

**Terms and procedures of admission to the English language program
offered at the Medical University of Silesia in Katowice
in the academic year 2017/2018**

I. General provisions

§ 1

1. English language program admission procedure is conducted by the Admission Committee appointed by the Faculty Board on advice of the Dean, subject to item 2.
2. Dean becomes the ex officio Chairman of the Admission Committee.
3. The admission limit for English language program is specified by the Senate, subject to item 4.
4. The admission limit for English language medical and medical-dental programs is specified by the Ministry of Health in agreement with the Ministry of Science and Higher Education. Proposed admission limit is introduced by the Dean upon the opinion of the Faculty Board.
5. Candidates can apply for the following English language programs offered by the Medical University of Silesia:
 - 1) *medical program* – at the School of Medicine in Katowice,
 - 2) *medical-dentistry program* – at the School of Medicine with the Division of Dentistry,
 - 3) *pharmacy, medical biotechnology* undergraduate program, *medical biotechnology* graduate program – at the School of Pharmacy with the Division of Laboratory Medicine,
 - 4) *nursing, midwifery* and *physiotherapy* – at the School of Health Sciences,
 - 5) *public health* undergraduate program as well as *dietetics* and *public health* graduate programs – at the School of Public Health.

II. Terms and procedures of admission

§ 2

1. Admission procedure consists of qualification procedure and procedure of issuing the decision of acceptance or the decision of refusal to admit a candidate.
2. Admission procedure results are open to public.

III. Qualification procedure

§ 3

1. Admission to the English language program may be processed twice an academic year – for winter and summer semesters.

2. Only those candidates who submitted all required documents by the deadline established by the Dean and made payment of the registration fee by the deadline set by the University in the amount established by the Rector shall be taken into account in the admission process for the English language program.
3. The fee specified in item 2 is non-refundable, subject to item 4.
4. The University shall refund the registration fee only if:
 - a) the program was not launched,
 - b) candidate made double payment of the registration fee for the same program,
 - c) candidate resigned from applying for admission before the Admission Committee has taken any action.
5. Candidates seeking admission to the English language program shall bring or mail their documents to the Dean's Office.
6. The date of receiving admission documents at the Dean's Office is crucial for the qualification procedure. Documents submitted or received at the Dean's Office after the deadline established by the Dean will not be considered for the admission purpose.
7. Candidates seeking admission to the English language program should demonstrate a high level of English language proficiency. Candidates from countries with a native language other than English must document their fluency in English language with certificates, diplomas or other official documents stating that they completed education in English language at previous school or with one of the certificates listed in Appendix No 1 to these terms and procedures.
8. Admission Committee will make the admission procedure results open to the public by announcing the list of approved candidates on the university website at www.sum.edu.pl.
9. Admission Committee will notify candidates whether they were or were not enrolled to the program. Each candidate will receive an official written decision forwarded to the mailing address indicated by this candidate.
10. All information pertaining to the admission process, including admission deadlines, will be announced on the university website at www.sum.edu.pl. Candidates are obliged to become familiar with the information updated by appropriate Dean's Office on a regular basis, under pain of adverse effects for candidate.
11. Foreign citizens enrolled to the program will meet the following requirements:
 - 1) have obtained visa or permanent residency card or other document entitling them to stay in Poland,
 - 2) stay in good health condition confirmed with an appropriate health certificate stating no objections to take up education in appropriate field of study,
 - 3) have obtained the insurance certificate against disease or accidents for the period of their education in Poland or the European Health Insurance Certificate or will get an appropriate insurance certificate from the National Health Fund in Poland immediately upon starting their education.

IV. Admission procedure for English language programs

§ 4

1. English language programs admission proceedings can be instituted only for those candidates who graduated from high school and obtained an appropriate diploma/certificate qualifying its holder to take up higher education studies in the country of its issuing based on regulations defined in applicable Ordinance of the Minister of Science and Higher Education.
2. Candidates seeking admission to the English language program are required to submit the following documents:
 - 1) original or notarized copy of high school diploma,
 - 2) original copy of high school transcript (applies to candidates who completed high school outside Poland),
 - 3) application form (sample approved by the Dean),
 - 4) xerox copy of an identification document certified for compliance with the original document,
 - 5) 3 photos – required ID or passport photos, with candidate’s name and surname signed on the back of the photo,
 - 6) xerox copy of birth certificate,
 - 7) certificate documenting English language fluency level specified in § 3 item 7,
 - 8) receipt of registration fee payment,
 - 9) health certificate confirming no objections to take up studies in respective fields,
 - 10) original or notarized copy of college diploma (applies to candidates who apply for graduate programs).
3. Upon satisfactory verification of the above listed admission documents, candidates who graduated from foreign high schools and apply for *medical program*, *medical-dentistry program*, *pharmacy* or *medical biotechnology* undergraduate program will attend an oral examination in English language. The date of the examination will be established by the Admission Committee. During the examination candidate’s knowledge on Polish high school level will be evaluated in the following fields of study, as per candidate’s choice:
 - a) biology and chemistry, or
 - b) biology and physics, or
 - c) chemistry and physics.
4. Oral examination specified in item 3 for candidates who apply for *medical* and *medical-dentistry program* may be conducted on-line. Rules regarding the examination are established and announced to all those interested by the appropriate Admission Committee.
5. Final result in the oral examination determines candidate’s admission to the English language program.
6. Candidates specified in item 3 will be admitted to the English language program based on a ranking list. Candidate’s position in the ranking list will depend on the oral examination result.
7. In case of candidates who completed high school in Poland their position in the ranking list will depend on baccalaureate scores obtained in: biology (required) and chemistry

or physics or mathematics (optional) taken on advanced level. Obtaining minimum scoring required for admission to the first year of extramural studies in Polish language at the Medical University of Silesia is the condition to be granted admission to the English language *medical program*, *medical-dentistry program* and *pharmacy*. Admission to *medical biotechnology* undergraduate program requires the candidate to obtain a minimum of 30 points from each of the requested subjects.

8. Admission process for candidates who graduated from foreign high schools and apply for undergraduate programs in: *nursing*, *midwifery* and *physiotherapy* is based on the final score obtained in biology course completed on medium level as well as on successful evaluation of the admission documents specified in item 2.
9. Candidates specified in item 8 will be admitted to the English language program based on a ranking list. Candidate's position in the ranking list will depend on the outcome of the qualification procedure.
10. In case of candidates who completed high school in Poland their position in the ranking list will depend on baccalaureate scores obtained in biology taken on basic level or on advanced level converted to basic level. Obtaining minimum scoring required for admission to the first year of intramural studies in Polish language at the Medical University of Silesia is the condition to be granted admission to the English language undergraduate programs in *nursing*, *midwifery* and *physiotherapy*.
11. Admission process for candidates who graduated from foreign high schools and apply for undergraduate program in *public health* is based on the final score obtained in one of the following courses, as per candidate's choice: biology, chemistry, mathematics, physics or civics, completed on medium level as well as on successful evaluation of the admission documents specified in item 2.
12. Candidates specified in item 11 will be admitted to the English language program based on a ranking list. Candidate's position in the ranking list will depend on the outcome of the qualification procedure.
13. In case of candidates who completed high school in Poland their position in the ranking list will depend on baccalaureate scores obtained in one of the following courses, as per candidate's choice: biology, chemistry, mathematics, physics or civics, taken on basic level or on advanced level converted to basic level. Obtaining minimum scoring required for admission to the first year of intramural studies in Polish language at the Medical University of Silesia is the condition to be granted admission to the English language undergraduate program in *public health*.
14. Qualification procedure for graduate program in *public health* is based on the contest of grade point average (GPA) earned during undergraduate program study period (average grade is calculated as arithmetic mean score for all exams and final evaluations in courses obtained during entire study period).
15. Candidates who apply for graduate program in *dietetics* should hold undergraduate program degree in: dietetics, human nutrition, human nutrition and food evaluation, food and nutrition technology.
16. Qualification procedure for graduate program in *dietetics* is based on the contest of grade point average (GPA) earned during undergraduate program study period

(average grade is calculated as arithmetic mean score for all exams and final evaluations in courses obtained during entire study period).

16. Candidates who apply for graduate program in *medical biotechnology* should hold undergraduate program degree in the field of biotechnology, medical biotechnology or biology, and have significant knowledge and skills in the field of life sciences.
17. Admission proceedings for the *medical biotechnology* graduate program includes an interview conducted in English. The ranking list will be based on the result of the oral examination.

§ 5

1. English language medical program admission proceedings can be instituted for candidates who graduated from or have attended premedical or paramedical colleges. Those candidates may apply to the Dean for transfer of credits obtained in courses included in the first and second years curriculum.
2. Candidates specified in item 1 are required to submit the following documents:
 - 1) original or notarized copy of high school diploma,
 - 2) original copy of premedical or paramedical college transcript,
 - 3) original or notarized copy of premedical or paramedical college diploma (applies to candidates who graduated from college),
 - 4) official document stating the legal status of college (state/private university, granted accreditation, body accrediting higher education),
 - 5) document certifying a passing score in MCAT exam (applies to medical program candidates being US citizens, having US nationality or being permanent US residents),
 - 6) application form (sample approved by the Dean),
 - 7) xerox copy of an identification document certified for compliance with the original document,
 - 8) 3 photos – required ID or passport photos, with candidate's name and surname signed on the back of the photo,
 - 9) xerox copy of birth certificate,
 - 10) certificate documenting English language fluency level specified in § 3 item 7.
3. Upon satisfactory verification of the above listed admission documents candidates specified in item 1 will attend an oral examination in English language. The date of the examination will be established by the Admission Committee. During this examination candidate's undergraduate knowledge in biology, chemistry and physics on the level of first and second years of medical studies in Poland will be evaluated.
4. Final result in the oral examination determines candidate's admission to the English language program.
5. Candidates will be admitted based on a ranking list. Candidate's position in the ranking list will depend on the oral examination result.

V. Appeal procedure

§ 6

1. The University Admission Committee appointed by the Senate on advice of the Rector is an appeal body for issues concerning English language program admission.
2. Candidates who were not admitted to the English language program have the right to appeal against the decision of refusal to the University Admission Committee within 14 days of its receiving. The decision made by the University Admission Committee is binding.

Appendix No 1
to terms and procedures of admission
to the English language programs
offered at Medical University of Silesia in Katowice
in the academic year 2017/2018

List of certificates documenting English language fluency level

1. First Certificate in English (FCE),
2. Certificate in Advanced English (CAE),
3. Certificate of Proficiency in English (CPE),
4. Business English Certificate (BEC) Vantage – at least Pass,
5. Business English Certificate (BEC) Higher,
6. Certificate in English for International Business and Trade (CEIBT) – certificates issued by the University of Cambridge Local Examinations Syndicate and the University of Cambridge ESOL Examinations,
7. International English Language Testing System IELTS – above 6 points – certificates issued by the University of Cambridge Local Examinations Syndicate, the British Council and Education Australia,
8. Certificate in English Language Skills (CELS) – levels “Vantage” (B2) and “Higher” (C1),
9. Test of English as a Foreign Language (TOEFL) – at least 510 points obtained on the test (in electronic system at least 180 points) and at least 3,5 points in written part TWE – issued by Educational Testing Service, Princeton, USA,
10. English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level – issued by City & Guilds Pitman Qualifications (Pitman Qualifications Institute),
11. International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level, “Mastery” level – issued by City & Guilds (City & Guilds Pitman Qualifications),
12. City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening), Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6 – issued by City & Guilds,
13. Spoken English Test (SET) for Business - Stage B “Communicator” level, Stage C “Expert” level, Stage C “Mastery” level – issued by City & Guilds (City & Guilds Pitman Qualifications),
14. English for Business Communications (EBC) - Level 2, Level 3 – issued by City & Guilds (City & Guilds Pitman Qualifications),
15. English for Office Skills (EOS) - Level 2 – issued by City & Guilds (City & Guilds Pitman Qualifications),
16. Test of English for International Communication (TOEIC) – at least 700 points obtained on the test – issued by Educational Testing Service, Princeton, USA,
17. London Chamber of Commerce and Industry (LCCI): English for Business Level 2, English for Business Level 3, English for Business Level 4 – certificates issued by London Chamber of Commerce and Industry Examinations Board,
18. London Chamber of Commerce and Industry (LCCI) - Foundation Certificate for Teachers of Business English (FTBE) – certificate issued by London Chamber of Commerce and Industry Examinations Board,
19. B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2) - examinations TELC (The European Language Certificates) administered by WBT Weiterbildungs-Testsysteme GmbH or telc GmbH; telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1 – issued by telc GmbH.