### REGULATION

**by the Rector of the Cracow University of Economics
No R-0201-30/2020**

of 11 May 2020

on

 **the principles of undertaking and pursuing studies**

**at the Cracow University of Economics by foreign nationals**

Acting pursuant to Article 23 section 1, Article 323 and Article 324 of the Act of 20 July 2018 Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85, as amended), in connection with the Act of 12 December 2013 on Foreign Nationals (consolidated text: Journal of Laws of 2020, item 35, as amended), and the Regulation of the Minister of National Education of 25 March 2015 on proceedings for recognition of certificates and other documents, or confirmation of education or entitlement to continue education obtained in the foreign education system (Journal of Laws of 2015, item 447, as amended), it is ordered as follows:

# § 1

**General Provisions**

1. The terms used in this Regulation have the following meanings:

1) The PoSzWiN Act - the Act of 20 July 2018 Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85, as amended);

2) The Act on the Education System – the Act of 7 September 1991 on the Education System (consolidated text: Journal of Laws of 2019, item 1481, as amended);

3) The Act on Foreign Nationals - the Act of 12 December 2013 on Foreign Nationals (consolidated text: Journal of Laws of 2020, item 35, as amended);

4) The Regulation on recognition of certificates – regulation by the Minister of National Education of 25 March 2015 on proceedings for the recognition of certificates or other documents or confirmation of education or entitlement to continue education obtained in the foreign education system (Journal of Laws of 2015, item 447, as amended);

5) Studies – higher education, i.e. first-cycle studies, second-cycle studies, or uniform Master's studies, referred to in the Act on PoSzWiN;

6) Foreign national – any person who does not hold Polish citizenship;

7) Study Regulations – the applicable Regulations for higher education at the Cracow University of Economics.

2. Foreign nationals may undertake and pursue studies at the Cracow University of Economics (CUE) on the basis of:

1) International agreements, on the terms set out in these agreements;

2) Contracts concluded by the CUE with foreign entities on the terms specified in these contracts;

3) Decision by the Minister;

4) Decisions by the NAWA Director with regard to NAWA scholarship holders;

5) Decisions by the NCN director to grant funding for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;

6) The CUE Rector’s administrative decision.

3. Persons holding several citizenships, including Polish citizenship, may undertake and pursue studies at the CUE only on the terms applicable to Polish citizens.

# § 2

**Formal requirements**

A foreign national may enrol and pursue studies at the CUE, provided that he/she has:

1) A passport or another travel document,

2) Documents confirming education at the required level,

3) Documents confirming the knowledge of the language in which the given study program will be conducted,

4) Documents confirming the right to health insurance within the territory of the Republic of Poland,

5) Sufficient funds to cover the costs of living and return travel to the country of origin or residence.

# § 3

**Documents confirming the candidate’s education to date**

1. In order to apply for admission to first-cycle studies may or uniform Master’s studies, foreign nationals must have:

1) A secondary school-leaving certificate issued in the Republic of Poland or a secondary school-leaving examination certificate and a certificate of the results of the matriculation examination in individual subjects referred to in the Act on the Education System;

2) A certificate, another document or diploma referred to in Article 93 section 1 of the Act on the Education System;

3) A certificate or another document issued abroad by a school or educational institution recognized by the state in whose territory or in whose education system it operates, recognized in the Republic of Poland as confirming the candidate’s eligibility to apply for admission to university studies in accordance with Article 93 sections 2 or 3 of the Act on the Education System;

4) A certificate or diploma recognized in the Republic of Poland as a document confirming the candidate’s eligibility to apply for admission to university studies in accordance with a bilateral agreement on mutual recognition of educational qualifications;

5) A certificate or another document issued abroad, making the candidate eligible to apply for admission to university studies in the country in which the institution issuing the certificate operates, recognized as equivalent to Polish secondary school-leaving certificate on the basis of the provisions on the recognition of certificates in force until 31 March 2015.

2. Foreign nationals who possess a certificate or another document legalized, or equipped with an apostille, may apply for admission to first-cycle studies or uniform Master’s (long-cycle) studies (this does not apply to certificates and other documents issued in Poland). The procedure for the recognition of a certificate or another document, or confirmation of education qualifications or eligibility to continue education, obtained in the foreign education system, is regulated by the Regulation on the recognition of certificates referred to in § 1 section 1 point 4.

3. Foreign nationals may apply for admission to second-cycle studies at the CUE:

1) If they have a university diploma obtained in Poland, or

2) If they have a legalized diploma or apostille-equipped diploma or another document of completion of studies abroad, making them eligible them to undertake second-cycle studies in the country in which it was issued, recognized in the Republic of Poland:

(a) In accordance with Article 326 section 1 or section 2 of the PoSzWiN Act, or

(b) As equivalent to the relevant Polish diploma of completing first-cycle studies or making them eligible to undertake second-cycle studies in the Republic of Poland on the basis of an international agreement, in accordance with Article 327 section 1 of the PoSzWiN Act, or

(c) As equivalent to the relevant Polish diploma of completion of first-cycle studies, in line with the applicable regulations on the recognition of diplomas of graduation obtained abroad, in accordance with Article 327 sections 4—8 of the PoSzWiN Act, or

3) If they do not have a graduation diploma, but they have a confirmation of completion of first-cycle studies, in accordance with Article 327 section 3 of the PoSzWiN Act, in connection with obtaining refugee status or subsidiary protection, or holding a temporary residence permit, granted in connection with the circumstances referred to in Article 159 section 1 point 1 (c) or (d) of the Act on Foreign Nationals.

4. The University may request the pertinent documents listed in section 1 points 2-4 and section 3 point 2 (a) and (b) to be translated into Polish by:

1) A person entered by the Minister of Justice into the List of Sworn Translators, or

2) A person registered as a sworn translator in a member state of the European Union, a member state of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, or a member state of the Organization for Economic Cooperation and Development (OECD), or

3) A consul of the Republic of Poland, competent for the country on whose territory or in whose education system the given certificate was issued, or

4) Diplomatic representation or consular office (accredited in the Republic of Poland) of the country on whose territory or in whose education system the given certificate was issued.

5. In the cases where the candidate possesses:

1) Certificates or other documents referred to in Article 93 section 3 of the Act on the Education System, the foreign national presents the administrative decision of the competent superintendent of schools confirming the eligibility to apply for admission to university studies in the Republic of Poland;

2) Diplomas and other graduation documents issued abroad, subject to recognition by way of nostrification procedure – the foreign national presents a certificate confirming equivalence with the relevant graduation diploma or doctoral diploma issued in the Republic of Poland

– no later than by the end of the first semester of studies, and in justified cases, beyond the control of the foreign national – also at a later date, as determined by the Rector or the authorised/deputised Director of the Institute.

6. The administrative decision of the competent superintendent of schools to recognize the certificate or other document as confirming the candidate’s eligibility to apply for admission in the Republic of Poland should be presented to the Department of Education at the time of enrolment in the list of students, subject to § 6 section 13 point 1.

# § 4

# Documents confirming language proficiency

1. Foreign nationals may be admitted to studies at the CUE conducted in the Polish language if:
2. They have completed a one-year preparatory course to study in the Polish language, held in units designated by the Minister responsible for higher education, or
3. They are in possession of 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
4. They obtain confirmation from the CUE that their linguistic preparation and the level of knowledge of the Polish language allow them to study in Polish.
5. Foreign nationals may be admitted to studies at the CUE conducted in the English language if:
6. They are in possession of a certificate confirming the knowledge of the English language, indicated by the Cracow University of Economics Language Centre,
7. They obtain confirmation from the CUE that their linguistic preparation and the level of knowledge of English allow them to study in English.
8. Other documents confirming the knowledge of the language include certificates, diplomas or other documents confirming graduation from a secondary school abroad, in which the classes were conducted in the same language in which the foreign candidate is going to study in Poland.
9. Confirmation of the linguistic preparation and the level of knowledge of the Polish or English language, allowing the candidate to start his/her studies at the CUE, referred to in section 1 point 3 and in section 2 point 2, takes place by:
10. Taking the exam at the CUE,
11. Completion of the one-year preparatory course – the Polish Module, or the English Module respectively – organized by CUE

# § 5

**Qualification of foreign nationals for admission based on agreements**

1. Qualification of foreign nationals for admission to study at the CUE on the basis of the agreements mentioned in § 1 section 2 point 2, concluded by the CUE with foreign entities, takes place on the terms set out in the Study Regulations.

2. The qualification procedure for foreign nationals admitted on the basis of the said agreements mentioned in section 1, in particularly in the case of exchanges concluding with issuing both the CUE diploma and the Partner University diploma (double diploma/joint education agreements), or those concluding only with the acquisition of a certificate confirming the implementation of the agreed study programs, is conducted by the CUE International Programmes Office.

# § 6

**Qualification of foreign nationals for admission to university studies**

1. Pursuant to the CUE Senate’s Resolutions on recruitment to study programs, the qualification procedure for foreign nationals applying for admission to study programs at the CUE is carried out:

1) Based on the results obtained and recorded in the secondary school-leaving examination certificate – in the case of full-time and part-time first-cycle studies and uniform Master’s studies;

2) Based on the results of the entrance examination – in the case of full-time second-cycle studies;

3) Based on the grade point average for first-cycle studies or uniform Master’s studies – in the case of part-time second-cycle studies.

1. Foreign nationals are admitted within a separate quota of places, determined by the Rector. The dates of recruiting foreign nationals for studies are set by the Rector, and announced on the University’s website before the recruitment begins.
2. In the event of the agreed admission quota not being filled, a foreign national, after submitting an application for admission to a study program, may be admitted pursuant to the Rector’s decision, provided that the qualification requirements determined by the University Admissions Committee are met.
3. Qualification is made by the University Admissions Committee. The qualification process is coordinated by the Teaching Department. In the case of recruitment for first-cycle studies and uniform Master’s studies, the University Admissions Committee will calculate the results of the “matura” (secondary school exit exam) individually in each case, and make the final decision on the number of points. The number of points determines the admittance of a foreign national for further qualification.
4. In order to enter the qualification procedure, a foreign national applying for admission to studies at the CUE is required to register in the Internet Candidate Recruitment system (IRK) available on the CUE website, pay the enrolment fee, and send copies of the following documents:
5. Documents confirming education qualifications, referred to in § 3,
6. A document certifying the knowledge of the language in which the studies will be conducted, referred to in § 4,,
7. A supplement or other official document indicating the subjects/courses (if not indicated in the education document referred to in § 3) completed by the candidate:
8. In the secondary school, along with the grades obtained – in the case of recruitment for first-cycle studies,
9. As part of the studies completed so far, including in particular lectures, tutorials, laboratory exercises, seminars, projects along with the obtained grades – in the case of recruitment for second-cycle studies,
10. A certificate stating that the certificate/diploma or another document is valid with the view to starting university studies, if that information is not included in the document,
11. A document presenting the applicable scale of grades, if it is not indicated in the document certifying the education qualifications referred to in § 3, confirmed by:
12. The secondary school that the candidate graduated from – in the case of recruitment for first-cycle studies or uniform Master’s studies,
13. The university that the candidate has graduated from – in the case of qualification for second-cycle studies,
14. A copy of the page with a photo and personal data from the foreign national’s passport or another travel document,
15. 1 current photograph with dimensions of 35x45 mm;
16. An appropriate statement of the parent or legal guardian – in the case of a minor,
17. Declaration of citizenship,
18. The document on the basis of which the foreign national applies for exemption from fees (if applicable).
19. The candidate who is a foreign national is obliged to pay the enrolment fee in the amount specified in the applicable Regulation by the minister responsible for higher education, regarding university studies – for each study major/field of studies in which he or she applies for admission, in accordance with section 7.
20. The amount of the fee depends on the number of study majors/fields of study selected in the personal questionnaire. The amount of the enrolment fee paid by the candidate must be consistent with the number of selected study majors/fields of study. Otherwise, study majors/fields of study for which the fee has not been paid will not be taken into account in the recruitment process (in the case of paying insufficient fees, unpaid study majors/fields of study shall be the ones indicated by the candidate as second/third/etc. choices).
21. The enrolment fee is paid to the CUE bank account, the number of which is on the candidate’s individual account at the IRK.
22. The fee may be returned to the candidate only in the following cases:

1) Where the candidate submits a written resignation from the recruitment process to the Education Department before the date of the preliminary qualification of candidates, provided in the recruitment calendar;

2) When it is credited to the candidate’s account after the agreed qualification date,

3) When study program in the given field fails to commence due to insufficient number of candidates.

1. The fee is non-refundable if the candidate is not qualified for the first year of studies in the given field.
2. After paying the enrolment fee, the Teaching Department verifies the submitted documents according to formal requirements. If the documents are accepted, the candidate passes to the next stage of recruitment.
3. In order to be enrolled on the list of students, it is necessary that the candidate must:
4. Present the originals of the documents listed in section 5,
5. Present the document confirming the right to health insurance, referred to in § 2 point 4 – original and copy,
6. Present a visa or residence card or another document authorizing his/her stay on the territory of the Republic of Poland – original and copy,
7. Present, if required:
8. In the case of entry on the list of students of first-cycle studies – an administrative decision issued by the competent superintendent of education confirming the candidate’s eligibility to apply for admission to university studies,
9. In the case of entry on the list of students of second-cycle studies – a certificate issued by a competent authority confirming the equivalence of the diploma or another document, confirming education obtained abroad, submitted during the qualification procedure, with a relevant graduation diploma issued in the Republic of Poland.
10. If it is not possible to obtain an administrative decision of the competent superintendent of education or the certificate referred to in section 12 point 4, in order to be enrolled on the list of students, the candidate can submit:
11. In the case of enrolment in first-cycle studies – a certificate of submission, at the board of education, of the documents necessary to recognize a certificate or other document obtained abroad as confirming the eligibility to apply for admission to university studies,
12. In the case of enrolment in second-cycle studies – a certificate of submission, at the relevant CUE Institute, of documents necessary for the recognition of the diploma or any other certificate of graduation abroad.
13. Failure to submit the documents referred to in section 12 point 4 within the prescribed deadline will be considered a resignation from studies, resulting in removal from the list of students by the competent Director of the Institute.
14. A student who is a foreign national may be admitted to study at the CUE under the procedure of transfer from another university, including from a foreign university. In this case, the foreign candidate is obliged to submit to the CUE the documents referred to in section 5. The Rector takes the decision about the admission. The Rector also determines the financial conditions for studying, within 14 days from the date on which the student is entered on the list of students at the CUE. In the event of any differences resulting from the curricula, the Director of the Institute specifies the conditions, manner and date of making up for those differences.

# § 7

**Fees for educational services, material assistance, student internship costs**

1. Foreign nationals taking up studies at the CUE pay fees for the educational services provided by the CUE on the terms and in the amount specified in separate Regulations by the CUE Rector. Separate Regulations of the Rector and of PoSzWiN define the rules for exempting foreign nationals from fees.

2. The rules of financial assistance are regulated by a separate Regulation by the CUE Rector and by PoSzWiN.

3. The costs of student internships are regulated by a separate Regulation by the CUE Rector.

# § 8

**Obligations of foreign students**

1. A foreign student is obliged to submit for inspection valid and current documents entitling him/her to stay in the territory of the Republic of Poland and confirming the right to health insurance within the territory of the Republic of Poland. These should be presented at the relevant Dean's Office immediately, but not later than 2 weeks from the date of expiry of the previously submitted documents.

2. A foreign student is obliged to inform the CUE about any changes of the address for correspondence and e-mail address, in writing: by registered mail or by submitting the information letter in person at the Dean’s Office, with confirmation of receipt by the Dean’s Office employee. Correspondence sent by the CUE to the last address provided by the student is considered effectively delivered.

# § 9

**Obligations of CUE Institutes with respect to foreign nationals’ affairs**

1. The Director of the Institute enters and updates the data in the POL-on Integrated Information System on Higher Education and Science.

2. The dates and scope of the changes referred to in section 1 are determined by the applicable regulations by the minister responsible for higher education pertaining to data processed in the POL-on Integrated Information System on Higher Education and Science.

3. The Director of the Institute is obliged to immediately notify the relevant authorities about removing a foreign national from the list of students, as well as about the fact of the student failing to complete the semester/year within the specified deadline, in the cases referred to in Article 149–149c of the Act on Foreign Nationals.

4. The Director of the Institute is obliged to notify the National Agency for Academic Exchange about the removal of a foreign student who is a scholarship holder from the list of students, about reactivation of student status, any leave granted to the student, about the student repeating a semester or year, or changing the field or form of studies.

5. Dean's Offices in cooperation with the Teaching Department prepare lists of foreign students for the POL-on system and for the needs of the Central Statistical Office (GUS).

# § 10

**Final provisions**

1. The organization and course of studies as well as the related rights and obligations of foreign students are specified in the Study Regulations.
2. Taking up an additional study major/field of study is possible only as specified in § 1 section 2.
3. The Rector may authorize the appropriate Vice-Rector to issue decisions, resolutions, certificates, and other pronouncements on the matters of foreign nationals on his behalf, to the extent specified in this Regulation.
4. This Regulation comes into effect as of the date of its issue.

 RECTOR

CUE profesor

dr hab. inż. Andrzej Chochół