

Resolution No. 14/2024
of the DSW University of Lower Silesia Senate
of 6 May 2024

amending Senate Resolution No. 191/2023 on the rules of admission to the University of Lower Silesia DSW in the academic year 2024/2025

Acting on the basis of Article 70.1 of the Act of July 20, 2018 The Law on Higher Education and Science (consolidated text Journal Of Laws of 2023 item 742 as amended) and § 22.4.a of the Statute of the DSW University of Lower Silesia in Wrocław entered in the register of non-public higher education institutions under the number "118", at the request of the Rector, after consultation with the Dean:

§1.

Amends the rules for admission to the DSW University of Lower Silesia in Wrocław in the academic year 2024/2025, constituting an appendix to Senate Resolution No. 191/2023 on the rules for admission to the DSW University of Lower Silesia in the academic year 2024/2025 of 30 June 2023, by deleting the provisions concerning the fields of study conducted at the Chorzów Branch. The amended rules for admission to the DSW University of Lower Silesia in Wrocław in the academic year 2024/2025 are attached to this Resolution.

§2.

The Resolution comes into force on the date of its adoption.

Voting results:

For: 4

Against: 0

Abstainers: 0

Senate President
dr hab. Sławomir Krzychała, professor of the DSW University

**Rules of admission to
the University of Lower Silesia in Wroclaw DSW
in the academic year 2024/2025**

I. GENERAL PROVISIONS

§1

1. The rules of admission determine the conditions, procedure and date of commencement and termination of admission of Polish and foreign citizens for studies conducted at the DSW University of Lower Silesia in Wroclaw (formerly Lower Silesian High School in Wroclaw), hereinafter referred to as the University, which conducts education in the following fields of study:

at the Faculty of Applied Studies

First-cycle (Bachelor) studies:

- a. Administration - full-time and part-time studies
- b. Internal security - full-time and part-time studies
- c. Dietetics and health promotion - full-time and part-time studies
- d. Journalism and social communication - full-time and part-time studies
- e. Finance and accounting - full-time and part-time studies
- f. Image communication - full-time and part-time studies
- g. Cosmetology - full-time and part-time studies
- h. Marketing and sales - full-time and part-time studies
- i. Media design and image marketing - full-time and part-time studies
- j. Creative media: game design, animation, special effects - full-time and part-time studies
- k. Pedagogy - full-time and part-time studies
- l. Psychology in business - full-time and part-time studies
- m. Management - full-time and part-time studies

First-cycle (Engineering) studies:

- a. Geodesy and cartography (engineering studies) - full-time and part-time studies
- b. Computer science (engineering studies) - full-time and part-time studies
- c. Logistics (engineering studies) - full-time and part-time studies

Uniform Master's degree studies:

- a. Pre-school and early school pedagogy - full-time and part-time studies
- b. Special pedagogy - full-time and part-time studies
- c. Psychology - full-time and part-time studies

Second-cycle studies:

- a. Administration - full-time and part-time studies
- b. National security - full-time and part-time studies
- c. Journalism and social communication - full-time and part-time studies
- d. Human resources and coaching - full-time and part-time studies
- e. Image communication - full-time and part-time studies
- f. Marketing and sales- full-time and part-time studies
- g. Creative media: game and animation design - full-time and part-time studies
- h. Pedagogy - full-time and part-time studies
- i. Pre-school and early school pedagogy - full-time and part-time studies
- j. Special pedagogy - full-time and part-time studies
- k. Psychology - full-time and part-time studies
- l. Resocialization - full-time and part-time studies
- m. Management - full-time and part-time studies

2. **Admission to first-cycle studies** - Bachelor's, Engineering or uniform Master's degree studies - **is based on** positive results of the Matura exam or other high school diploma exam, or positive results of a foreign exam or good educational results, confirmed by the document referred to in Article 69.2.4-7 of the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2023 item 742, consolidated text, as amended), with the original document for review (does not apply to a notarized copy),
Additional admission criteria apply to the following faculties:

a) Dietetics and health promotion first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

a. "new Matura exam":

- compulsory subject - one subject to choose from: **Polish, English or mathematics** (1% at the basic level = 1 point, 1% at the extended level = 2 points);
- additional subject of choice - one additional subject of choice passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points), however, the following subjects are preferred: **biology or chemistry** (the sum of points from the preferred subject is counted x2).

"old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, English, mathematics, biology and chemistry**. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

b) Geodesy and cartography first-cycle (engineering) studies will accept candidates who:

- a. in the case of the "new Matura exam" have obtained at least 60% of the points from the mathematics exam at the basic level, at least 30% of the points from the mathematics exam at the extended level.
- b. In the case of the "old Matura exam", they obtained at least a "good" grade in the mathematics exam
- c. In addition, the laureates and finalists of the Mathematical Olympiad and other competitions in the field of mathematics.

Candidates who have not obtained the required percentage threshold, at least a "good" grade in the Matura exam in mathematics, or do not have the document referred to in Article 69.2.4-7 of the Act of 20 July 2018 - The Law on Higher Education and Science (Journal of Law of 2023 item 742 consolidated text, as amended), i.e. the "new Matura exam", "old Matura exam", "international Matura exam", or "European Matura exam", will be referred to paid optional course in mathematics dedicated to first-year engineering students. For candidates referred to take optional classes in mathematics, passing such optional course is a prerequisite for passing the second semester of study.

The detailed program of the optional courses, the rules for qualifying candidates to take them, including exemptions from participation, the number of hours and the time for taking the course are regulated by a separate decision.

c) Finance and accounting first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

a. "new Matura exam":

- compulsory subject - one subject to choose from: **Polish, modern foreign language or mathematics** (1% at the basic level = 1 point, 1% at the extended level = 2 points);
 - additional subject - any of the additional subjects passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points). Preference is given to the following subjects: **geography, computer science, mathematics, basics of entrepreneurship, civic education** (the sum of points from the preferred subject is counted x2).
- a. "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, modern foreign language, mathematics, geography, computer science, mathematics, basics of entrepreneurship, civic education**. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

d) Computer science first-cycle (engineering) studies will accept candidates who:

- a. in the case of the "new Matura exam" have obtained at least 60% of the points from the **mathematics** exam at the **basic level**, at least 30% of the points from the mathematics exam at the extended level.
- b. In the case of the "old Matura exam", they obtained at least a "good" grade in the mathematics exam
- c. In addition, the laureates and finalists of the Mathematical Olympiad and other competitions in the field of mathematics.

Candidates who have not obtained the required percentage threshold, at least a "good" grade in the Matura exam in mathematics, or do not have the document referred to in Article 69.2.4-7 of the Act of 20 July 2018 - The Law on Higher Education and Science (Journal of Law of 2023 item 742

consolidated text, as amended), i.e. the "new Matura exam", "old Matura exam", "international Matura exam",

or "European Matura exam", will be referred to paid optional course in mathematics dedicated to first-year engineering students. For candidates referred to take optional classes in mathematics, passing such optional course is a prerequisite for passing the first semester of study. The detailed program of the optional courses, the rules for qualifying candidates to take them, including exemptions from participation, the amount of hours and the time for taking the course are regulated by a separate decision.

e) Cosmetology first-cycle studies - admission is conducted on the basis of a competition.

Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

- b. "new Matura exam":
 - compulsory subject - one subject to choose from: Polish, modern foreign language or mathematics (1% at the basic level = 1 point, 1% at the extended level = 2 points);
 - additional subject- any of the additional subjects passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points), however, the following subjects are preferred: **biology, chemistry, physics** (the sum of points from the preferred subject is counted x2).
- c. "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, modern foreign language, mathematics, biology, chemistry, physics**. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a

candidate is 400.

h) Marketing and sales first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

- a. "new Matura exam":
 - compulsory subject - one subject to choose from: **Polish, modern foreign language or mathematics** (1% at the basic level = 1 point, 1% at the extended level = 2 points);
 - additional subject- any of the additional subjects passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points). The following subjects are preferred: **mathematics, civic education** (the sum of points from the preferred subject is counted x2).
- b. "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, foreign language, mathematics, civic education**. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

f) Creative media: game design, animation, special effects first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

- a. "new Matura exam":
 - compulsory subject - one subject to choose from: **Polish, modern foreign language** (1% at the basic level = 1 point, 1% at the extended level = 2 points.);
 - "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, modern foreign language**. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

g) Pedagogy first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

- a. "new Matura exam":
 - compulsory subject - one subject to choose from: **Polish, English or German** (1% at the basic level = 1 point, 1% at the extended level = 2 points);
 - additional subject- any of the additional subjects passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points). The following subjects are preferred: **mathematics, biology, history or civic education** (the sum of points from the preferred subject is counted x2).
- b. "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, English,**

German, mathematics, biology, history and civic education. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

i) Psychology in business first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

- a. "new Matura exam":
 - compulsory subject - one subject to choose from: **Polish , modern foreign language or mathematics** (1% on the basic level = 1 point, 1% on the extended level = 2 points);
 - b. additional subject of choice - one additional subject of choice passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points), however, the following subjects are preferred: **biology, history, mathematics or civic education** (the sum of points from the preferred subject is calculated x2). "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, modern foreign language, mathematics, biology, history and civic education.** The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

j) Management first-cycle studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

- c. "new Matura exam":
 - compulsory subject - one subject to choose from: **Polish, modern foreign language or mathematics** (1% at the basic level = 1 point, 1% at the extended level = 2 points);
 - additional subject - any of the additional subjects passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points). Preference is given to the following subjects: **history, geography, computer science, mathematics, basics of entrepreneurship, civic education** (the sum of points from the preferred subject is counted x2).
- d. "old Matura exam" - grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, modern foreign language, mathematics; history, geography, computer science, mathematics, basics of entrepreneurship, civic education.** The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

k) Pre-school and early school pedagogy uniform Master's degree studies - admission is conducted on the basis of a competition. Candidates are admitted taking into account the results of the Matura exam after fulfilling at least one of the listed additional conditions:

- a. in the case of the "new Matura exam," took English or German at the Matura exam and scored at least 60% of the points on the basic level, or 40% of the points on the extended level of the Matura exam;

- in the case of the "old Matura exam", they obtained at least a "good" grade in the **in English or German** exam;
- are certified to speak English or German at the intermediate (B1) level or above;
- have a certificate, diploma or other document confirming graduation from a secondary school abroad, where classes were taught in English or German;
- during the admission procedure, took a language competency test and demonstrated knowledge of English or German at least at an intermediate level;

Candidates who have not fulfilled the additional admission requirements for foreign language skills of at least B1 level, at the stage of admission submit a statement on taking additional foreign language classes at the University or by the end of the first semester of study, are required to submit a confirmation/certificate of their knowledge of a foreign language of at least B1 level to the faculty manager no later than two weeks before the end of the second semester.

The detailed program of the optional courses, the rules for qualifying candidates to take them, including exemptions from participation, the amount of hours and the time for taking the course are regulated by a separate decision.

I) Special pedagogy uniform Master's degree studies - admission is conducted on the basis of a competition. Candidates are admitted according to the total number of points they have earned, starting with the person with the highest number of points, until the admission limit for a specific faculty is filled. The ranking will include the results of the Matura/high school diploma exam in the key subjects for the faculty according to the following rules:

a. "new Matura exam":

- compulsory subject - one subject to choose from: **Polish, English or German** (1% at the basic level = 1 point, 1% at the extended level = 2 points);
- additional subject- any of the additional subjects passed at the Matura exam (1% at the basic level = 1 point, 1% at the extended level = 2 points). Preference is given to the following subjects: **mathematics, biology, history or civic education** (the sum of points from the preferred subject is counted x2).

b. "old Matura exam":

- grades from written and oral Matura exams are taken into account. The candidate indicates in a declaration to the admission committee the exams that become the basis for admission, the preferred subjects are: **Polish, English, German, mathematics, biology, history or civic education**. The admission score is the sum of two exam results. The maximum number of recruitment points obtained by a candidate is 400.

I) For the "old Matura exam", "international Matura exam", "European Matura exam", the grades are transformed into recruitment points according to the following rules:

a. For candidates with "old Matura exam":

Grade	Number of conversion points	
	Grading scale (3-5) (until 1991)	Grading scale (2-6) (after 1991)
6	-	200
5	200	180
4	160	150
3	80	100
2	-	60

- b. For candidates with an "International Matura exam" (International Baccalaureate) diploma, the admission score is calculated as follows:

Grade	Number of points Level	
	SL - standard level	HL - higher level
7	100	200
6	85	170
5	71	142
4	57	114
3	42	84
2	28	56
1	14	28

- c. For candidates with the "European Matura exam" (European Baccalaureate) diploma, the admission score is calculated analogously to the "new Matura exam". EB exam scores are transformed into admission points as follows:

Number of EB points	The equivalent score for the "new Matura exam"
9.00 - 10.00	100%
8.00 - 8.95	90%
7.00 - 7.95	75%
6.00 - 6.95	60%
5.00 - 5.95	45%
4.00 - 4.95	30%

3. **Admission to second-cycle studies is based on** a diploma from first-cycle studies, second-cycle studies or a uniform Master's degree studies.
Additional admission criteria apply to the following faculties:
- The faculty of **Journalism and social communication** second-cycle studies is open to graduates of faculties with the leading subject of social communication sciences and media.
Candidates for **Journalism and social communication** second-cycle studies, who are graduates of other faculties, **are required to supplement the knowledge, skills and social competencies to achieve the learning outcomes assumed for** the faculty during the first semester of study. Detailed rules for supplementing knowledge, skills and social competencies, including through participation in courses, their program, the rules for qualifying candidates to take them, including exemptions from participation, the number of hours and the time for taking the course are regulated by a separate decision.
 - The faculty of **Marketing and sales** second-cycle studies is open to graduates of first- or second-cycle studies or a uniform Master's degree in faculties with the leading subject of management and quality sciences or economics and finance or social communication and media sciences.
Candidates for **Marketing and sales** second-cycle studies, who are graduates of other faculties, **are required to supplement the knowledge, skills and social competencies to achieve the learning outcomes assumed for** the faculty during the first semester of study. Detailed rules for supplementing knowledge, skills and social competencies, including through participation in courses, their program, the rules for qualifying candidates to take them, including exemptions from participation, the number of hours and the time for taking the course are regulated by a separate decision.
 - The following graduates may apply to the faculty of **Creative media: game and animation design** second-cycle studies:

- graduates of Creative media: game design, animation, special effects first-cycle studies;
- graduates of other universities and art faculties who have received a Bachelor's degree or Master's degree or equivalent in visual arts;
- graduates with a Bachelor's, Engineer's or Master's degree or equivalent in related fields whose program included art and design education;
- graduates with a Bachelor's, Engineer's or Master's degree or equivalent other than those listed above, who demonstrate artistic achievement in the visual arts. The candidate submits their original portfolio along with the admission documents. The candidate's original portfolio should include 3 of their own works in the field of broadly defined animation or artistic works (sketches, graphic design, digital painting, sculpture, animation, renderings, set design, costume, props) or others (shortened samples of the script for a game/film/animation, general documents describing the concept of the original game, etc.).

d. Persons who have graduated first- or second-cycle studies or uniform Master's degree studies in pedagogy, special pedagogy, psychology, social work, social policy, sociology, family studies, human resources and coaching, speech therapy, social rehabilitation and prevention, as well as after other courses preparing to practice the profession of a teacher or with pedagogical preparation, may apply to the faculty of **Pedagogy** second-cycle studies.

Candidates for **Pedagogy** second-cycle studies, who are graduates of other faculties, **are required to complete the knowledge, skills and social competencies to achieve the learning outcomes assumed for the faculty** during the first semester of study. Detailed rules for supplementing knowledge, skills and social competencies, including through participation in courses, their program, the rules for qualifying candidates to take them, including exemptions from participation, the number of hours and the time for taking the course are regulated by a separate decision.

e. The faculty of **Psychology** second-cycle studies is open to those who have completed first-cycle studies in psychology (graduation diploma).

f. The faculty of **Management** second-cycle studies is open to those who have completed first- or second-cycle studies or a uniform Master's degree in faculties with the leading subject of management and quality sciences or economics and finance.

Candidates for **Management** second-cycle studies, who are graduates of other majors, **are required to complete the knowledge, skills and social competencies to achieve the learning outcomes assumed for the faculty** during the first year of study. Detailed rules for supplementing knowledge, skills and social competencies, including through participation in courses, their program, the rules for qualifying candidates to take them, including exemptions from participation, the number of hours and the time for taking the course are regulated by a separate decision.

4. Admission to the study is free, based on the documents submitted within the dates specified in § 4.1 or established in accordance with § 4.2, subject to § 3.13.11. The documents constituting the basis for admission to first-cycle studies, second-cycle studies and uniform Master's studies, including first-cycle studies and second-cycle studies in English, are specified in § 3.
5. Foreigners may be admitted to the University on the basis of administrative decisions referred to in Article 323.1.6 of the Act of 20 July 2018 - The Law on Higher Education and Science, subject to the candidate's fulfilling the specified condition in accordance with the regulations of the University and the applicable laws.
6. Decisions on the admission of foreigners to the University may be issued subject to the candidate's fulfillment of the conditions specified by the University, according to the rules set forth in the table below.

	Possible conditions for the admission decision for a Foreigner	Deadline for meeting the condition
1	Lack of the original certificate with a supplement entitling to admission	last day of the admission procedure resulting from the admission rules
2	Lack of the original certificate with a supplement entitling to admission bearing an apostille or legalized	last day of the admission procedure resulting from the admission rules
3	Lack of the original diploma with a supplement entitling to admission bearing an apostille or legalized	last day of the recruitment process resulting from the admission rules
4	Lack of the original diploma entitling to study	last day of the recruitment process resulting from the admission rules
5	Lack of decision by the Superintendent of Education	15 December for summer admission/30 April for winter admission
6	Lack of the opinion by the NAWA (National Agency for Academic Exchange) Director on the diploma issued by a foreign university, the level of studies and the status of the university	15 December 15 for summer admission/30 April for winter admission

Failure to meet the condition within the period indicated in the decision will result in refusal of admission and the expiration of the conditional decision on admitting the candidate to the University. In individual cases, at the request of the student, the deadline for meeting the condition may be extended if the documents submitted by the student and the actions taken are promising for the student to meet the condition specified in the decision.

7. The decision to refuse admission is made by the administrative authority.
8. The administrative decision to refuse admission to the University may be appealed against to the Rector within 14 days of announcing the admission list.
9. The administrative decision of the Rector may be appealed against to the Provincial Administrative Court, in accordance with the provisions of the Act of 14 June 1960 (Journal of Laws No. 30, item 168, as amended) - Code of Administrative Procedure and the Act of 30 August 2002 (Journal of Laws No. 153, item 1270, as amended) - Law on Procedure before Administrative Courts.
10. The results of the admission proceedings are public.
11. Admission to studies conducted by the DSW University of Lower Silesia is based on electronic enrollment in the online registration system on the website <https://www.dsw.edu.pl/rekrutacja/krok1>
12. After online registration, candidates are required to submit a complete set of required admission documents as specified in § 3.
13. Submitting documents in the admission procedure in electronic form may be made by means of electronic communication as defined in Article 2.5 of the Act of 18 July 2002 on Providing Services by Electronic Means, if the Candidate meets one of the following conditions:
 - a. submits their application in the electronic form through the electronic inbox of the University,
 - b. requests the University consent to such way of submitting documents and indicates their electronic address to the University,
 - c. agrees to submit documents in the admission proceedings by these means and and indicates their electronic address to the University,
14. The University may request the Candidate's consent to the submission of documents in the electronic form in proceedings initiated in connection with the resignation of studies

submitted after the Candidate's admission. The University may request the Candidate's consent

referred to in the preceding sentence, sending such request through the means of electronic communication to the Candidate's electronic address.

§2

1. Admission proceedings for first-cycle, second-cycle and uniform Master's degree studies are conducted by the University Admissions Committee, appointed by the Rector and composed of the Vice Chancellor, the Director of the Admissions and Sales Office and designated employees of the Admissions and Sales Office.
2. Admission to the University is done by enrollment to the list of students, subject to § 1.6 first sentence of item e.
3. The University sends a notice of admission at the University's office (Admissions and Sales Office) or against receipt by a postal operator within the meaning of the Act of 23 November 2012 - Postal Law (Journal of Laws 2022, item 896 consolidated text), or notifies of the completed admission by means of an e-mail message, after the Candidate has consented to being notified by means of an e-mail message and indicated their electronic address to the University. The University requests a confirmation of receiving the message sent by e-mail. If the Candidate does not consent to being notified by means of an e-mail message or the Candidate does not provide an electronic address, the University delivers the notification of admission at the premises of the University (Admissions and Sales Office) or against receipt by a postal operator within the meaning of the Act of 23 November 2012 - Postal Law (Journal of Laws 2022, item 896 consolidated text), or notifies the Candidate of their admission by phone - verbally or in writing (text message), unless the Candidate does not consent to being notified by means of a message transmitted by telephone. The university requests confirmation of receiving the text message.
4. The administrative decision to refuse admission is made by the University Admissions Committee. The decision of the University Admissions Committee may be appealed against to the Rector. The appeal may be filed within 14 days from the date of delivery of the decision. The decision of the Rector is final.
5. The administrative decision of the Rector referred to in § 1.5, first sentence, item e is not subject to appeal, however, a foreigner may apply to the Rector within 14 days from the date of delivery of the decision with a request for reconsideration.
6. Results of the admission procedure are public. Providing interested parties with access to the results of the admission procedure, in particular the list of persons admitted to the University, is carried out at the University's headquarters (Admissions and Sales Office) by means of display within 7 days of creating the list of persons admitted to the University, as well as at any time in accordance with Article 10 of the Act of 6 September 2001 on Access to Public Information (Journal of Laws 2022, item 902 consolidated text, as amended).

II. DOCUMENTS REQUIRED IN THE ADMISSION PROCEDURE

§ 3

1. Candidates who submit an identity card or passport for verification of identity and data compliance and submit the following documents may participate in the admission procedure:
 - 1) if the Candidate applies for admission to:
 - a. first-cycle studies or uniform Master's studies - certified by the University or notarized copy of the high school diploma or other document or documents constituting the basis for applying for studies, as referred to in Article 69.2 of the Act of 20 July 2018 - The Law on Higher Education and Science
 - b. second-cycle studies - certified by the University or notarized 2 copies of the graduation diploma
 - 2) a questionnaire containing an application for admission and a personal questionnaire with the data specified in § 15.1.1.b) of the Ordinance of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal Of Laws of 2021, item 661 consolidated text)
 - 3) one current color photograph of the Candidate conforming to the requirements for the issuance of identity cards and passports

- 4) a copy of the proof of payment of the registration fee (if applicable)
 - 5) In the case of a change of the Candidate's name or surname in one of the documents submitted in the course of the admission procedure - present their identity card, marriage certificate, administrative decision on change of name or surname, or court decision.
 - 6) For Candidates for **Dietetics and health promotion** and **Cosmetology** studies:
 - a) a medical certificate issued by an occupational physician or a physician authorized to perform preventive examinations with the right to practice in the territory of the Republic of Poland (a medical certificate as a result of a medical examination conducted in accordance with the provisions of the Regulation of the Minister of Health of 26 August 2019 on medical examinations of candidates for post-secondary or high schools and for qualifying vocational courses, students of such schools, university students, listeners of qualifying vocational courses and participants in PhD studies (Journal Of Laws 2019 item 1651) who are exposed to harmful, arduous or hazardous to health factors during their practical training or studies),
 - b) medical certificate for sanitary-epidemiological purposes, issued by an occupational physician (the Candidate is required to submit it within a month of admission to the University, or - if the Candidate does not have the above-mentioned certificate - they are required to provide it during the first semester of study).
2. In accordance with §3.1.1.a), Candidates for first-cycle and uniform Master's studies submit:
- 1) Matura diploma or Matura diploma and certificate of the results of the Matura exam in individual subjects referred to in the regulations on the educational system
 - 2) certificate or other document recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with Article 93.3 of the Act of 7 September 1991 on the Educational System (Journal of Laws of 2022, item 2230 as amended)
 - 3) certificate and other document or diploma referred to in Article 93.1 of the Act of 7 September 1991 on the Educational System:
 - a. certificate and other document issued by a school or educational institution operating in the education system of a Member State of the European Union, a Member State of the Organization for Economic Cooperation and Development (OECD), a Member State the European Free Trade Agreement (EFTA) - the parties to the Agreement on the European Economic Area, entitling them to apply for admission to higher education in those countries
 - b. IB diploma (International Baccalaureate) issued by the International Baccalaureate Organization in Geneva
 - c. EB (European Baccalaureate) diploma issued by the European Schools in accordance with the Convention on the Statute of the European Schools, drawn up in Luxembourg on 21 June 1994 (Journal of Laws of 2005 item 10).
 - 4) a certificate or diploma recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with the bilateral agreement on mutual recognition of education
 - 5) certificate or other document recognized as equivalent to the Polish Matura exam diploma under the regulations in force until 31 March 2015.
3. Legible photocopies and originals for inspection are required for the documents listed in § 3.2.1-5, and for the documents listed in § 3.2.2-5, 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 certificates or similar documents in accordance with Polish law. Foreign documents are accepted only after they have been legalized or provided with an apostille clause.
4. Certificates or other documents recognized in the Republic of Poland as documents entitling to apply for admission to studies in accordance with Article 93.3 of the Act of 7 September 1991 on the Educational System are, if international agreements do not provide otherwise, certificates and other documents issued abroad by schools or educational institutions recognized by the country on whose territory or in whose educational system they operate, recognized by administrative decision as a document confirming in the Republic of Poland the right to

further education, including the right to apply for admission to studies, taking into account the scope of rights in the country where the certificate or other document was issued. The administrative decision is issued by the Superintendent of Education responsible for the applicant's place of residence, and if the applicant does not have a place of residence in the territory of the Republic of Poland - by the Superintendent of Education responsible for the seat of the institution where the applicant intends to submit the certificate or other document issued abroad. The cases of Candidates for studies conducted by the DSW University of Lower Silesia are processed by the Lower Silesian Superintendent of Education, Plac Powstańców Warszawy 1, 50-153 Wrocław, tel. (71) 340-63-36, www.kuratorium.wroclaw.pl

5. In the cases referred to in Article 93a of the Act of 7 September 1991 on the Educational System (difficult obstacles for refugees, victims of armed conflicts, etc.), foreigners may be admitted to first-cycle studies or uniform Master's degree programs if they present an administrative decision issued by the competent Superintendent of Education confirming their eligibility to apply for admission.
6. Administrative decision of the Superintendent of Education on recognition of a certificate or other document or
on confirmation of education or eligibility for continuing education, a foreigner is required to submit it immediately upon receipt to the Admissions and Sales Office (during the admission period) or to the Dean's Office (after the end of the admission period).
7. If a given certificate or other document referred to in §3.2.2 or §3.2.3.a) entitles a person to apply for admission to a particular course of study in the country of its issuance, the certificate or document confirms in the Republic of Poland the entitlement to apply for admission to the same or similar studies due to the study program, or may be recognized as a document confirming the entitlement to apply for admission to the same or similar studies due to the study program in the Republic of Poland.
8. In accordance with §3.1.1.b), second-cycle Candidates submit:
 - 1) graduation diploma issued by an authorized university operating in the Polish system of higher education and science **or**
 - 2) legalized or apostille-stamped diploma confirming the completion of studies abroad and giving the right to continue education in second-cycle studies in the country in whose higher education system the university that issued the diploma operates (a diploma recognized under Article 326.2 of the Act of 20 July 2018 - The Law on Higher Education and Science) **or**
 - 3) legalized or apostilled graduation diploma from a foreign country recognized as equivalent to the corresponding Polish diploma and professional title on the basis of an international agreement defining equivalence (diploma recognized under the agreement), **or**
 - 4) legalized or apostilled graduation diploma from a foreign country recognized as equivalent to the corresponding Polish diploma and professional title through nostrification proceedings (diploma recognized as a result of nostrification) **or**
 - 5) certificate of completion of studies at a given level issued as a result of the procedure for confirmation of completion of studies at a certain level referred to in Article 327.3 of the Act of 20 July 2018 - The Law on Higher Education and Science (confirmation of completion of studies at a given level in the absence of a graduation diploma in special cases).
9. Graduation diploma of issued by a foreign university does not confer the right to continue education in a second-cycle program if:
 - 1) the institution that issued it or the institution in which the education was provided does not operate in the higher education system of any country or, under the domestic law of the country in whose higher education system the institution operates, was not an accredited institution of higher education at the time the diploma was issued or offered an unaccredited program of study;
 - 2) or any part of it, was conducted in violation of the regulations of the country in which the education was conducted.
10. In the case of doubts about the diploma referred to in §3.8.2, in particular about the status of the university that issued it or about the conformity of the study program with the regulations of the country in which the training was carried out, the DSW University of Lower Silesia, through the Admissions and Sales Office, will ask the Candidate 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.

of Academic Exchange pursuant to Article 326.4 of the Act of 20 July 2018 - The Law on Higher Education and Science.

11. Legible photocopies and originals for inspection are required For all documents listed in § 3.8, and in the case of foreign documents, in addition, 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 diplomas or similar documents in accordance with Polish law.
12. In cases where a foreigner seeks nostrification of a diploma of study abroad or confirmation of completion of studies at a certain level, they are required to submit the relevant certificate to the Dean's Office immediately upon its receipt.
13. Persons who are eligible to apply for admission to first or second-cycle studies conducted in English include:
 - 1) persons with an International Baccalaureate Diploma **or**
 - 2) persons with an European Baccalaureate Diploma **or**
 - 3) persons who obtained a high school diploma at a school where the language of instruction was English **or**
 - 4) persons who obtained graduation diplomas in the faculty of English Philology or from a teacher training college in English Philology **or**
 - 5) persons who have a document confirming the completion of higher education or postgraduate studies conducted abroad or in the Republic of Poland - if the language of instruction was English **or**
 - 6) persons who submit a document confirming that during their studies they participated in internships or studies under the Erasmus+ Program or others conducted in English, **or**
 - 7) persons who have one of the certificates of English language proficiency, at least at B1 level for first-cycle studies or at B2 level for second-cycle studies, on the global scale of language 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 (ESOL)" - listed in Appendix 1 to the Admission Rules **or**
 - 8) persons who have a certificate of passing the English exam at the Ministry of Foreign Affairs **or**
 - 9) persons who have a foreign language certificate issued by the National School of Public Administration as a result of a linguistic screening procedure **or**
 - 10) persons who submit a document from their workplace certifying that the language of the workplace is English **or**
 - 11) persons who have passed the English language proficiency assessment as a result of verification by the University Recruitment Committee **or**
 - 12) in the case of having a Polish Matura exam:
 - a) persons who have obtained at least a "good" grade in English on their high school diploma/Matura exam conducted according to the rules in force until 2005 or
 - b) persons who have obtained at least 60% of the points from the English extended exam on the Matura exam.
 - 13) persons who paid the administrative fee and tuition payment for the first semester of study
14. To the extent not regulated in these Rules, admission proceedings involving foreigners are governed by the provisions of the Act of 20 July 2018, The Law on Higher Education and Science, in particular, Section VIII (Foreigners in the System of Higher Education and Science) and the provisions of other relevant acts of international law, EU law and Polish law.
15. Foreigners who meet one of the following conditions may apply for admission to studies conducted by the DSW University of Lower Silesia in Polish:
 - 1) completed a year-long preparatory course to study in Polish in units designated by the Minister of Science and Education **or**
 - 2) submitted a certificate of proficiency in Polish issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language **or**

- 3) submitted other documents attesting to their knowledge of Polish, such as a certificate of graduation from a secondary school in which Polish was the language of instruction; a graduation diploma of studies with Polish as the language of instruction; a graduation diploma of Polish Philology faculty **or**
 - 4) submitted a statement of proficiency in Polish at a level that allows them to study in Polish at the DSW University of Lower Silesia.
16. All documents required in the admission procedure must be submitted in the form of legible copies, in the case of double-sided documents, double-sided copies are required. Acceptance of a document copy is conditional on submission of the original or a notarized copy for inspection.

§ 4

2. Candidates may submit the documents referred to in §3 to the University during the summer admission period in the following dates:
 - primary admission period: 27.03.2024 - 16.10.2024
 - supplementary admission period: 17.10.2024 - 31.10.2024
3. Candidates may submit the documents referred to in §3 to the University during the winter admission period in the following dates:
 - primary admission period: 02.12.2024 - 11.03.2025
 - supplemental admission period: 12.03.2025 - 22.03.2025
4. The Senate may set additional dates for admission.
5. Notwithstanding §4. 1 and §4.2 above, the Senate is authorized to set an additional date for conducting supplementary admission period for graduates who have applied for admission to first-cycle studies or uniform Master's studies in a given field of study for the academic year for which the recruitment is conducted, and whose Matura examination score in a given subject or subjects has been increased as a result of the appeal referred to in Article 44.7 of the Act of 7 September 1991 on the Educational System.

§ 5

1. The amounts of registration, admission and tuition fees for Polish citizens and foreigners are determined by the Senate.

III. ADMISSION PROCEDURE

§ 6

1. The conditions for being admitted to study at the DSW University of Lower Silesia in Wrocław are:
 - d. online registration on the website of the DSW University of Lower Silesia in Wrocław <https://www.dsw.edu.pl/rekrutacja/krok1>
 - e. submission of documents listed in §3
 - f. fulfillment of other requirements specified in §3, if applicable;
 - g. signing a contract for the provision of educational services for students
 - h. obtaining a decision in accordance with Article 323 of the Act of 20 July 2018 - The Law on Higher Education and Science, if applicable.
2. The University reserves the right to issue administrative decisions in accordance with Article 323.6 of the Act of 20 July 2018 - The Law on Higher Education and Science, provided that the Candidate fulfills the specified condition in accordance with the regulations of the University.
3. If the Candidate meets the prerequisite specified in §3, the DSW University of Lower Silesia in Wrocław may issue an administrative decision subject to the Candidate fulfillment of the specified condition.
4. Failure to meet the condition by the indicated deadline will result in the issuance of an administrative decision stating the expiration of the conditional admission decision and refusal of admission to study, in accordance with the provisions of the Act of 14 June 1960 - Code of Administrative Procedure.

5. In individual cases, the deadline for the fulfillment of the condition may be extended upon the Student's request and depends on whether the documents submitted by the Student and the actions taken by the Student are promising for the fulfillment of the condition specified in the decision.

IV. FINAL PROVISIONS

§ 7

In the case of applying for admission to studies financed or co-financed by public funds, including European funds, the Project Office indicates additional rules related to the implementation of the project for which funding was obtained.