

Attachment to Resolution No. 114/2024 of the Senate of the WSB Merito University of Wrocław of 18 June 2024 on the adoption of the rules for admissions to undergraduate, graduate and long-cycle master degree programmes at the WSB Merito University of Wrocław for the academic year 2025/2026

**Rules of admission to WSB Merito University in Wrocław
undergraduate, graduate and long-cycle MA studies
2025/2026 academic year**

§ 1

Fields of study

1. The Admission Rules specify the conditions, procedure and date of commencement and completion of enrolment of Polish and foreign nationals in degree studies conducted at WSB Merito University in Wrocław, hereinafter referred to as the University, at the level of undergraduate, graduate studies or long-cycle MA studies at individual faculties and in the following fields of study:
 - 1) WSB Merito University in Wrocław - Faculty of Finance and Management in Wrocław:
 - a) Economic and data analysis - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
 - b) Internal security - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
 - c) Dietetics - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
 - d) Economics - full-time and part-time graduate studies with a general academic profile,
 - e) Philology - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
 - f) Finance and accounting - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
 - g) Information Technology - full-time and part-time undergraduate (bachelor's and engineering) and graduate studies with a practical profile,

- h) Management engineering - full-time and part-time undergraduate (engineering) studies with a practical profile,
- i) Cosmetology - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
- j) Logistics - full-time and part-time undergraduate (bachelor's and engineering) and graduate studies with a practical profile,
- k) Marketing and sales - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
- l) Digital media and computer graphics - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
- m) Media and communication in business - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
- n) Microbusiness - full-time and part-time undergraduate (bachelor's) degree studies with a practical profile,
- o) Law - full-time and part-time single master's degree studies with a practical profile,
- p) Business law - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
- q) Psychology - full-time and part-time single master's degree studies with a practical profile,
- r) Transport - full-time and part-time undergraduate (engineering) studies of a practical profile - enrolment subject to a decision by the Minister of Science and Higher Education granting WSB Merito University in Wrocław the right to conduct them,
- s) Tourism and leisure - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
- t) Management - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
- u) Public health - full-time and part-time graduate studies with a practical profile;

2) WSB Merito University in Wrocław Branch in Opole - Faculty of Economics in Opole;

- a) Administration and internal security - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
- b) Dietetics - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
- c) Finance and accounting - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
- d) Information Technology - full-time and part-time undergraduate (engineering) studies of a practical profile - Admission subject to the decision of the Minister of

Science and Higher Education granting the Faculty of Economics in Opole Branch of the WSB Merito University in Wrocław the right to conduct them,

- e) Management engineering - full-time and part-time undergraduate (engineering) studies with a practical profile,
 - f) Cosmetology - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
 - g) Logistics - full-time and part-time undergraduate (engineering) studies with a practical profile,
 - h) Media and communication in business - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
 - i) Pedagogy - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
 - j) Business Law - full-time and part-time undergraduate (bachelor's) studies with a practical profile,
 - k) Psychology - full-time and part-time long-cycle MA studies with a practical profile,
 - l) Management - full-time and part-time undergraduate (bachelor's) and graduate studies with a practical profile,
 - m) Preschool and Early Childhood Pedagogy - full-time and part-time long-cycle MA studies of a practical profile - Admission subject to the decision of the Minister of Science and Higher Education granting the Faculty of Economics at the Opole Branch of the WSB Merito University in Wrocław the right to run them.
2. Undergraduate studies shall mean undergraduate studies leading to a bachelor's degree. Undergraduate engineering studies shall mean undergraduate studies leading to the professional title of engineer.
3. The condition for commencement of Admission for a given course, level and form of studies at the Faculty is a resolution of the Senate adopted pursuant to § 24, para. 4, letter j) of the Statute of Merito University of Wrocław, in the wording given by the resolution no. 4/40/2023 of the Management Board of the Merito Centre for Higher Education Development sp. z o.o. of 30 August 2023, and no later than before the date of commencement of enrolment specified in § 11, para. 1, and in the case of receiving authorization to conduct studies in a new field of study or establishment of studies in a new field of study not requiring authorization - immediately after, respectively, receiving authorization or establishment of studies.

Definitions

1. The admission process includes the registration and admissions procedure by the recruiter (hereinafter the Admission procedure), conducted on the basis of the Act of 14 June 1960. - Code of Administrative Procedure (i.e. Journal of Laws of 2024, item 572).
2. For the purposes of the admission procedure, an Applicant is a person who has submitted an application for enrolment, understood as a request to initiate proceedings under the Act of 14 June 1960 - Code of Administrative Procedure.
3. For the purposes of the admission procedure and the procedure provided for in Article 323 of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742 as amended), a foreigner is a person without Polish citizenship.
4. All provisions of this Act shall apply to WSB Merito University Wrocław and WSB Merito University Wrocław Opole Branch, collectively referred to as WSB Merito University Wrocław, unless the wording of a provision indicates otherwise.

§ 3

Basis for admission to undergraduate and long-cycle MA studies

1. Admission to undergraduate studies or long-cycle MA studies is based on positive results:
 - 1) the Polish maturity exam ("old matura"), i.e. until 1991 a minimum grade of 3 in each subject on the maturity certificate (on a grading scale from 2 to 5), from 1991 a minimum grade of 2 in each subject on the maturity certificate (on a grading scale from 1 to 6),
 - 2) Polish matriculation exam ("new matura" since 2005), in accordance with Article 44zzl(1) of the Act of 7 September 1991 on the educational system (i.e. Journal of Laws of 2024, item 750, as amended.), i.e. at least 30% of the points possible to be obtained from each compulsory subject in the written part and in the oral part and from at least one additional subject in the written part on the maturity certificate, if a passing threshold of at least 30% of the points possible to be obtained was required in the year of taking the matriculation exam, subject to the conditions for passing the matriculation exam resulting from the Regulation of the Minister of National Education of 19 May 2020. amending the regulation on special solutions in the period of temporary restriction of the functioning of units of the educational system in connection with the

prevention, counteraction and combating of COVID-19 (Dz. U. pos. 891) with regard to the matriculation exam conducted in 2020, the Regulation of the Minister of Education and Science of 16 December 2020 amending the Regulation on special arrangements in the period of temporary restriction of the operation of units of the educational system in connection with the prevention, counteraction and combating of COVID-19 (Dz. U. 2314) in relation to the matriculation examination conducted in 2021. and the Regulation of the Minister of Education and Science of 17 August 2021 amending the Regulation on specific solutions in the period of temporary limitation of the functioning of units of the educational system in connection with the prevention, counteraction and eradication of COVID-19 (Journal of Laws 1525) with regard to the matriculation examination held in 2022,

- 3) the Polish maturity exam or the Polish matriculation exam and an exam or examination(s) confirming qualifications in a profession taken in the Polish education system,
 - 4) the Polish maturity exam or the Polish matriculation exam and vocational exam or exams taken in the Polish education system,
 - 5) foreign examination or foreign education, confirmed by a certificate, diploma or other document referred to in Article 69(2)(4) to (7) of the Act of 20 July 2018. - Law on Higher Education and Science.
2. For undergraduate studies in the field of Philology, specializing in English Philology, confirmation of English language proficiency is conducted via an online placement test administered by the University during the recruitment process. The result of the placement test does not affect admission to the studies.
 3. In the case of selecting the translation specialisation in undergraduate studies in English Philology, admission to this specialisation will be based on the verification of the student's translation competencies, which will be conducted during the course of study.
 4. The detailed grounds for admission to undergraduate and long-cycle MA studies in the individual fields of study are set out in § 4 - 6.

§ 4

Detailed grounds for admission to undergraduate and long-cycle MA studies

1. The condition for admission to undergraduate studies and long-cycle master's studies is meeting the requirements specified in the Admission Rules for the given field of study and being ranked on the list compiled for that field, subject to § 5, section 3.

2. The applicant's eligibility for admission, along with the fulfilment of all requirements under the Admission Rules, will be confirmed by the University through entry on the list of students.
3. Ranking lists for summer admission are drawn up on the following dates:

Ranking rounds	Deadline for submission of the complete set of documents	The result of the qualification no later than
I	09.04.2025	11.04.2025
II	25.04.2025	30.04.2025
III	14.05.2025	16.05.2025
IV	28.05.2025	30.05.2025
V	11.06.2025	13.06.2025
VI	25.06.2025	27.06.2025
VII	02.07.2025	04.07.2025
VIII	09.07.2025	11.07.2025
IX	16.07.2025	18.07.2025
X	23.07.2025	25.07.2025
XI	06.08.2025	08.08.2025
XII	20.08.2025	22.08.2025
XIII	03.09.2025	05.09.2025
XIV	10.09.2025	12.09.2025
XV	17.09.2025	19.09.2025
XVI	24.09.2025	26.09.2025
XVII	29.09.2025	01.10.2025
XVIII	02.10.2025	03.10.2025
XIX	07.10.2025	09.10.2025
XX	14.10.2025	16.10.2025
XXI	16.10.2025	17.10.2025

4. Ranking lists for winter admission are drawn up on the following dates:

Ranking rounds	Deadline for submission of the complete set of documents	The result of the qualification no later than
I	09.12.2025	12.12.2025
II	18.12.2025	19.12.2025
III	08.01.2026	09.01.2026
IV	13.01.2026	15.01.2026
V	20.01.2026	22.01.2026
VI	03.02.2026	05.02.2026
VII	10.02.2026	12.02.2026
VIII	17.02.2026	19.02.2026

IX	25.02.2026	27.02.2026
X	05.03.2026	06.03.2026
XI	10.03.2026	12.03.2026

5. Applicants will be qualified for enrolment according to the admission index W specified in § 5, starting with the person who obtained the highest admission index W, until the limit of enrolments in a given field of study, as determined by the Senate, is reached. In the event that two or more Applicants achieve the same admission rate W, enrolment is determined by the order of submission of the complete set of required documents as specified in the Rules of Admission.
6. Ranking rounds apply until the admission limit is exhausted.

§ 5

Rules for creating the ranking for admission to undergraduate studies and long-cycle master's studies

1. Qualification for undergraduate and long-cycle MA studies is based on admission index W calculated according to the following formula:

$$W = W_o + W_d + D$$

Where:

W_o - means the result in the compulsory subject, i.e. a foreign language (in the case of a specialisation in English, it is compulsory to speak English) according to the conversion factor set out in points 1-5 of section 2.

W_d - means a result from an additional subject indicated for a given field of study in § 6 according to the conversion factor set out in para. 2, points 1-5 or a result from an examination or vocational examinations or results from an examination or examinations confirming qualifications in a profession taught at technical level indicated for a given field of study in § 6 according to the conversion factor set out in para. 2, point 9.

D - indicates the additional points obtained in accordance with paragraph 2(7) and (8).

2. For the purpose of ranking Applicants qualified for admission to a particular course of study, the following admission criteria shall be adopted:

1) Results from a maturity examination or matriculation examination taken in Poland:

a) new matura (OKE matriculation) - qualification is based on the results of the written examination according to the following conversion factors:

Wo: 1% at basic level = 2 qualifying points

Wo: 1% at extended level = 4 qualification points

Wd: 1% at basic level = 1 qualifying point

Wd: 1% at extended level = 2 qualifying points,

b) Old maturity certificate - eligibility is based on the results of the written or oral maturity certificate according to a conversion factor:

	Wo	Wd	Wo	Wd
Evaluation	Number of qualifying points on a grading scale 1-6	Number of qualifying points on a grading scale 1-6	Number of qualifying points on a grading scale 2-5	Number of qualifying points on a grading scale 2-5
6	200	120	x	x
5	180	108	200	120
4	150	90	170	102
3	100	60	80	96
2	60	36	x	x

2) International Baccalaureate (IB) or European Baccalaureate (EB) - eligibility is based on results according to a conversion factor:

IB			EB		
SL assessment - standard level	Wo Number of qualifying points	Wd Number of qualifying points	SL assessment - standard level	Wo Number of qualifying points	Wd Number of qualifying points
7	200	120	9,51-10,00	200	240
6	172	103	9,01-9,50	180	216
5	144	86	8,51-9,00	160	192
4	116	70	8,01-8,50	140	168
3	88	53	7,51-8,00	120	144
2	60	36	7,01-7,50	100	120
			6,51-7,00	80	96
			6,01-6,50	60	72

HL assessment - higher level	Wo Number of qualifying points	Wd Number of qualifying points	HL assessment - higher level	Wo Number of qualifying points	Wd Number of qualifying points
7	260	156	9,51-10,00	260	156
6	224	134	9,01-9,50	234	140
5	188	113	8,51-9,00	208	125
4	150	90	8,01-8,50	182	109
3	114	68	7,51-8,00	156	94
2	78	47	7,01-7,50	130	78
			6,51-7,00	104	62
			6,01-6,50	78	47

3) Foreign certificates or other documents entitling an applicant to apply for admission to undergraduate and long-cycle MA programmes in the country of their issuance shall be subject to individual assessment and a decision on eligibility for admission, taking into account the results of Wo and Wd based on the number of qualifying points awarded according to particular scales for grades in subjects equivalent to those referred to in paragraph 1.

4) For the application of point 3, the following conversion rates shall be adopted for the countries indicated:

a) Algeria

Scale 1	Scale 2	Scale 3	Wo Number of qualifying points	Wd Number of qualifying points
18-20	Excellent	6	200	120
16-17,99	Très bien	5	164	98,4
14-15,99	Bien	4	134	80,4
12-13,99	Assez bien	3,5	104	62,4
10-11,99	Passable	3	74	44,4
0-9,99	Insuffisant	0	0	0

b) Azerbaijan

Scale 1	Scale 2	Scale 3	Scale 4	Wo Number of qualification points qualification points	Wd Number of qualification points qualification points
91-100	Excellent (Ə'lə)	A	5	200	120
81-90	Very good (çox yaxşı)	B		170	102

71-80	Good (Yaxsi)	C	4	140	84
61-70	Satisfactory (Kafi)	D	3	100	60
51-60	Unsatisfactory (qənaətbəxş)	E		60	36
0-50	Unsatisfactory (qeyri-kafi)	F	2		
	Unsatisfactory (məqbul)				

c) Belarus

Scale 1	Scale 2	Scale 3	Wo Number of qualifying points	Wd Number of qualifying points
10	Outstanding (Вельмі выдатна)	A+	200	120
9	Excellent (Выдатна)	A	180	108
8	Almost Excellent (Амаль выдатна)	A-	160	96
7	Very Good (Вельмі добра)	B+	150	90
6	Good (Добра)	B	140	84
5	Almost Good (Амаль добра)	B-	120	72
4	Very Satisfactory (Вельмі здавальняюча)	C+	100	60
3	Satisfactory (Здавальняюча)	C	60	36
2	Unsatisfactory (Нездавальняюча)	F	0	0
1	Unsatisfactory (Нездавальняюча)	F	0	0

d) Egypt

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Wo Number of qualifying points	Wd Number of qualifying points
excellent	85-100%	4	3,70-5,0	A	200	120
very good	75-84%	3,50	2,70-3,69	B	170	102
good	65-74%	2,75	1,70-2,69	C	150	90
pass	50-65%	2	1,0-1,69	D	130	78
fail/weak/ very weak	<50%	<2.0	<1	F	0	0

e) Ethiopia

Scale 1	Scale 2	Wo Number of qualifying points	Wd Number of qualifying points
90-100	A	200	120
80-89	B	170	102
60-79	C	150	90
50-59	D	130	78
<50	F	0	0

f) Kazakhstan

Scale 1	Scale 2	Scale 3	Scale 4	Wo Number of qualifying points	Wd Number of qualifying points
5 (отлично) very good	5	MVG	A	200	120
5 (отлично) very good	5	MVG	B	170	102
4 (хорошо) good	4	VG	C	140	84
4 (хорошо) good	4	VG	D	110	66
3 (удовлетворительно) sufficient	3	G	E	80	48
2 (неудовлетворительно) inadequate	2	IG	F	0	0
1 (зачтено /зачет) credited					

g) Kyrgyzstan

Scale 1	Scale 2	Wo Number of qualifying points	Wd Number of qualifying points
5	Эң жакшы / отлично	200	120
4-4,99	Жакшы / хорошо	160	96
3-3,99	Канаатандыарлык / удовлетворительно	120	72
2-2,99	канаатандыарлык эмес / неудовлетворительный	0	0
1-1,99	Эң канаатандыарлык эмес / очень плохо	0	0

h) Morocco

Scale 1	Scale 2	Scale 3	Wo Number of qualifying points	Wd Number of qualifying points
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18-20	Très bien	6	200	120
16-17,99	Très bien	5	160	96
14-15,99	Bien	4	140	84
12-13,99	Assez bien	3,5	120	72
10-11,99	Passable	3	100	60
0-9,99	Insuffisant	0	0	0

i) Nigeria

Scale 1	Scale 2	Scale 3	Wo Number of qualify- ing points	Wd Number of qualify- ing points
A1	75,00 - 100,00	Excellent	200	120
B2	70,00 - 74,99	Very Good	180	108
B3	65,00 - 69,99	Good	140	84
C4	60,00 - 64,99	Credit	100	60
C5	55,00 - 59,99	Credit	100	60
C6	50,00 - 54,99	Credit	100	60
D7	40,00 - 49,99	Pass	60	36
E8	35,00 - 39,99	Pass	60	36
F9	0 - 34,99	Fail	0	0

j) Rwanda

Scale 1	Scale 2	Wo Number of qualifying points	Wd Number of qualifying points
A (6 points)	75-100 70-74	200	120
B (5 points)	65-69	160	96
C (4 points)	60-64	120	72
D (3 points)	55-59	80	48
E (2 points)	50-54	60	36
S (auxiliary, 1 point)	0-49	0	0
F (0 points)		0	0

k) Turkey

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Wo Number of qualifying points	Wd Number of qualifying points
Very good/Pek iyi	A	9-10	17-20	85-100	85-100	90-100	90-100	200	120

Good/Iyi	B	7-8	14-16	65-84	70-84	70-89	80-89	160	96
Average/Orta	C	5-6	10-13	50-64	60-69	60-69	65-79	130	78
Pass/Geçer	D				50-59	50-59	50-64	0	0
Failure/Geçmez	F	0-4	0-9	0-49	0-49	0-49	0-49	0	0

l) Ukraine

Scale 1	Scale 2	Scale 3	Wo Number of qualifying points	Wd Number of qualifying points
12	Excellent (Відмінно)	A	200	120
11	Excellent (Відмінно)	A	180	108
10	Excellent (Відмінно)	A	160	96
9	Good (Добре)	B	150	90
8	Good (Добре)	B	140	84
7	Satisfactory (Задовільно)	C	120	72
6	Satisfactory (Задовільно)	C	100	60
5	Satisfactory (Задовільно)	C	60	36
4	Unsatisfactory (Незадовільно)		0	0
3	Unsatisfactory (Незадовільно)		0	0
2	Unsatisfactory (Незадовільно)		0	0
1	Unsatisfactory (Незадовільно)		0	0

m) Uzbekistan

Scale 1	Scale 2	Scale 3	Wo Number of qualifying points	Wd Number of qualifying points
86 % - 100 %	A'lo	5	200	120
71 % - 85 %	Yaxshi	4	140	84
55 % - 70 %	Qoniqarli	3	100	60
Less than 55%	Qoniqarsiz	2	0	0

- 5) For the purposes of applying point 3, in the case of other grade scales on foreign certificates or other documents entitling the student to apply for admission to undergraduate or unified master's programmes in the country of issue, the percentage conversion

factor according to which the highest grade in a given grade scale equals 100% shall be adopted accordingly:

- a) for W_o corresponds to 200 qualification points.
 - b) for W_d corresponds to 120 qualification points.
- 6) For the purpose of applying point 3, the Applicant shall submit a certificate or other document entitling them to apply for admission to undergraduate or long-cycle programmes, together with a list of courses with assigned grades and details of the grading scale used.
- 7) Participants in high school-level subject Olympiads and competitions for subjects listed in the ranking for a given field of study receive an additional 70 qualifying points upon submitting, at the registration stage, a certificate of participation in the Olympiad or competition, or a matriculation certificate with an entry indicating exemption from the exam in that subject, along with information about their title as a laureate or finalist.
- 8) Candidates with results from the Polish maturity exam or matriculation exam in a foreign language taken at a bilingual level receive an additional 30 qualifying points upon submitting their matriculation certificate at the registration stage for studies.
- 9) Applicant(s) who, at the stage of registration for studies, submit the documents specified in § 10, para. 3, points 2-5 confirming the results of a Polish vocational examination or examinations or results of a Polish examination or examinations confirming qualifications in a profession taught at the technical level, specified in the classification of professions of vocational or trade education listed in the Regulation of the Minister of National Education on the conditions to be fulfilled by a person applying for a vocational diploma or a diploma confirming professional qualifications (i.e Journal of Laws of 2024, item 72) and assigned to a given field of study in accordance with the list contained in § 6, for the purposes of calculating qualification points have the option to use the following conversion of the W_d result in place of the result from the additional subject specified in section 1:

$$W_d = \frac{\text{the average of the final results of the vocational examinations on} \\ \text{the vocational diploma or the certificate of vocational qualifications}}{} \times 0,5$$

- 10) For the purposes of the application of point 9, the Applicant shall submit at the stage of registration for studies the documents entitling them to obtain qualifying points. Otherwise, the result referred to in point 9 will not be taken into account in the admission procedure.

3. Applicant(s) who are admitted to undergraduate and long-cycle MA studies are admitted without ranking, provided that the admission limit has not been exhausted:
- a) are laureates or finalists of subject olympiads held in a subject or subjects included in the matriculation or matriculation examination in accordance with the list published annually in a communication of the Minister of National Education; such persons have priority in the admission procedure, provided that the limit of admissions to a selected field of study has not been exhausted,
 - b) achieve an enrolment rate W for each course of study higher than or equal to:

Field of study	W
Administration and internal security - full-time and part-time undergraduate (bachelor's degree) studies	200
Economic and data analysis - full-time and part-time undergraduate (bachelor's degree) studies	200
Internal security - full-time and part-time undergraduate (bachelor's degree) studies	200
Dietetics - full-time and part-time undergraduate (bachelor's degree) studies	150
Philology - full-time and part-time undergraduate (bachelor's degree) studies	250
Finance and accounting - full-time and part-time undergraduate (bachelor's degree) studies	200
Information Technology - full-time and part-time undergraduate (engineering) studies	250
Information Technology - full-time and part-time undergraduate (engineering) studies - Admission subject to the decision of the Minister of Science and Higher Education granting the Faculty of Economics in Opole Branch of the WSB Merito University in Wrocław the right to conduct them	250
Information Technology - full-time and part-time undergraduate (bachelor's degree) studies	200
Management Engineering - full-time and part-time undergraduate (engineering) studies	150
Cosmetology - full-time and part-time undergraduate (bachelor's degree) studies	150
Logistics - full-time and part-time undergraduate (engineering) studies	150
Logistics - full-time and part-time undergraduate (bachelor's degree) studies	150
Marketing and sales - full-time and part-time undergraduate (bachelor's degree) studies	200
Digital media and computer graphics - full-time and part-time undergraduate (bachelor's degree) studies	200
Media and communication in business - full-time and part-time undergraduate (bachelor's degree) studies	200
Microbusiness - full-time and part-time undergraduate (bachelor's degree) studies	200
Pedagogy - full-time and part-time undergraduate (bachelor's degree) studies	200
Preschool and Early Childhood Pedagogy - full-time and part-time uniform MA studies - admission subject to the decision of the Minister of Science and Higher Education granting the Faculty of Economics in Opole Branch of the WSB Merito University in Wrocław the right to run them	200
Law - full-time and part-time single master studies	250
Business law - full-time and part-time undergraduate (bachelor's degree) studies	200
Field of study	W
Psychology - full-time and part-time single master's degree programmes	200

Transport - full-time and part-time undergraduate studies (engineering) - Admission subject to the decision of the Minister of Science and Higher Education granting the right to conduct them to WSB Merito University in Wrocław	150
Tourism and leisure - full-time and part-time undergraduate (bachelor's degree) studies	150
Management - full-time and part-time undergraduate (bachelor's degree) studies	200
English-language specialisations in individual undergraduate or long-cycle studies	250

4. Candidates for engineering studies who did not achieve the required percentage threshold in the matriculation exam in mathematics (at least 30% from the extended-level exam or at least 70% from the basic-level exam) will be directed to an additional mathematics review course dedicated to first-year engineering students. The detailed program, qualification rules, hours, schedule, and exemptions from the course are regulated-ed by the Dean's directive. Laureates and finalists of math Olympiads and competitions qualify for engineering studies without the requirement to complete the review course in mathematics.

§ 6

List of additional subjects and examination results or examinations confirming professional qualifications/professional examinations for the purpose of the rankings referred to in § 4 and 5.

1. For the purpose of calculating the Wd score, the following additional subjects and occupations taught at technician level shall be taken into account for the Admission of undergraduate and long-cycle MA studies in the respective fields of study:

Field of study	List of additional subjects	Name and numerical symbol of a profession taught at the level of a technician specified in the classification of professions of vocational or trade education and training listed in the Regulation of the Minister of National Education on the conditions to be fulfilled by a person applying for a vocational diploma or a diploma confirming vocational qualifications (i.e. Journal of Laws of 2024, item 72)
Administration and internal security - full-time and part-time undergraduate studies (Bachelor's degree)	geography history Polish mathematics social studies	Economic technician (331403) Sales technician (522305) Accounting technician (431103)
Economic and data analysis - full-time and part-time undergraduate studies (Bachelor's degree)	physics geography history IT Polish mathematics social studies	Analytical technician (311103) Economic technician (331403) Sales technician (522305) IT technician (351203) Programming technician (351406) Accounting technician (431103)
Internal security - full-time and part-time undergraduate studies (Bachelor's degree)	geography history Polish mathematics social studies	Economic technician (331403) Sales technician (522305) Accounting technician (431103)
Dietetics - full-time and part-time undergraduate studies (Bachelor's degree)	biology chemistry geography Polish social studies	Hotel technician (422402) Tourist service technician (422103) Chemical technology technician (311603) Food technology technician (314403) Rural tourism technician (515205) Rural tourism technician (515203) Waiter services technician (513102) Cosmetic service technician (514207) Food and beverage service technician (343404)

Philology - full-time and part-time undergrad- uate studies (Bachelor's degree)	philosophy geography history Polish social studies	-
Finance and accounting - full-time and part-time undergraduate studies (Bachelor's degree)	physics geography history IT Polish mathematics social studies	Analytical technician (311103) Economic technician (331403) Sales technician (522305) IT technician (351203) Programming technician (351406) Accounting technician (431103)
Information technology - full-time and part-time undergraduate (engineering) stud- ies	physics IT mathematics	Automation technician (311909) IT technician (351203) Programming technician (351406)
Information Technology - full-time and part-time undergrad- uate studies (engineering) -admission subject to the decision of the Minister of Science and Higher Education granting the Faculty of Economics in Opole Branch of the WSB Merito University in Wrocław the right to conduct them to conduct them	physics IT mathematics	Automation technician (311909) IT technician (351203) Programming technician (351406)
Information Technology - full-time and part-time undergrad- uate studies (Bachelor's degree)	physics IT mathematics	Automation technician (311909) IT technician (351203) Programming technician (351406)

Management engineering - full-time and part-time undergrad- uate (engineering) studies	physics IT mathematics	Analytical technician (311103) Automation technician (311909) Railway construction technician (311220) Road construction technician (311216) Port and terminal operations technician (333106) Electrical engineering technician for rail transport (311302) Electronics technician (311408) IT technician (351203) Logistics technician (333107) Airport Operations Technician (315406) Mechanical technician (311504) Mechatronics technician (311410) Automotive technician (311513) Programming technician (351406) Chemical technology technician (311603) ICT technician (351103) Road transport technician (311927) Inland navigation technician (315216)
Cosmetology - full-time and part-time undergrad- uate studies (Bachelor's degree)	biology chemistry geography Polish	Hotel technician (422402) Tourist service technician (422103) Food technology technician (314403) Rural tourism technician (515205) Rural tourism technician (515203) Hairdressing technician (514105) Waiter services technician (513102) Cosmetic service technician (514207) Food and beverage service technician (343404)
Logistics - full-time and part-time undergraduate studies (engineering)	physics IT mathematics	Analytical technician (311103) Automation technician (311909) Railway construction technician (311220) Road construction technician (311216) Port and terminal operations technician (333106)

		<p>Electrical engineering technician for rail transport (311302)</p> <p>Electronics technician (311408)</p> <p>IT technician (351203)</p> <p>Logistics technician (333107)</p> <p>Airport Operations Technician (315406)</p> <p>Mechanical technician (311504)</p> <p>Mechatronics technician (311410)</p> <p>Automotive technician (311513)</p> <p>Programming technician (351406)</p> <p>Chemical technology technician (311603)</p> <p>ICT technician (351103)</p> <p>Road transport technician (311927)</p> <p>Inland navigation technician (315216)</p>
<p>Logistics -</p> <p>full-time and part-time undergraduate studies</p> <p>(Bachelor's degree)</p>	<p>physics</p> <p>geography</p> <p>history</p> <p>IT</p> <p>Polish</p> <p>mathematics</p> <p>social studies</p>	<p>Analytical technician (311103)</p> <p>Automation technician (311909)</p> <p>Railway construction technician (311220)</p> <p>Road construction technician (311216)</p> <p>Port and terminal operations technician (333106)</p> <p>Electrical engineering technician for rail transport (311302)</p> <p>Electronics technician (311408)</p> <p>Logistics technician (333107)</p> <p>Airport Operations Technician (315406)</p> <p>Mechanical technician (311504)</p> <p>Mechatronics technician (311410)</p> <p>Automotive technician (311513)</p> <p>Chemical technology technician (311603)</p> <p>ICT technician (351103)</p> <p>Road transport technician (311927)</p> <p>Inland navigation technician (315216)</p>
<p>Marketing and sales -</p> <p>full-time and part-time undergraduate studies</p>	<p>geography</p> <p>history</p> <p>IT</p>	<p>Analytical technician (311103)</p> <p>Economic technician (331403)</p> <p>Photography and multimedia technician (343105)</p>

(Bachelor's degree)	Polish mathematics social studies	Graphic arts and digital printing technician (311943) Sales technician (522305) Advertising organisation technician (333906) Accounting technician (431103)
Digital media and computer graphics - full-time and part-time undergraduate studies (Bachelor's degree)	geography history IT Polish mathematics social studies	Photography and multimedia technician (343105) Graphic arts and digital printing technician (311943) Advertising organisation technician (333906)
Media and communication in business - full-time and part-time undergraduate studies (Bachelor's degree)	geography history IT Polish mathematics social studies	Photo technician (343104) Photography and multimedia technician (343105) Graphic arts and digital printing technician (311943) Advertising organisation technician (333906) Advertising technician (333907)
Micro-business - full-time and part-time undergraduate studies (Bachelor's degree)	geography history IT Polish mathematics social studies	Photography and multimedia technician (343105) Graphic arts and digital printing technician (311943) Hotel technician (422402) Tourist service technician (422103) Advertising organisation technician (333906) Food technology technician (314403) Rural tourism technician (515205) Rural tourism technician (515203) Hairdressing technician (514105) Waiter services technician (513102) Cosmetic service technician (514207) Food and beverage service technician (343404)
Pedagogy - full-time and part-time undergraduate studies (Bachelor's degree)	biology philosophy geography history	-

	Polish mathematics social studies	
Pre-school pedagogy pre-school and early school education - full-time and part-time long-cycle MA studies - admission subject to the decision of the Minister of Science and Higher Education a decision granting the Faculty of Economics in Opole Branch of the WSB Merito University University Branch in Opole, Merito University in Wrocław to conduct them	biology philosophy geography history Polish mathematics social studies	-
Law - full-time and part-time long-cycle MA studies	philosophy geography history Polish mathematics social studies	Economic technician (331403) Sales technician (522305) Accounting technician (431103)
Business law - full-time and part-time undergraduate studies (Bachelor's degree)	philosophy geography history Polish mathematics social studies	Economic technician (331403) Sales technician (522305) Accounting technician (431103)
Psychology - full-time and part-time long-cycle MA studies	biology chemistry philosophy physics	-

	geography history IT Polish mathematics social studies	
Transport - full-time and part-time undergraduate (engineering) studies - admission subject to the Minister of Science and Minister of Science and Higher Ed- ucation a decision granting WSB Merito University in Wrocław the right to conduct to conduct them	physics IT mathematics	Automation technician (311909) Railway construction technician (311220) Road construction technician (311216) Port and terminal operations technician (333106) Electrical engineering technician for rail transport (311302) Electronics technician (311408) Logistics technician (333107) Airport Operations Technician (315406) Mechanical technician (311504) Mechatronics technician (311410) Automotive technician (311513) Chemical technology technician (311603) ICT technician (351103) Road transport technician (311927) Inland navigation technician (315216)
Tourism and leisure - full-time and part-time undergrad- uate studies (Bachelor's degree)	geography history Polish social studies	Hotel technician (422402) Tourist service technician (422103) Food technology technician (314403) Rural tourism technician (515205) Rural tourism technician (515203) Hairdressing technician (514105) Waiter services technician (513102) Cosmetic service technician (514207) Food and beverage service technician (343404)

Management - full-time and part-time undergraduate studies (Bachelor's degree)	geography history IT Polish mathematics social studies	Analytical technician (311103) Economic technician (331403) Photography and multimedia technician (343105) Graphic arts and digital printing technician (311943) Sales technician (522305) Hotel technician (422402) Tourist service technician (422103) Accounting technician (431103) Food technology technician (314403) Rural tourism technician (515205) Rural tourism technician (515203) Hairdressing technician (514105) Waiter services technician (513102) Cosmetic service technician (514207) Food and beverage service technician (343404)
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2. In the case of English-language specialisations, the same additional subjects and occupations taught at the technical level obtained in the Polish education system assigned to the individual fields of study are taken into account in the admission process for undergraduate and single master's degree programmes for the purposes of ranking.

§ 7

Basis for admission to graduate studies

1. Admission to graduate programmes is based on a diploma of completion of undergraduate studies, graduate studies or long-cycle MA studies in the academic disciplines listed in Attachment No. 1 to the Rules of Admission assigned to a given graduate programme or in fields of study related to the field of study in which the Applicant is enrolled. The condition for the recognition of a field of study as related is its assignment to the discipline listed next to a given graduate field of study in Attachment No. 1 to the Admission Rules in a minimum of 50%, which confirms the learning outcomes achieved by the Applicant in the studies which are the basis for admission. Recognition of other fields of study that provide the basis for the knowledge and skills and competencies in the area of learning outcomes for the graduate characteristics of the field of study in which the Applicant is enrolled is possible if at least 50% of the ECTS credits for the subjects compliant with the study programme in the selected graduate field of study have been completed as part of the completed studies. Additional grounds for admission to graduate studies in the selected fields of study are stipulated in paragraphs 2 - 4.
2. The degree programme in Philology requires a level of language proficiency C1 according to the EQF, which the Applicant confirms by submission at the Admission stage:
 - a) a document certifying the completion of a undergraduate or graduate course of study or a course of study leading to a master's degree in the same language as the Applicant's field of study (e.g. philology, cultural studies, applied linguistics, ethnolinguistics); such a document may be a diploma supplement to the diploma providing the basis for admission to the degree programme; or
 - b) a diploma of having completed undergraduate or graduate studies abroad or long-cycle MA studies, together with a document confirming that the language of the course was the foreign language in which the Applicant applies for admission, or
 - c) a diploma of graduation from undergraduate or graduate studies from long-cycle MA studies abroad, together with a document confirming the required level of linguistic proficiency, obtained in a country where the official language is a foreign language which is the subject of the studies chosen by the Applicant, provided that the teaching was conducted in that language, or
 - d) a Bilingual maturity certificate for the language examination at extended level or an International Baccalaureate Diploma for the primary language, or

- e) a document confirming knowledge of a foreign language, in accordance with the list of documents contained in the annex to the Regulation of the Minister of Foreign Affairs of 25 January 2022 on medical examinations and documents confirming fulfilment of certain conditions required for the award of a diplomatic rank (Journal of Laws of 2022, item 256) and the executive regulations replacing them issued on the basis of the Act of 21 January 2021 on foreign service (i.e. Journal of Laws of 2024, item 85, as amended).

If none of the conditions (a) to (e) are met, the required level of language proficiency may be confirmed by a pass mark in a foreign language proficiency qualifying examination conducted remotely by the University during the admission process.

3. Admission to the 3-semester graduate studies in Logistics and Information Technology and Management at the Faculty of Economics in Opole of the WSB Merito University Branch in Wrocław is based on completion of an engineering degree.
4. The graduate studies in the field of Pedagogy are open to persons who have obtained a master's degree, bachelor's degree or equivalent in pedagogical studies. Graduates of other faculties may be admitted to the degree programme on condition that they make up curriculum differences during their studies. Detailed scope of differences in curriculum, principles of qualification of Applicants for their completion due to the completed field of study, number of hours, time of classes and the form of their completion are regulated by the Dean of the Faculty.
5. An Applicant applying for admission to graduate studies, who does not fulfil the conditions stipulated in para. 1 within the scope of academic disciplines specified in Attachment No. 1 to the Rules of Admission assigned to a given graduate programme or fields of study related to the field of study in which the Applicant is enrolled, submits an application to the Rector or a person authorised by the Rector, who gives or withholds his/her consent to the admission to a given graduate programme, taking into account the achieved learning outcomes resulting from the diploma supplement or other documents attached to the application. This does not apply to the choice of graduate studies in the field of Philology.
6. The condition of possessing a diploma certifying the completion of undergraduate studies, graduate studies or long-cycle MA studies in specific disciplines or fields of study related to the field of study chosen by an Applicant does not apply to persons with diplomas confirming the completion of studies in foreign systems of higher education and science, if those systems differ significantly from the Polish system of higher education and science as regards academic disciplines or fields of study. In the cases referred to in the preceding sentence, the diplomas shall in each case be assessed in accordance with

the legislation of the country in whose higher education system the higher education institution or other institution which issued the diploma to be assessed operates, in order to determine the existence and extent of the right to continue graduate studies in that country, in accordance with Article 326(2)(1) of the Act of 20 July 2018. - Law on Higher Education and Science.

7. For persons admitted to graduate studies who have a diploma of completion of undergraduate studies, graduate studies or long-cycle master's studies in the fields of study not related to the selected graduate studies, except for the Faculty of Philology, the University provides support to supplement knowledge, skills and competences in the area of learning outcomes in the form of supplementary courses available in multimedia form on the Moodle e-learning platform. The scope of supplementary courses and the rules of their implementation are regulated by an order of the Dean of the Faculty.

§ 8

Common principles for admission to undergraduate, graduate, and long-cycle MA studies

1. Admission to degree programmes shall be based on documents submitted within the time limits specified in § 11 section 1 or established in accordance with § 11 sections 2 and 3, subject to § 4 sections 3 and 4 as well as sections 10 and 11 of this section. Documents constituting the basis for admission to undergraduate, graduate studies and long-cycle MA studies, including undergraduate and graduate programmes with a specialisation in English with the exception of the field of study in Philology, shall be specified in § 10.
2. Applicants will be eligible for admission until the number of places offered in a given field of study (admission limit) is exhausted, provided that the admission limit has been set by the Senate for that field of study. The number of places refers to the maximum number of individuals who may be admitted to a given field of study. Individuals are added to the student list for the given field of study in accordance with the Admission Rules, immediately after the Applicant has been entered onto the student list.
3. Applicant(s) who, due to the exhaustion of the number of places within the determined admission limit, are not accepted will be placed on a reserve list. Applicant(s) from the reserve list will be eligible for admission on the condition that there are vacant places.
4. Applicant(s) who fail to complete their registration for a degree programme despite calls may be given the status of having abandoned their application for admission.

5. Under rules separate from those provided for in Article 69 of the Act of 20 July 2018 - Law on Higher Education and Science, foreigners may undertake and follow studies conducted by WSB Merito University in Wrocław pursuant to Article 323 of the Act of 20 July 2018. - Law on Higher Education and Science, on the basis of:
 - 1) international agreements, under the terms of those agreements;
 - 2) contracts concluded with foreign entities by the University, under the terms and conditions set out in those contracts;
 - 3) decision of the minister responsible for higher education and science;
 - 4) the decision of the Director of the National Academic Exchange Agency with regard to its grantees;
 - 5) the decision of the Director of NAEA to award funds for the implementation of basic research in the form of a research project, internship or scholarship, eligible for funding through a competition;
 - 6) administrative decision of the Rector of WSB Merito University in Wrocław.
6. Admission to studies conducted by the WSB Merito University in Wrocław takes place on the basis of entries made electronically in the online registration system on the University's website www.merito.pl/wroclaw, www.merito.pl/opole (according to the choice of Faculty).
7. At the registration stage, registered persons are required to submit a set of the required enrolment documents for verification, as specified in § 10. The documents can be submitted in hard copy at the University or by using the electronic enrolment system and submitting the documents in an electronic system that enables the documents to be signed or authenticated in a way that ensures the possibility of confirming the origin and integrity of the verified data in electronic form. In any case, the documents required for inspection must be presented by the Applicant(s) at the Admission Office.
8. Applicants are required to have digital competences at the level obtained in secondary school (undergraduate and long-cycle MA studies) or in undergraduate studies (graduate studies) and to meet the minimum hardware requirements (computer equipped with a camera and microphone and an Internet connection) related to education using distance learning methods and techniques. The University provides the Applicants admitted to the degree programme with: free access to Microsoft 365 licences, access to VDI (Virtual Desktop Infrastructure), i.e. a virtual desktop infrastructure, which allows remote use of the full resources of the computer laboratories and

software used in the classes of the course. The university also provides access to educational resources available in courses on the Moodle e-learning platform, where materials and activities are in text and multimedia form, as well as access to a digital library (journals, books, manuals, i.e. textbooks, case studies, multimedia recordings: videos and podcasts).

9. Applicant(s) with special needs, including persons with disabilities, are subject to the same admission procedure as all Applicant(s) applying for admission. At the request of Applicant(s) with special needs, the Admission Office, with the support of the Office for Persons with Disabilities, hereinafter referred to as "OPD", provides individual support in the admission process. The support consists in particular in: assisting during the admission process (with enrolment, filling in the admission documents and submitting these documents, providing assistance during the qualifying exam in the field of knowledge of a foreign language, including providing the necessary adaptations to the Applicant's form and manner of conducting this exam), providing an adapted service desk during the admission process for persons with special needs, including persons with disabilities. Each situation of an applicant with special needs, including a person with a disability, within the scope of the admission process is considered by the OPD individually, in accordance with the idea of equalisation of educational opportunities and reasonable adjustment to the needs resulting from a disability or other special needs.
10. Admission to undergraduate or graduate studies in specialisations where education is provided in English (does not apply to the Faculty of Philology) is open to applicants who:
 - 1) present an International Baccalaureate Diploma; or
 - 2) present the European Baccalaureate Diploma; or
 - 3) have obtained a matriculation certificate from a school where the language of instruction was English; or
 - 4) submit their diplomas of completion:
 - a) a degree in English philology, or
 - b) a teacher training college in English philology; or
 - 5) have a document confirming the completion of undergraduate studies, graduate studies, long-cycle MA studies or postgraduate studies conducted abroad or in the Republic of Poland - if the language of instruction was English; or
 - 6) submit a document certifying that they have participated, during their studies, in an Erasmus+ placement or study programme or other study programme conducted in English; or

- 7) submit one of the certificates of proficiency in English of at least B1 level for undergraduate study or B2 level for graduate study, on the scale of global proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEF)" - listed in Attachment 2 to the Rules for Admission; or
 - 8) submit a certificate of having passed the Ministry of Foreign Affairs English departmental examination; or
 - 9) submit a certificate of English language proficiency issued by KSAP as a result of a linguistic examination; or
 - 10) submit a document from the workplace certifying that the language of the working environment is English; or
 - 11) have obtained a positive assessment of their English language skills as a result of taking a qualifying examination conducted by the University (this does not apply to Applicants whose matriculation or maturity examination taken in Poland included English); or
 - 12) in the event of passing the Polish exam:
 - a) have obtained at least a good grade in English at the end of their secondary school diploma (taken before 2005); or
 - b) matriculated have scored at least 60% in the English Baccalaureate Extended Baccalaureate.
11. Foreigners who meet one of the following conditions may apply for admission to studies conducted by WSB Merito University in Wrocław in the Polish language:
- 1) complete a one-year preparatory course in Polish in an establishment designated by the minister responsible for higher education and science; or
 - 2) present a certificate of proficiency in Polish issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language; or
 - 3) submit other documents testifying to their knowledge of the Polish language, e.g. a certificate of graduation from a secondary school in which Polish was the language of instruction, a diploma of graduation from a university with Polish as the language of instruction, a diploma of graduation in Polish philology; or
 - 4) submit a declaration of their knowledge of the Polish language at a level allowing them to undertake studies in Polish at WSB Merito University in Wrocław, while the University reserves the right to verify their knowledge of the Polish language at the Admission stage in a manner determined by the University.

§ 9

Admission procedure

1. The admission procedure for undergraduate studies, graduate studies and long-cycle MA studies is conducted by the Rector or a person authorised by the Rector.
2. Admission to studies through recruitment is effected by entry onto the student list.
3. The University shall notify the student of their enrolment by means of an e-mail message or information posted on the electronic registration system.
4. Admissions are refused by an administrative decision issued by the Rector or a person authorised by the Rector. A decision refusing enrolment is subject to an application for reconsideration of the case, which shall be submitted to the Rector within 14 days of the delivery of the decision. A decision against which there is no longer an application for reconsideration is final.
5. The results of the admission procedure are public. The results of the admission procedure, in particular the list of persons accepted for studies through Admission, are made available to the interested parties upon request at the premises of the University (Admission Office) by presenting the results within 7 days from the date of the list of persons accepted for studies through Admission in a given intake, as well as at any time pursuant to Article 10 of the Act of 6 September 2001 on Access to Public Information (i.e. Journal of Laws of 2022, item 902). At the request of an Applicant with special needs, the results of the admission procedure may also be made available in another manner agreed with the Applicant(s).
6. The University may issue administrative decisions pursuant to Article 323(1)(6) of the Act of 20 July 2018 - Law on Higher Education and Science, subject to Applicant(s) fulfilling the specified condition in accordance with the regulations in force at the University.
7. Administrative decisions may be issued subject to Applicant(s) fulfilling the following conditions set by the University:

	Grounds for issuing a conditional decision to a foreigner	Time limit for the execution of the conditional decision after which any extension of the original time limit may take place
1	Lack of original certificate with supplement for studies	last day for admission under the Admission Policy
2	Absence of the original certificate together with the supplement authorising studies, stamped with an apostille or legalised	last day for admission under the Admission Policy

3	No decision by the Superintendent of Education	15 December for summer admission / 30 April for winter admission
4	Lack of translation of the original certificate for studies into Polish or English	last day for admission under the Admission Policy
5	No translation of the original certificate with a supplement authorising studies with an apostille or legalised into Polish or English	last day for admission under the Admission Policy
6	Lack of original diploma entitling to study	last day for admission under the Admission Policy
7	Lack of an original diploma with a supplement authorising study, stamped with an apostille or legalised	last day for admission under the Admission Policy
8	Lack of information from the NAAE Director about the diploma issued by a foreign university, the level of study and the status of this university	15 December for summer admission / 30 April for winter admission
9	Lack of translation of the original diploma entitling to study into Polish or English	last day for admission under the Admission Policy
10	Failure to translate the original diploma together with the supplement entitling the holder to undertake studies with an apostille or legalised into Polish or English	last day for admission under the Admission Policy
11	Lack of proof of knowledge of the language in which the studies are conducted	last day for admission under the Admission Policy

8. Failure to meet the condition within the deadline set in the decision results in an administrative decision stating the expiry of the conditional decision on enrolment and refusal of enrolment, in accordance with the provisions of the Act of 14 June 1960 - Code of Administrative Procedure.
9. In individual cases, the deadline for the fulfilment of the condition may be extended, which takes place at the request of the Student(s) and depends on whether the documents submitted by the Student(s) and the actions taken justify the assumption that the Student(s) will fulfil the condition specified in the decision.

§ 10

Documents in the admission procedure

1. Applicant(s) who submit, for verification by the University, the following documents at the registration stage shall participate in the admission procedure:
 - 1) for Applicant(s) applying for admission to:
 - a) undergraduate studies or long-cycle MA studies - an electronic copy or a photocopy or a notarised copy of the matriculation certificate or other document or

documents constituting the basis for applying for admission to studies referred to in Article 69(2) of the Act of 20 July 2018, certified by the University. - Law on Higher Education and Science, together with the originals for inspection (not applicable to notarised copies),

- b) graduate studies - an electronic copy or a photocopy or a notarised copy of the diploma of graduation certified by the University together with documents confirming the fulfilment of the requirements specified in § 7 section 1 - 6, originals to be inspected (does not apply to a notarised copy),
- 2) a questionnaire containing personal data as specified in § 15(1)(1)(b) of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (consolidated text: Journal of Laws of 2023, item 2787),
- 3) application for studies,
- 4) one recent colour photograph of the applicant in accordance with the requirements for the issue of identity cards and passports,
- 5) proof of payment of the registration and adaptation fee (if applicable),
- 6) in the event of a change of forename or surname on any of the documents submitted during the admission process, an identity card, a marriage certificate, an administrative decision on the change of forename or surname or a court decision to that effect,
- 7) in the case of Applicants for the courses Dietetics and Cosmetology:
 - a) a medical certificate issued by an occupational physician or a physician authorised to perform preventive examinations with the right to practice a profession in the territory of the Republic of Poland (medical certificate issued as a result of a medical examination conducted pursuant to the provisions of the Regulation of the Minister of Health of 26 August 2019 on medical examinations of Applicants for secondary or higher schools and for qualifying vocational courses, students and listeners of such schools, students, listeners of qualifying vocational courses and doctoral students, Journal of Laws. 2019 item 1651)
 - b) a medical certificate for sanitary-epidemiological purposes, issued by an occupational physician - to be provided exceptionally prior to the commencement of the internship to the University Careers Office, and it is required to have a valid certificate for the entire duration of the internship.
- 2. The condition set out in Paragraph 1.7(a) shall be deemed fulfilled if the an Applicant submits a declaration in which they undertake to provide the medical certificate referred to in Paragraph 1.7(a) no later than on the last day of admission as specified in Paragraph 11.1.

3. In accordance with paragraph 1(1)(a), Applicants for undergraduate or long-cycle MA studies shall submit:
 - 1) a matriculation certificate or a matriculation certificate and a certificate of the results of the maturity examination in individual subjects referred to in the regulations on the educational system; or
 - 2) a matriculation certificate and a diploma confirming vocational qualifications in a profession taught at technical level, as defined in the regulations on the educational system; or
 - 3) a matriculation certificate and a vocational diploma in the occupation taught at the technician level, as referred to in the provisions on the system of education; or
 - 4) a matriculation certificate and a certificate confirming the results of the maturity examination in individual subjects and a diploma confirming vocational qualifications in a profession taught at technical level, referred to in the regulations on the educational system; or
 - 5) a matriculation certificate and certificate of examination results
baccalaureate degree in individual subjects and a vocational diploma
in a profession taught at the technical level, as defined in the regulations on the educational system; or
 - 6) a certificate or another document recognised in the Republic of Poland as a document entitling to apply for admission to university studies pursuant to Article 93(3) of the Act of 7 September 1991 on the Educational System, or
 - 7) a certificate and other document or diploma referred to in Article 93(1) of the Act of 7 September 1991 on the Educational System:
 - a) a certificate or other document issued by a school or an educational establishment operating in the educational system of a Member State of the European Union, a Member State of the Organisation for Economic Cooperation and Development (OECD), a Member State of the European Free Trade Association (EFTA) - a Party to the Agreement on the European Economic Area, giving access to higher education in these countries, or
 - b) an IB diploma (International Baccalaureate) issued by the International Baccalaureate Organization in Geneva, or
 - c) an EB (European Baccalaureate) diploma awarded by a European School in accordance with the Convention on the Statute of the European Schools drawn up in Luxembourg on 21 June 1994 (Journal of Laws 2005, item 10), or

- 8) a certificate or diploma recognised in the Republic of Poland as a document entitling one to apply for admission to university studies in accordance with a bilateral agreement on the mutual recognition of education, or
 - 9) a certificate or other document recognised as equivalent to the Polish matriculation certificate on the basis of provisions in force until 31 March 2015.
4. In the case of the documents listed in section 3, points 1-9, legible copies of each page of the document are required, both in the case of electronic copies and photocopies, together with the originals for inspection, or copies certified by a notary public, and in the case of the documents listed in section 3, points 6-9, additionally the University may require a translation into Polish made or certified by a sworn translator or other entity competent to make or certify translations into Polish of certificates or similar documents in accordance with Polish law. Foreign documents, with the exception of those listed in para. 3 pt. 7 lit. b) and c), are accepted only after they have been legalised or provided with an apostille clause.
 5. Certificates or other documents referred to in section 3, subsection 6 are, unless international agreements provide otherwise, certificates and other documents issued abroad by schools or educational institutions recognised by the state on whose territory or in whose educational system they operate, recognised by an administrative decision as a document confirming in the Republic of Poland the right to continue education, including the right to apply for admission to studies, taking into account the scope of rights in the state in which the certificate or other document was issued. The administrative decision shall be issued by the school superintendent competent for the place of residence of the applicant, and in the case of non-residence in the territory of the Republic of Poland - by the school superintendent competent for the seat of the institution where the applicant intends to submit the certificate or other document issued abroad. In the case of applicants for studies conducted by the WSB Merito University in Wrocław, the competent authority is the Lower Silesian Superintendent of Education, Plac Powstańców Warszawy 1, 50-153 Wrocław, tel. (+48) 71 340 63 36, www.kuratorium.wroclaw.pl.
 6. In the cases referred to in Article 93a of the Act of 7 September 1991 on the Educational System (difficult to remove obstacles for a refugee, victim of an armed conflict, etc.), Applicants may be admitted to undergraduate studies or long-cycle MA studies if they present an administrative decision issued by the competent school superintendent confirming their eligibility to apply for studies.

7. The administrative decision of the school superintendent on the recognition of a certificate or other document or on the confirmation of education or entitlement to continue education the Applicant is obliged to submit to the Admission Office of the respective Faculty of the WSB Merito University in Wrocław immediately after receiving it.
8. If a given certificate or other document referred to in section 3, subsection 6 or section 3, subsection 7 (a) entitles a person to apply for admission to a degree programme in a specific field of study in the country in which it was issued, that certificate or document confirms in the Republic of Poland an entitlement to apply for admission to the same or similar degree programmes or may be recognised as a document confirming in the Republic of Poland an entitlement to apply for admission to the same or similar degree programmes.
9. In accordance with paragraph 1(1)(b), Applicant(s) for graduate studies shall submit for verification by the University:
 - 1) a higher education diploma issued by an authorised higher education institution operating within the Polish system of higher education and science; or
 - 2) a legalised or apostille-embossed diploma confirming the completion of studies abroad and conferring the right to continue education in graduate studies in the country in whose higher education system the higher education institution that issued the diploma operates (a diploma recognised under Article 326(2) of the Act of 20 July 2018. - Law on Higher Education and Science); or
 - 3) a legalised or apostille-certified diploma of graduation from a foreign country recognised as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement defining equivalence (a diploma recognised under an international agreement); or
 - 4) a legalised or apostille-certified diploma of graduation from studies abroad recognised as equivalent to the relevant Polish diploma and professional title through the nostrification procedure (a diploma recognised following nostrification); or
 - 5) certificate of completion of studies at a specific level issued as a result of the proceedings on confirmation of completion of studies at a specific level referred to in Article 327(3) of the Act of 20 July 2018 - Law on Higher Education and Science (confirmation of graduation from studies at a specific level in the absence of a graduation diploma by a foreigner who has been granted refugee status or subsidiary protection, or a foreigner who has a temporary residence permit granted due to the circumstance referred to in art. 159(1)(1)(c) or (d) of the Act on Foreigners of 12 December 2013 (i.e. Journal of Laws of 2024, item 769, as amended), or a Polish citizen who arrived on the

territory of the Republic of Poland from the territory of Ukraine in the period from 24 February 2022 to the date specified in the provisions issued pursuant to Article 2(4) of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with armed conflict on the territory of that country (i.e. Journal of Laws 2024, item 167 as amended), or a citizen of Ukraine residing on the territory of the Republic of Poland whose stay on the territory of the Republic of Poland is recognised as legal pursuant to Article 2(1) of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with armed conflict on the territory of that country).

10. A diploma confirming the completion of studies issued by a foreign university does not grant the right in the Republic of Poland to continue education at the graduate studies if:
 - 1) the institution which awarded the diploma, or the institution at which the course was delivered, is not operating in the higher education system of any country or, within the meaning of the internal law of the country in whose higher education system the institution operates, was not, on the date of the award of the diploma, an accredited higher education institution or was pursuing a non-accredited programme of study;
 - 2) the study programme or a part of it was not implemented in accordance with the regulations of the country in which the training was provided.
11. In the case of doubts concerning the diploma referred to in paragraph 9.2, in particular as to the status of the university that issued it or the compliance of the study programme with the regulations of the country in which the training was conducted, WSB Merito University in Wrocław will request the Applicant to submit written information about the diploma issued by the foreign university, the level of study and the status of the university, provided by the Director of the National Agency for Academic Exchange pursuant to Article 326.4 of the Act of 20 July 2018 - Law on Higher Education and Science.
12. In the case of all documents listed in section 9, legible copies of each page of the document are required, both in the case of electronic copies and photocopies, together with the originals for inspection, or copies certified by a notary public, and in the case of foreign documents, the University may additionally require a translation into Polish made or certified by a sworn translator or other entity competent to make or certify translations into Polish of diplomas or similar documents in accordance with Polish law.

13. In cases where a An Applicant applies for nostrification of a diploma of study abroad or confirmation of completion of studies at a particular level, they are obliged to submit the relevant certificate to the Admission Office of a given Faculty of the WSB Merito University in Wrocław immediately after receiving it.
14. An Applicant applying for admission to a undergraduate or graduate programme of study in English (not applicable to the Philology major) may submit, for the purposes of confirmation of English proficiency, at least a B1 level for undergraduate studies or a B2 level for graduate studies. In order to confirm their knowledge of English at least at B1 level for undergraduate studies or B2 level for graduate studies, on the scale of global proficiency according to the Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR), they may submit one of the certificates listed in Attachment No. 2 to the Rules of Admission. The English language certificates listed in Attachment 2 to the Admission Rules do not constitute a certificate, diploma or other document referred to in Article 69(2)(4-7) of the Act of 20 July 2018 - Law on Higher Education and Science.
15. All documents required for the admission process must be submitted in the form of legible copies of each page of the relevant document, whether electronic copy (plain copy) or photocopy (photocopy). The acceptance of an ordinary copy of a document is subject to the original or a notarised copy being submitted for inspection.
16. The Senate of the University may agree to waive the requirement to submit legalisation or an apostille in respect of persons arriving from a particular country if the fulfilment of this step by the Applicant faces insurmountable or insurmountable obstacles, in particular relating to the way in which diplomatic or consular posts operate.

§ 11

Admission deadlines

1. The documents referred to in § 10 may be submitted by Applicants to the Admission Offices of the WSB Merito University in Wrocław or the WSB Merito University in Wrocław Branch in Opole during the Admission period:
 - 1) summer from 27 March to 16 October 2025.
 - 2) winter:
 - (a) for studies in Polish from 02 December 2025 to 11 March 2026.
 - (b) for studies in English (other than Philology) from 16 August 2025 to 11 March 2026.

2. The Senate of the University sets additional Admission deadlines in order to enable supplementary admission for graduates who have applied for admission to undergraduate studies or long-cycle MA studies in a given field of study for the academic year for which Admission is conducted, and whose matriculation examination result in a given subject or subjects has been increased as a result of verification of the sum of points or an appeal referred to in Article 44zzz, section 7 of the Act of 7 September 1991 on the Educational System.
3. The University Senate may adopt a resolution to extend the admission deadlines.
4. In the event of extraordinary events, such as a sudden and massive influx from a specific country of persons in need of international protection or eligible for temporary protection, the University Senate may set additional admission deadlines or extend the basic admission deadlines in order to enable the admission procedure for persons arriving from that country and expressing a desire, or need, to study in Poland. In the situation referred to in the preceding sentence, the University Senate may also stipulate a special admission procedure and conditions for persons arriving from a given country, on condition that such a possibility is provided for in the universally applicable legislation.

§ 12

Charges

1. The amount of the admission fee, additional fees and tuition fees for Polish citizens and foreigners is determined by the University Senate in the fee regulations.
2. At the stage of registration for studies, Applicant(s) shall pay the required fees in the amount specified in the fee regulations.

§ 13

Entry on the list of students

In order to be enrolled as a student of the WSB Merito University in Wrocław:

- 1) online registration on the website of the WSB Merito University in Wrocław www.merito.pl/wroclaw or the WSB Merito University in Wrocław Opole Branch www.merito.pl/opole;
- 2) submission of the documents listed in § 10;
- 3) fulfilment of other requirements set out in the Admission Policy, if applicable;
- 4) signing an agreement for the provision of educational services to students;

- 5) obtaining a decision pursuant to Article 323 of the Act of 20 July 2018 - Law on Higher Education and Science, if applicable.

§ 14

Final provisions

1. Applicants who submit the necessary enrolment documents and apply for a certificate of enrolment for the purposes of applying for a student visa at a diplomatic or consular post of the Republic of Poland will be issued with such a certificate by the University, however, the University reserves the right to request Applicant(s) in advance to submit an e-mail message from the relevant post with the confirmed date of the Applicant(s)' visit to the consular department or consulate.
2. The Admission rules do not apply to admission to studies funded or co-financed by the European Social Fund.

ATTACHMENT 1

List of disciplines considered during recruitment for graduate studies, based on the diplomas of completion that form the basis for admission to graduate studies in the field to which the Applicant is applying:

Field of study	Disciplines	The scope of new disciplines in relation to existing disciplines (and fields where disciplines have not been distinguished)
Administration and Internal Security	security sciences; legal sciences; political science and administration; management and quality sciences	security sciences; defence science; law; administrative sciences; political science; public policy science; administrative sciences; management sciences
Internal security	security sciences; legal sciences; political science and administration;	security sciences; defence science; law; administrative sciences; political science; public policy sciences; management sciences; political science;
Economics	economics and finance; management and quality sciences; political science and administration; socio-economic geography and spatial management; mathematics; political science and administration;	economics; finance; management sciences; administrative sciences; sciences of cognition and social communication; political science; public policy science; administrative sciences

	social communication sciences	
Finance and accounting	economics and finance; management and quality sciences; political science and administration; socio-economic geography and spatial management; mathematics	economics; finance; management sciences; administrative sciences; mathematics
Philology	linguistics literary studies	linguistics literary studies
Information Technology	IT, technical informatics and telecommunications; management and quality sciences; mathematics	IT; Information Technology (field of mathematical sciences or field of science and natural sciences); Information Technology and information technology; mathematics
Pedagogy	pedagogy	pedagogy
Logistics	architecture and urban planning; automation; electronics electrical engineering; technical informatics and telecommunications; chemical engineering; civil engineering and transport; materials engineering; mechanical engineering; Environmental engineering; mining and energy; economics and finance; socio-economic geography and spatial management; security sciences; management science and quality;	architecture and urban planning; automation and robotics; electronics; electrical engineering; IT; telecommunications; materials engineering; metallurgy; Textiles (in terms of materials); commodity science; construction and operation of machinery; manufacturing engineering; mechanics; textiles (in terms of equipment); agricultural engineering; energy; mining and engineering geology; environmental engineering;

	<p>legal sciences; IT; mathematics; chemical sciences; physical sciences; earth and environmental sciences</p>	<p>protection and shaping of the environment (field of agricultural sciences); mathematics; environmental protection; physics; geophysics (branch of earth sciences Earth sciences); geophysics (field of physical sciences); Geography (excluding coverage of socio-economic geography); geology; oceanology</p>
Tourism and leisure	<p>socio-economic geography and spatial management; physical culture sciences; Earth and environmental sciences; economics and finance; management and quality sciences</p>	<p>economics (in the field of land management); geography (in terms of socio-economic geography); field of physical culture sciences; geophysics (branch of Earth sciences Earth sciences); geophysics (field of physical sciences); geography (excluding coverage of socio-economic geography); geology; oceanology; economics; finance; management sciences</p>
Management	<p>management and quality sciences; economics and finance; socio-economic geography and spatial management; political science and administration; social communication sciences and media</p>	<p>economics; finance; management sciences; administrative sciences; sciences of cognition and social communication; political science; public policy science; administrative sciences</p>
Public health	<p>health sciences; medical science; pharmaceutical sciences;</p>	<p>health sciences; medical biology; medicine;</p>

	<p>physical culture sciences; psychology; pedagogy; sociological sciences; legal sciences; management and quality sciences; political and administrative sciences; social communication and media sciences; security sciences; economics and finance; veterinary science ; food technology and nutrition; Earth and environmental sciences; management sciences; biological sciences</p>	<p>dentistry; pharmaceutical sciences; physical culture sciences; food and nutrition technology; veterinary sciences; economics; (economics and business); media science; sciences of cognition and social communication; biology and information science; political science; public policy science; administrative sciences; management sciences (humanities disciplines); management sciences (field of economic sciences); Law, administrative sciences; sociology; pedagogy; psychology</p>
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ATTACHMENT 2**LANGUAGE CERTIFICATES**

(undergraduate studies - at least B1 level, graduate studies - at least B2 level) on the GLOBAL LANGUAGE SKILLS SCALE according to the 'COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES: LEARNING, TEACHING, ASSESSMENT (CEFR) - EUROPEAN SYSTEM OF REFERENCE FOR LANGUAGE EDUCATION: LEARNING, TEACHING, ASSESSMENT (CEFR)".

1. Certificates issued by institutions affiliated to the Association of Language Testers in Europe (ALTE) - in particular certificates:
 - 1) Cambridge English: Preliminary (PET),
 - 2) First Certificate in English (FCE) or Cambridge English: First (FCE),
 - 3) Certificate in Advanced English (CAE),
 - 4) Certificate of Proficiency in English (CPE),
 - 5) Business English Certificate (BEC) Preliminary,
 - 6) Business English Certificate (BEC) Vantage,
 - 7) Business English Certificate (BEC) Higher,
 - 8) Certificate in English for International Business and Trade (CEIBT),
 - 9) ESOL Skills for Life - Entry Level 3 and Level 1,
 - 10) Integrated Skills in English (ISE) I and II
2. Certificates from the following institutions:
 - 1) Educational Testing Service (ETS) - in particular certificates:
 - a) Test of English as a Foreign Language (TOEFL),
 - b) Test of English for International Communication (TOEIC),
 - 2) European Consortium for the Certificate of Attainment in Modern Languages (ECL) - Level B1 (Elementary) and Level B2 (Intermediate),
 - 3) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular certificates:
 - a) English for Speakers of Other Languages (ESOL) - Entry 3/Intermediate and Level 1/Upper intermediate,
 - b) International English for Speakers of Other Languages (IESOL) - Level Achiever and Level Communicator,
 - c) *City & Guilds* Entry Level 3 Certificate in ESOL International (reading, writing and listening) Achiever (B1) 500/1764/0 or *City & Guilds* International ESOL (EISOL) - Level Achiever *together with* City & Guilds Entry Level Certificate in ESOL

- International (Spoken) Achiever (B1) 500/1772/X, also operating under the name: City & Guilds International Spoken ESOL (ISESOL) - Level Achiever,
- d) City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2 or City & Guilds International ESOL (IE-SOL) - Level Communicator together with City & Guilds Level 1 Certificate in ESOL International (Spoken) Communicator (B2) 500/1775/5, also functioning as City & Guilds International Spoken ESOL (ISESOL) - Level Communicator;
 - e) Spoken English Test (SET) for Business - Stage B Level Achiever and Level Communicator,
 - f) English for Business Communications (EBC) - Level 2 and Level 3,
 - g) English for Office Skills (EOS) - Level 2,
- 4) Edexcel, Pearson Language Tests, Pearson Language Assessments - in particular certifications:
- a) London Tests of English - Level 2 (Edexcel Entry Level Certificate in ESOL International) or Pearson Test of English General Level 2,
 - b) London Tests of English - Level 3 (Edexcel Level 1 Certificate in ESOL International) or Pearson Test of English General Level 3,
 - c) Pearson Test of English Academic,
- 5) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically certifications:
- a) London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 1 (Credit) to Level 3 (Pass)
 - b) London Chamber of Commerce and Industry Examinations (LCCI) - First Certificate for Teachers of Business English (FTBE),
 - c) London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 1 (Credit) to Level 2 (Distinction),
 - d) JETSET Level 4 (B1) and Level 5 (B2),
- 6) University of Cambridge ESOL Examinations or Cambridge Assessment English, British Council, IDP IELTS Australia - in particular certificates:
- a) BULATS - Intermediate and Upper intermediate,
 - b) Cambridge English Qualifications - B1 Preliminary and B2 First,
 - c) International English Language Testing System IELTS - B1 and B2,
 - d) Linguaskill - B1 and B2,
3. Aptis (General, Advanced or for Teachers) - B1 and B2.3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - in particular certificates:
- 1) B1 Certificate in English,

- 2) B1 TELC School Certificate in English,
 - 3) B1 Certificate in English for Business Purposes,
 - 4) B1 Certificate in English for Hotel,
 - 5) B2 Certificate in English - advantage,
 - 6) B2 Certificate in English for Business Purposes - advantage,
 - 7) B2 Certificate in English for Technical Purposes,
 - 8) B2 Certificate in English Stage 3,
 - 9) telc English B1 and B2,
 - 10) telc English B1 Business and B2 Business,
 - 11) telc English B2 Technical
4. Certificate in English Language Skills (CELS) - Level Threshold and Level Vantage.
 5. LanguageCert International ESOL:
 - 1) Language skills examinations at various levels, including B1 and B2.
 6. Oxford Test of English:
 - 1) Examination to confirm language skills at various levels, including B1 and B2.
 7. International ESOL and Spoken ESOL by Trinity College London:
 - 1) Certificates at different levels of language skills.
 8. Pearson English International Certificate (PTE General)
 9. Pearson Test of English (PTE) - at different levels of language ability.
 10. Others listed in the Annex to the Ordinance of the Minister of Foreign Affairs of 25 January 2022 on medical examinations and documents confirming fulfilment of certain conditions required for the conferment of diplomatic rank (Journal of Laws of 2022, item 256).

Source:

Regulation of the Prime Minister of 16 December 2009 on the manner of conducting qualification proceedings in the civil service (i.e. Journal of Laws of 2021, item 141), Regulation of the Minister of Development and Finance of 13 July 2017 on preparatory service in the Customs and Fiscal Service (Journal of Laws of 2022, item 1241), Regulation of the Minister of National Education of 1 August 2017 on detailed qualifications required of teachers (i.e. Journal of Laws of 2022, item 2116), Ordinance of the Minister of Education and Science of 14 September 2023 on detailed qualifications required of teachers (Journal of Laws of 2023, item 2102), Ordinance of the Minister of Foreign Affairs of 25 January 2022 on medical examinations and documents confirming fulfilment of certain conditions required for granting diplomatic rank (Journal of Laws of 2022, item 256).