

**Requirements and procedures for admission to higher education programs
for the academic year 2021/2022 at WSB University in Poznań**

I. General provisions

§ 1.

WSB University in Poznań is conducting enrolment in the following fields of study:

1. Faculty of Finance and Banking:

- 1) Administration – first-cycle studies, full-time and part-time,
- 2) Internal security– first-cycle studies, full-time and part-time,
- 3) Philology – first-cycle studies, full-time and part-time,
- 4) Philology – first-cycle studies, full-time, language of instruction – English,
- 5) Finance and Accounting –first- and second-cycle studies, full-time and part-time,
- 6) Computer Science – first-cycle engineering studies, full-time and part-time,
- 7) Computer Science – second-cycle studies, full-time and part-time,
- 8) Computer Science – first-cycle engineering studies, full-time, language of instruction – English,
- 9) Management Engineering – first-cycle engineering studies, full-time and part-time,
- 10) Management Engineering – first-cycle engineering studies, full-time, language of instruction – English,
- 11) Logistics – first-cycle engineering studies, full-time and part-time,
- 12) Logistics – second-cycle studies, full-time and part-time, 3-semester program,
- 13) Marketing and Sales– first-cycle studies, full-time and part-time,
- 14) Law – long-cycle studies, full-time and part-time,
- 15) Business Law – first-cycle studies, full-time and part-time,
- 16) Business Psychology – first-cycle studies, full-time and part-time,
- 17) Business Psychology – second-cycle studies, full-time and part-time,
- 18) International Trade – first-cycle studies, full-time and part-time,
- 19) International Trade – first-cycle studies, full-time, language of instruction – English,
- 20) Tourism and Recreation – first- and second-cycle studies, full-time and part-time,
- 21) Management – first- and second-cycle studies, full-time and part-time,
- 22) Management – first- and second-cycle studies, full-time, language of instruction – English,
- 23) Management – second-cycle studies, full-time and part-time, 3-semester program.

2. Faculty in Chorzów:

- 1) Public Administration – first-cycle studies, full-time and part-time,
- 2) National Security – first- and second-cycle studies, full-time and part-time,
- 3) Finance and Accounting – first- and second-cycle studies, full-time and part-time,
- 4) Computer Science – first-cycle engineering studies, full-time and part-time,
- 5) Computer Science – first-cycle engineering studies, full-time and part-time, language of instruction – English,
- 6) Computer Science – second-cycle studies, full-time and part-time, 3-semester program
(*subject to a relevant decision of the Minister of Science and Higher Education*),

- 7) Management Engineering – first-cycle engineering studies, full-time and part-time,
- 8) Business English – first-cycle studies, full-time and part-time,
- 9) Logistics – first-cycle engineering studies, full-time and part-time,
- 10) Logistics – first-cycle engineering studies, full-time and part-time, language of instruction – English,
- 11) Logistics – second-cycle studies, full-time and part-time, 3-semester program,
- 12) Marketing and Sales – first-cycle studies, full-time and part-time,
- 13) Marketing and Sales – first-cycle studies, full-time and part-time, language of instruction – English,
- 14) Business Law – first-cycle studies, full-time and part-time,
- 15) Business Psychology – first-cycle studies, full-time and part-time,
- 16) Business Psychology – second-cycle studies, full-time and part-time (*subject to a relevant decision of the Minister of Science and Higher Education*),
- 17) Tourism and Recreation – first-cycle studies, full-time and part-time,
- 18) Management – first- and second-cycle studies, full-time and part-time,
- 19) Management – second-cycle studies, full-time and part-time, language of instruction – English,
- 20) Management – second-cycle studies, full-time and part-time, 3-semester program.

3. Faculty of Economics in Szczecin:

- 1) Security in Business and Administration – first-cycle studies, full-time and part-time,
- 2) Finance and Accounting – first- and second-cycle studies, full-time and part-time,
- 3) Information Technology – first-cycle engineering studies, full-time and part-time,
- 4) Management Engineering – first-cycle engineering studies, full-time and part-time,
- 5) Logistics – first-cycle engineering studies and second-cycle studies, full-time and part-time,
- 6) Marketing and Sales – first-cycle studies, full-time and part-time,
- 7) Multimedia and Computer Graphics – first-cycle studies, full-time and part-time (*subject to a relevant decision of the Minister of Science and Higher Education*),
- 8) Business Psychology – first-cycle studies, full-time and part-time,
- 9) Business Psychology – second-cycle studies, full-time and part-time (*subject to a relevant decision of the Minister of Science and Higher Education*),
- 10) Tourism and Recreation – first-cycle studies, full-time and part-time,
- 11) Management – first- and second-cycle studies, full-time and part-time,
- 12) Management – first-cycle studies, full-time, language of instruction – English,
- 13) Management – second-cycle studies, part-time, 3-semester program.

§ 2.

1. A candidate who holds a secondary school-leaving certificate or a certificate of secondary school-leaving examination results in selected subjects and has fulfilled the requirements set out in the admission rules may apply for admission to a first-cycle program and a long-cycle program.
2. A candidate who holds a higher education degree and has fulfilled the requirements set out in the admission rules may apply for admission to a second-cycle program.
3. A candidate who holds a diploma in a first-cycle 7-semester engineering program in: Computer Science, Automatics, Electronics, Information Technology, Information and Communications Technology and has fulfilled the requirements set out in the admission rules may apply for admission to the second-cycle program in Computer Science at the Faculty in Chorzów and the Faculty of Finance and Banking in Poznań.
4. A candidate who holds a diploma in a first-cycle 7-semester engineering program may apply for admission to the second-cycle program in Logistics (3-semester program) at the Faculty in Chorzów and the Faculty of Finance and Banking in Poznań.
5. A candidate who holds a diploma in a first-cycle 7-semester engineering program may apply for admission to the second-cycle program in Management (3-semester program) at the Faculty in Chorzów, the Faculty of Finance and Banking in Poznań, and at the Faculty of Economics in

Szczecin.

6. The Dean of the relevant Faculty may, in addition, by separate order, specify a list of first-cycle fields of study or equivalent, after completing which a candidate may be admitted to a second-cycle program without having to make up for differences in curricula.
7. The Dean issues the order referred to in (4) by June 30 of the year preceding the academic year.
8. Enrolment to a program consists of:
 - a) admission procedure,
 - b) validation of learning outcomes,
 - c) transfer from another higher education institution or from a foreign institution.
9. The admission procedure is conducted by the recruitment committee.
10. Admission to a program is made by way of an entry onto the student list.
11. Admission is refused by way of an administrative decision. The decision has to be signed by the chairperson of the committee.
12. The decision of the recruitment committee may be appealed against to the Rector.
13. Foreigners are admitted on the basis of an administrative decision of the Rector after meeting the admission requirements.
14. The Rector's administrative decision referred to in § 2(11) cannot be appealed against, however, a foreigner may apply to the Rector within 14 days from the date of service of the decision to reconsider the case.
15. The results of the admission procedure are public.
16. A higher education institution notifies of the entry onto the list of students by e-mail.

II.

Documents required under the admission procedure for first- and second-cycle studies, and long-cycle studies

§ 3.

1. Candidates who submit the following documents participate in the admission procedure:
 - 1) a copy of the secondary school-leaving certificate or a certificate of secondary education and a certificate of the results of the secondary school-leaving examination in selected subjects certified by WSB University in Poznań or by a notary in the case of a candidate for the first-cycle or long-cycle studies;
 - 2) a copy of the diploma of graduation certified by WSB University in Poznań or by a notary in the case of a candidate for the second-cycle studies,
 - 3) a copy of the diploma of graduation from a first-cycle 7-semester engineering program certified by WSB University in Poznań or by a notary in the case of a candidate for the second-cycle studies – a 3-semester program,

- 4) a personal questionnaire containing an application for admission,
 - 5) a current photograph of the candidate in accordance with the requirements for the issuance of identity cards or passports (35 mm x 45 mm) in JPG format with a minimum resolution of 492 x 633 pixels,
 - 6) proof of payment of the entry fee (if applicable),
 - 7) other documents required under the qualification procedure which are the basis for the decision to enrol, where an additional qualification procedure is carried out.
2. Candidates who have completed a secondary school or obtained a diploma outside Poland have to submit the following documents in the admission process:
 - 1) a legalised certificate or with an apostille attached together with a translation into Polish,
 - 2) a diploma or another document of graduation from a higher education institution abroad, legalised or with an apostille attached, entitling to enter second-cycle programs in the country in which it was issued, recognised as equivalent to the corresponding Polish diploma of graduation from a first-cycle program,
 - 3) a document confirming the knowledge of the Polish language,
 - 4) an administrative decision of the voivodeship school superintendent certifying the entitlement to enter first-cycle or long-cycle higher education programs, unless international agreements provide otherwise.
 3. Foreigners who confirm their entitlement to begin higher education at the Office of the School Superintendent or in the process of nostrification are obliged to provide relevant documents by the end of the first semester.

III. Documents required under the admission procedure for first- and second-cycle studies conducted in English, and for first-cycle studies in Philology

§ 4.

1. The admission procedure is open to foreign candidates who, in addition to the documents listed in §3, have to submit additional documents:
 - 1) a document confirming their knowledge of English at B2 level, a certificate, diploma or another document confirming completion of a secondary school abroad in which classes were conducted in English;
 - 2) foreigners who do not have the document listed in § 4 (1), are obliged to take part in a qualification examination testing their knowledge of English at B2 level. As a result of the qualification examination they received a positive assessment of their knowledge of the English language and thus received a certificate issued by the Recruitment Committee confirming their knowledge of the English language.
2. The admission procedure is open to candidates who are Polish citizens and who, in addition to the documents listed in §3, have to submit additional documents:
 - 1) one of the documents confirming knowledge of the English language at B2 level:
 - a) the secondary school-leaving certificate with at least a 50% score in English at extended level;
 - b) the secondary school-leaving certificate from a school where English was the language of instruction;
 - c) a diploma of graduation from a higher education institution with English as the language of instruction;
 - d) a diploma of graduation from English Philology;

- 2) A document confirming their knowledge of English at B2 level, Polish nationals who do not have a document listed in §4 (2)(7) are obliged to take part in an examination testing their knowledge of the English language at B2 level. As a result of the qualification examination, they received a positive assessment of their knowledge of the English language and thus received a certificate issued by the Recruitment Committee confirming their knowledge of the English language.
3. In order to confirm their identity and the data contained in the admission documents and to complete other admission formalities, foreigners admitted to study at WSB University in Poznań are obliged to present the original identity document at the Admissions Office immediately after their arrival at the University.

§ 5.

1. The documents referred to in § 3 and § 4 may be submitted for summer admission:
 - a) basic admission: March 29, 2021 – September 30, 2021,
 - b) supplementary admission: October 1, 2021 – October 31, 2021,
2. The documents referred to in § 3 may be submitted for winter admission:
 - a) basic admission: December 1, 2021 – March 11, 2022,
 - b) supplementary admission: March 12, 2022 – March 19, 2022,
3. The Senate may set additional admission deadlines.
4. Irrespective of (1) and (2) above, the Senate is entitled to set an additional admission deadline for graduates of secondary schools who have applied for admission to the first-cycle studies or long-cycle studies in a given field of study for the academic year for which the admission is being carried out, and whose final examination result in a given subject or subjects was increased as a result of an appeal referred to in Article 44zzz (7) of the Act of September 7, 1991 on the Education System.

§ 6.

The amount of the registration and admission fee is determined by the Senate of WSB in Poznań

IV. Admission procedure

§ 7.

1. The admission procedure is deemed to have started when the application for admission has been submitted to the Admissions Office.
2. Documents required under the admission procedure should be submitted via the online registration system at <https://www.wsb.pl/rekrutacja/krok1>
3. Documents may also be submitted in person to the Admissions Office:
 - 1) Faculty of Finance and Banking in Poznań:
ul. Powstańców Wielkopolskich 5,
61-895 Poznań
phone: 61 655 33 33
e-mail: rekrutacja@wsb.poznan.pl
 - 2) Faculty in Chorzów:
ul. Sportowa 29,
41-506 Chorzów
phone: 32 3498 531, 32 3498 478, 32 3498 479

e-mail: rekrutacja@chorzow.wsb.pl

3) Faculty of Economics in Szczecin:

al. Wojska Polskiego 128,

70-491 Szczecin

phone: 91 422 58 58

e-mail: rekrutacja@wsb.szczecin.pl

4. Persons interested in taking up studies, who have completed the online registration form, are required to complete the formalities within the prescribed deadline indicated in the e-mail, from the date of registration or, in the case of persons taking the secondary school leaving exam in 2021, within 7 days from the date of issuance of the secondary school leaving certificate.
5. Candidates for programs are admitted until the place limit referred to in § 8 has been reached.
6. The requirements for admission to WSB in Poznań include:
 - 1) submitting all documents listed in § 3 or § 4,
 - 2) being admitted to the program on the basis of the procedure referred to in § 2 and after fulfilling the requirements listed in § 4,
 - 3) signing the agreement on the provision of educational services for first- or second-cycle programs or long-cycle Master' studies.
7. The candidate applying for admission may submit documents in paper form to the Admissions Office or use the electronic admission system and submit documents in electronic form.

§ 8.

1. By March 15, 2021, the Senate will determine the place limit in particular fields of study and forms of study for the academic year 2021/2022.
2. Decisions on possible shifts of vacancies between various courses are taken by the Faculty Dean.

V. Final provisions

§ 9.

1. Matters unregulated herein are governed by the Act of July 20, 2018 - the Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2018, item 1668) and the Act of September 7, 1991 on the education system (Journal of Laws [Dz.U.] of 1991, item 425, as amended).
2. The admission requirements and procedure do not apply to admissions to higher education programs financed or co-financed by the European Social Fund.
3. The admission requirements and procedure enter into force on the date of commencement of admissions for the academic year 2021/2022, indicated in § 5.

Józef Stanisław
Orczyk

Signed electronically

by Józef Stanisław
Orczyk

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