

## **Conditions and recruitment procedure for studies pursued in English at the Medical University of Silesia in Katowice in the academic year 2022/2023**

### **I. General provisions**

#### **§1**

1. The recruitment procedure for studies pursued in English is conducted by the University Recruitment Committee (URC).
2. The enrollment limits for studies in English are determined by an internal act of the University subject to par. 3.
3. The enrollment limit for studies in English in the “*medicine*” field of study and “*medicine and dentistry*” field of study are determined by the minister responsible for health matters in consultation with the minister responsible for higher education.
4. Recruitment for studies pursued in English at the Medical University of Silesia in Katowice is conducted in the following fields of study: *medicine*, *medicine and dentistry*, *pharmacy*, *medical biotechnology* (first cycle degree program and second cycle degree program), *nursing* (first cycle degree program and second cycle degree program), *midwifery* (first cycle degree program and second cycle degree program), *physiotherapy* (uniform master's studies), *public health* (first cycle degree program and second cycle degree program), *dietetics* (second cycle degree program).

### **II. Rules and mode of the recruitment**

#### **§2**

1. The University Recruitment Committee determines the detailed schedule and deadlines in the recruitment procedure for the academic year 2022/2023, taking into account the deadlines for secondary school leaving examinations and guidelines issued by central government administration bodies and it publishes them on the University's website.
2. The recruitment procedure consists of a qualification procedure and a procedure comprising a decision on admission to the studies.
3. The recruitment procedure is conducted by the University Recruitment Committee.
4. The University Recruitment Committee decides on admissions to the studies.
5. Admission to the studies is effected by enrollment in the register of students, while a refusal

- of admission is effected by means of an administrative decision, subject to par. 7.
6. The decision of the University Recruitment Committee can be appealed within 14 days from the date of delivery of the decision, to the Rector. The Rector's decision is final.
  7. In the cases specified in the Higher Education and Science Act of July 20 2018 (consolidated text Dz. U. /Journal of Laws/ of 2021, item 478 as amended), decisions on admissions are made by the Rector. The Rector's decision referred to in the previous sentence may be appealed for reconsideration of the case within 14 days of the receipt of the decision.

### **III. Qualification procedure**

#### **§3**

1. Recruitment for studies pursued in English may be conducted twice during the academic year, for the winter semester and for the summer semester.
2. A person may be admitted to the qualification procedure if that person has submitted the required documents and paid the enrollment fee within the deadline set by the University Recruitment Committee in the amount determined by the minister responsible for higher education, published on the University's website.
3. The fee referred to in paragraph 2 is not refundable, subject to paragraph 4.
4. The University will only refund the enrollment fee if:
  - a) a particular field of study has not been started,
  - b) a double fee has been paid for the same field of study.
  - c) the candidate resigned from participation in the recruitment process before the University Recruitment Committee had undertaken any activities
5. The refund of the enrollment fee referred to in par. 4 will be made only at the written request addressed to the University Recruitment Committee.
6. Candidates applying for admission to studies pursued in English submit the documents in person at the place designated by the University Recruitment Committee or by post.
7. Acceptance of documents for the qualification procedure is determined by the date of their receipt by the University. Documents submitted or received after the deadline set by the University Recruitment Committee will not be considered.
8. Candidates applying for admission to studies pursued in English should know English at the upper intermediate level (B2) according to the Common European Framework of Reference for Languages. In the case of candidates from countries where English is not their mother tongue, the documents proving their knowledge of English are:
  - certificates or attestations listed in Attachment 1 to these terms and conditions,
  - a certificate of completion of a school in which English was the language of instruction,

- a certificate of a successful completion of English language course at the intermediate level in the course of higher education.

9. The results of the qualification procedure are public.
10. The University Recruitment Committee makes the results of the recruitment procedure public by announcing a list of admitted candidates on the University's website, in the tab dedicated to recruitment.
11. All information related to the recruitment procedure, including recruitment deadlines, will be posted on the University's website ([www.sum.edu.pl](http://www.sum.edu.pl)). The candidates are required to familiarise themselves with the information provided by the University on an ongoing basis, under pain of suffering the relevant negative consequences.
12. A foreigner pursuing studies is obliged to:
  - a) have a visa or permanent residence card or another document entitling them to stay in the territory of the Republic of Poland;
  - b) prove their good health with a medical certificate stating that there are no contraindications to taking up studies in the chosen field of study and form of education;
  - c) have an insurance policy providing coverage for illness or accident for the period of education in Poland or the European Health Insurance Card or become insured with the National Health Fund immediately after commencing education.
13. Information obtained from the candidate during the recruitment process may be processed for statistical purposes in an anonymised form, to which the candidate consents by proceeding with the recruitment.

#### **IV. Rules of recruitment for studies for fields of study pursued in English**

##### **§4**

1. The qualification procedure for studies for fields of study pursued in English is open to candidates who have graduated from secondary school and have obtained a certificate entitling them to take up higher education in the country in which the certificate was issued.
2. The documents originally issued in a language other than Polish or English should be accompanied by a sworn translation into English.
3. Candidates applying for admission to studies pursued in English are required to submit the following documents:
  - 1) the original or a notarial copy of the secondary school leaving certificate,
  - 2) a personal questionnaire according to the specimen determined by the University,
  - 3) an identity document (for inspection),

- 4) three colour photographs, meeting the requirements for photographs for an identity card or passport, signed on the back with the given name and surname,
  - 5) a document confirming the knowledge of English language referred to in § 3 paragraph 8.
  - 6) proof of payment of the enrollment fee,
  - 7) a medical certificate stating that there are no contraindications to taking up education in the chosen field of study and form of education -it applies to candidates who were qualified by the University Qualification Committee for admission to studies,
  - 8) original or a notarial copy of the diploma of completion of the first cycle degree program (applicable to candidates applying for admission to the second cycle degree program).
  - 9) certification in the form of an "apostille", if the document referred to in item 1 or 8 was issued by an institution operating in the educational system of a state which is a party to the Hague Convention of October 5 1961 abolishing the requirement of legalisation for foreign public documents
  - 10) a certificate of recognition of a certificate or diploma referred to in item 1 or 8 - in case of a document not recognised in Poland by law or issued in a country with which the Republic of Poland has not concluded an agreement on mutual recognition of education documents and in case of a document from a country with which the Republic of Poland has concluded the above-mentioned agreement, but the document is not covered by it.
4. After a positive verification of the application documents, the candidates take the entrance examination, conducted in English, on a date determined by the University Recruitment Committee, subject to paragraph 5.
5. Candidates applying for studies pursued in English who have a school-leaving certificate or secondary school leaving certificate issued outside the Republic of Poland (other than IB and EB certificates) issued in a Member State of the European Union (EU), Organisation for Economic Co-operation and Development (OECD), European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or the Swiss Confederation, will be qualified on the basis of results from the secondary school leaving examination or final examination in the subjects covered by the recruitment procedure, converted into qualification points. The conversion factors for the results from secondary school leaving examinations taken abroad for particular countries are defined in Attachment No. 1 to the Terms and conditions, the mode and deadlines of commencement and completion of recruitment procedure for specific fields of study pursued in Polish at the Medical University of Silesia in Katowice in the academic year 2022/2023.
  6. Candidates applying for admission to studies pursued in English who have a school-leaving certificate or a secondary school leaving certificate issued outside the Republic of Poland

(other than IB and EB certificates) in countries other than Member States of the European Union (EU), Organisation for Economic Co-operation and Development (OECD), European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or the Swiss Confederation, will be qualified on the basis of results of the entrance examination conducted by the University in the subjects covered by the recruitment procedure, converted into qualification points.

7. Candidates for the fields of study of *medicine* or *medicine and dentistry* will be qualified, provided they obtain at least 100 points, subject to the provisions of paragraph 8.
8. If as a result of the recruitment procedure there are still vacant places, the University Recruitment Committee may adopt a Resolution to reduce the limit of points.
9. Admission to uniform Master's studies in *medicine* and *medicine and dentistry* will be based on the results obtained in the following subjects taken at extended level:
  - 1) compulsory biology
  - 2) compulsory - one subject of choice: chemistry or physics or mathematics or physics with astronomy
10. The basis for admission to uniform Master's studies in pharmacy are the results obtained in two subjects chosen by the Candidate and taken at the extended level, including
  - a. biology or chemistry (obligatory subject to be chosen by the Candidate)
  - b. chemistry (where the candidate has chosen biology as a compulsory subject), biology (where the candidate has chosen chemistry as a compulsory subject), mathematics or physics or physics with astronomy.
11. Admission to the first cycle degree program in medical biotechnology is based on results obtained in one subject chosen by the Candidate and taken at the extended level in biology or chemistry or mathematics or physics or physics with astronomy.
12. Candidates referred to in par. 6 who have completed secondary education abroad and who are applying for admission to the following fields of study: *medicine*, *medicine and dentistry*, *pharmacy*, and *medical biotechnology* under first-cycle degree programs, will take an oral examination conducted in English on a date set by the University Recruitment Committee, during which the candidate's knowledge will be assessed, taking into account the provisions specified in paragraphs 9-11.
13. Candidates referred to in paragraph 5 who do not have on their secondary school leaving certificates grades in subjects required for the chosen field of study may take an oral examination in English on a date set by the University Recruitment Committee, taking into account the provisions of paragraphs 9-11.

14. The oral examination will be graded on a scale of points from 0-100 for each subject chosen by the candidate required in the recruitment process, taking into account the provisions set out in paragraphs 9-11.
15. For candidates for the following fields of study: *medicine, medicine and dentistry, pharmacy, and medical biotechnology* under the first-cycle degree programs, the examination referred to in par.4 may be conducted online. The decision on the possibility, rules and manner of conducting such an examination is taken by the University Recruitment Committee and communicated to the relevant candidates.
16. The candidates will be admitted to studies in English on the basis of the created ranking list. The order of placing on the ranking list will be determined by the total points obtained in the qualification procedure.
17. Recruitment of candidates who have graduated from a secondary school abroad and who are applying for admission to the first cycle degree program in *nursing* and *midwifery* is based on a grade for biology obtained in the course of secondary education and a successful verification of the application documents referred to in par. 3.
18. Recruitment of candidates who have completed their secondary education abroad and are applying for admission to uniform Master's studies in *physiotherapy* is based on the grade for biology obtained in the course of secondary education and a successful verification of the application documents referred to in par. 3.
19. For candidates who have completed secondary school in Poland and are applying for admission to studies in *nursing, midwifery* and *physiotherapy*, the order of placing on the ranking list is determined by the grade on the secondary school leaving certificate (the so-called "new secondary school leaving certificate") obtained in biology on the basic or extended level, converted to the basic level. The condition for admission to the first-cycle degree program in English for the main fields of study of "*nursing*" and "*midwifery*" and to the uniform Master's studies in *physiotherapy* is the obtainment of the minimum number of points necessary for admission to the first year of full-time studies in the recruitment process in the Medical University of Silesia, in the Polish language curriculum.
20. Recruitment of candidates who have graduated from a secondary school abroad and who are applying for admission to the first-cycle degree program in *public health* is based on a grade in the following subjects: biology, chemistry, mathematics, physics or civics (in one subject chosen by the candidate) obtained during secondary education and a successful verification of the application documents referred to in paragraph 3.
21. For candidates who have completed secondary school in Poland and who are applying for admission to the first cycle degree program in *public health*, the order of placing

- on the ranking list is determined by the grade on the secondary school leaving certificate (the so-called "new secondary school leaving certificate") obtained in biology, chemistry, mathematics, physics or civics (in one subject chosen by the candidate) on the basic or extended level, converted to the basic level. The condition for admission to the first-cycle degree program in English for the main fields of study of *public health* is the obtainment of a minimum number of points necessary for admission to the first year of full-time studies in the recruitment process the Medical University of Silesia, in the Polish language curriculum.
22. The qualification procedure for the second cycle degree program in *public health* is based on the grade point average obtained during the whole period of the first cycle degree program (the grade point average is calculated as the arithmetic average of all grades for examinations and credits completing a given subject obtained during the entire course of the studies).
  23. Candidates for a second-cycle degree program in *dietetics* should possess a diploma of the completion of the first-cycle degree program in *dietetics, human nutrition, human nutrition and evaluation of foods, food and nutrition technology*.
  24. The qualification procedure for the second cycle degree program in *dietetics* is based on the grade point average obtained during the whole period of the studies (the grade point average is calculated as the arithmetic average of all grades for examinations and credits completing a given subject obtained during the entire course of the studies).
  25. Candidates for second-cycle degree program in *medical biotechnology* should possess a diploma of the completion of the first-cycle degree program in *biotechnology, medical biotechnology or biology* and possess broad knowledge and skills in *life sciences*.
  26. The qualification procedure for the second-cycle degree program in *medical biotechnology* includes an interview conducted in English. The ranking list will be created on the basis of the conducted interview.
  27. Candidates for the second-cycle degree program in *nursing* and *obstetrics* should possess a diploma of the completion of the first-cycle degree program in nursing and obstetrics, respectively. The qualification procedure for the abovementioned fields of study is based on the grade point average obtained during the whole period of the studies (the grade point average is calculated as the arithmetic average of all grades for examinations and credits completing a given subject obtained during the entire course of the studies).

### **List of documents confirming the knowledge of English**

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 by 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 for the test (at least 180 points in the computerised system) and at least 3.5 points for the written paper 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 "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 for 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 the 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 the 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) - TELC examinations (The European Language Certificates administered by WBT Weiterbildungs-Testsysteme GmbH or tele GmbH; tele English B2, tele English B2 Business, tele English B2 Technical, tele English C1 - issued by tele GmbH,
20. Pearson English International Certificate (valid until the end of 2020 PTE General) - at least at the level B2,
21. Pearson Test of English Academic (PTE Academic).