not members of the recruitment committee. The score from the interview is awarded on a scale of 2-5 and converted into qualifying points according to the table below:

| <b>Grade (scale 2-5)</b> | <b>Qualification points</b> |
|--------------------------|-----------------------------|
| 2                        | 0                           |
| 2,25                     | 45                          |
| 2,5                      | 50                          |
| 2,75                     | 55                          |
| 3                        | 60                          |
| 3,25                     | 65                          |
| 3,5                      | 70                          |
| 3,75                     | 75                          |
| 4                        | 80                          |
| 4,25                     | 85                          |
| 4,5                      | 90                          |
| 4,75                     | 95                          |
| 5                        | 100                         |

#### § 4

1. Foreigners who do not have a secondary school certificate issued in Poland or a diploma of graduation issued by a Polish university, and intend to undertake full-time studies conducted in Polish and do not have a certificate of knowledge of the Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or have not completed a one-year preparatory course to study in Polish in units designated by the minister responsible for higher education, proceed with the verification of the knowledge of the Polish language carried out by the School of Polish Language and Culture for Foreigners of UKSW, aimed at issuing a certificate of knowledge of the Polish language at the appropriate level, or lack of knowledge of the Polish language at the appropriate level.

2. Foreigners who do not have a secondary school certificate issued in Poland or a diploma of graduation issued by a Polish university and intend to undertake part-time studies conducted in Polish and do not have a certificate of knowledge of the Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or have not completed a one-year preparatory course to study in Polish in units designated by the minister responsible for higher education, proceed with the verification of the knowledge of the Polish language carried out by the School of Polish Language and Culture for Foreigners of UKSW, aimed at issuing a certificate of knowledge of the Polish language at the appropriate level, or lack of knowledge of the Polish language at the appropriate level, subject to section 3.

3. In the event that the candidate asks for the possibility of verifying the knowledge of the Polish language in the recruiting unit, the date of verification is set by the recruitment committee in consultation with the candidate. Then, the verification is carried out by the verification committee composed of at least 3 persons selected from among the members of the recruitment committee of the recruiting unit conducting studies in the field for which the candidate is applying for admission. The verification committee decides on the form of the exam. The verification result is submitted by the verification committee to the Recruitment Office. As long as the verification of the Polish language carried out in the recruiting unit includes written tests, after they are completed by the candidates and checked by the verification team, the tests may be made available to candidates for inspection at their request by the examining unit.

4. Verification of the knowledge of the Polish language carried out by the School of Polish Language and Culture for Foreigners of UKSW consists of an oral part, which aims to test the candidate's ability to use the spoken language, and a written part, which is aimed at examining the candidate's ability to use the written language in order to obtain confirmation that his preparation and the level of knowledge of the Polish language allow to undertake studies in Polish. The deadline for verifying the knowledge of the Polish language is specified in the recruitment schedule. The verification results are forwarded to the Recruitment Office. Written tests, once completed by candidates and reviewed by the verification team, may be made available to candidates for inspection by the screening unit upon request.