

ORDER No. 111

of the Rector of the Nicolaus Copernicus University in Toruń

of May 27, 2020

on the principles of qualifying foreign nationals for admission to the first year of full-time and part-time, first-cycle, long-cycle and second-cycle studies in Polish in the academic year 2020/2021 at the Nicolaus Copernicus University in Toruń, Bydgoszcz campus

Pursuant to art. 323 sec. 1 in relation to art. 69 sec 2 and 3 of the act of 20 July 2018 – Law on Higher Education and Science (Dz.U. [Journal of Laws] of 2020, item 85 as amended)

it is ordered as follows:

§ 1

Foreign nationals can undertake and undergo higher education studies on the basis of:

- 1) international agreements, under conditions specified in those agreements;
- 2) agreements between foreign entities and the university, under conditions specified in those agreements;
- 3) decision of the minister;
- 4) decision of the director of NAWA with regard to its scholarship holders;
- 5) administrative decision of the rector, director of a PAN institute, director of a research institute, or director of an international institute.

§ 2

1. Admission to the first year of first-cycle, long-cycle and second-cycle studies is based on the results of qualification procedure, upon meeting all requirements specified for a given field of study, within the limit of places available. The number of places available and the principles of qualification to individual fields of study are specified in annexes to this directive:
 - Faculty of Pharmacy (annex no. 1)
 - Faculty of Medicine (annex no. 2)
 - Faculty of Health Sciences (annex no. 3)
2. Faculties reserve the right to hold an admission interview with a candidate as part of the qualification procedure. The qualification interview takes place in person or through computer systems allowing to verify the identity of the interviewed person. During the qualification interview, the faculty commission verifies the candidate's language proficiency and predispositions to take up studies.

§ 3

1. The procedure of admission of foreign nationals to first-cycle, long-cycle and second-cycle studies in Polish begins on 25 August 2020 (Tuesday) and ends on 31 August 2020 (Monday), and is carried out exclusively by means of the Online Candidate Registration [Internetowa Rejestracja Kandydatów] system dedicated to foreign nationals applying to studies in Polish at NCU Collegium Medicum, hereinafter referred to as the "system".

2. The procedure of admission of foreign nationals to first-cycle, long-cycle and second-cycle studies in Polish at the Nicolaus Copernicus University in Torun, hereinafter referred to as the "University", at the Bydgoszcz campus, is managed by the CM Department of Admissions and Student Affairs, whereas the preliminary decision on admission is made by the dean of a given faculty.
3. The decision on qualification for admission to studies shall be announced on 10 September 2020 (Thursday) through the individual admission account created by a candidate in the system.
4. A candidate who has been qualified for admission to studies is obliged to pay the tuition fee for the first semester of studies within 7 days from the day of qualification to the account number indicated by the University.
5. Before the beginning of the academic year, a candidate who has been qualified for admission to studies is obliged to submit original copies of documents referred to in § 4, together with a valid photograph sized 35 mm x 45 mm.
6. The rector makes the decision on admission and makes the relevant entry into the student list.
7. Foreign nationals are admitted to studies in accordance with the regulations of § 1.

§ 4

The procedure of admission to studies can be undertaken by a foreign national who:

- 1) in the case of applying to first-cycle or long-cycle studies – holds a maturity certificate or equivalent document entitling the person to apply to all types of higher education institutions in the country in the system of which the issuing institution operates, which has been recognised as equivalent to the relevant Polish maturity certificate, in accordance with applicable regulations or international agreements. A supplement containing the list of subjects and grades should be attached to the said document. The document entitling to undertake studies ought to be affixed with apostille or legalised by relevant authorities before commencing the studies;
- 2) in the case of applying to second-cycle studies – holds a higher education diploma entitling the person to continue education in the country of issue, as well as entitling to apply to higher education studies. A supplement containing the list of subjects and grades should be attached to the said document. The document entitling to undertake studies ought to be affixed with apostille or legalised by relevant authorities before commencing the studies;
- 3) certify the knowledge of Polish at proficiency level not lower than B1 (in the case of applying to studies at the Faculty of Medicine and Pharmacy) or not lower than B2 (in the case of applying to studies at the Faculty of Health Sciences), validated by a certificate, a higher education diploma, long-term language education at school, or a completed language course at the required level;
- 4) in the case of fields of study involving exposure to conditions which are hazardous, onerous or dangerous to health – submits a health certificate confirming the lack of health contraindications to undertake those studies;
- 5) presents a valid insurance policy covering them against illness or accident, or presents the European Health Insurance Card, or obtains insurance from the National Health Fund immediately after commencing studies;
- 6) presents and uploads in the system the scan of a document confirming the candidate's identity;
- 7) presents a valid Pole's Card, a permanent residence permit or a long-term resident's EU residence permit, a temporary residence permit, a decision on confirmation of Polish descent, a document confirming a refugee status issued in the Republic of Poland or being provided with temporary or subsidiary protection, a document confirming the type and degree of kinship with a citizen of the Republic of Poland (spouse/ascendants/descendant) conditional upon residence in Poland – if applicable;
- 8) pays the recruitment fee to the individual bank account number generated by the system, in the amount calculated by the system, and presents a proof of payment;

- 9) in the period referred to in § 3 sec. 1, creates an account in the system, fills out and submits the personal data form, and submits a scan of the complete set of required documents in accordance with sec. 1-8;
- 10) selects the field of study.

§ 5

If documents referred to in § 4 have been issued in a language other than Polish, the candidate is obliged to submit their translation into English prepared by a sworn translator.

§ 6

In cases where there is doubt about the entitlements certified by documents referred to in § 4 pt. 1 and 2, the CM Department of Admissions and Student Affairs may require a candidate to submit a statement from the institution issuing the certificate or diploma confirming the entitlement to continue education at the academic level. The statement ought to be submitted together with a translation into Polish prepared by a sworn translator.

§ 7

Information provided through a candidate's individual admission account is considered delivered and binding. The University does not take responsibility for the effects of a candidate's failure to get familiar with information provided to them through their individual admission account or sent to the e-mail address entered into the system.

§ 8

Qualification of foreign nationals for studies the Bydgoszcz campus of the University is based on a ranking of maturity certificates or secondary school leaving certificates, in the order of making a binding registration in the system, unless the detailed principles of qualification state otherwise. Results of the qualification procedure are non-classified.

§ 9

Registration for studies is considered binding if a candidate fulfils all the conditions below:

- 1) creates an individual admission account in the system for foreign nationals;
- 2) fills out and submits the personal data form;
- 3) enters information necessary for the admission process, in accordance with annexes herein;
- 4) selects the field of study;
- 5) submits scans of the required documents, in accordance with § 4 sec. 1-8;
- 6) pays the recruitment fee to the individual bank account number generated by the system for foreign nationals, in the amount calculated by the system

§ 10

Launching studies in a given field is dependent on the submission of a required number of applications. If the number of applications to a given field of study is not sufficient, the candidates shall be offered admission to a different field of study conducted in the same form and with available places.

§ 11

The administrative decision to refuse the admission to studies is made by the rector.

§ 12

The rules for making payments for educational services, including exemption from fees, are regulated by separate internal legal acts of the University.

§ 13

The course of the qualification procedure is supervised by the rector.

§ 14

In all matters not settled herein, decisions shall be made by the rector.

§ 15

This order is effective as of May 27, 2020.

RECTOR

Prof. dr hab. Andrzej Tretyn