

**REGULATIONS OF THE ADMISSION PROCEDURE FOR 1 YEAR OF PAID STUDIES  
IN ENGLISH (ENGLISH PROGRAM)  
AT THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN  
IN THE ACADEMIC YEAR 2021/2022**

**I. GENERAL PROVISIONS**

§1-

The Regulations lay down the rules and procedures of admission to the first year of a long-term studies conducted as paid studies in English (hereinafter referred to as the English Programme) at the Pomeranian Medical University in Szczecin (PUM), hereinafter referred to as the University.

§2.

1. Wherever in this Resolution reference is made to:

- 1) **"applicant"** should be understood as a person who entered the admission procedure by submitting the *"application form"* referred to in point 2 -,
- 2) **"application form"** - should be understood as a form used by a person applying for studies to register electronically in the PUMS admission system, which can be found at [www.pum.edu.pl](http://www.pum.edu.pl),
- 3) **"candidate"** - should be understood as a person applying for admission to studies, who filled in the application form and was revealed in the ranking lists, i.e. was preliminarily qualified for admission,
- 4) **"place limit"** - should be understood as the maximum number of persons who may be admitted to the first year of studies in medicine and dentistry within the limits of admission limits set by the Minister of Health,
- 5) **"new high school leaving certificate [A-level]"** – shall be understood as the matriculation [*high school -A- level*] leaving examination for graduates of high schools: high school of general education [Polish lyceum], specialised high schools, technical secondary schools, supplementary high schools of general education and supplementary technical secondary schools, passed in 2005 or later,
- 6) **"old high school leaving certificate [A-level]"** – shall be understood as an examination for graduates of high schools passed before 2005, including obtaining a certificate from the high school on the results of the high school leaving examination in individual subjects, based on Article 44 zpp of the Act of 7 September 1991 on the Educational System,
- 7) **"Foreign high school diploma"**- it should be understood as a certificate or other documents obtained abroad referred to in Article 93 of the Act of 7 September 1991 on the Educational System, and in the case of a certificate or other document referred to in Article 93(3) additionally confirmed in accordance with the Regulation of the Minister of National Education of 25 March 2015 on proceedings for the recognition of a certificate or other document or confirmation of education or entitlement to continue education obtained in a foreign educational system including the certificate referred to in point 6,
- 8) **"secondary school leaving examination"** - should be understood as any of the forms of examination referred to in points 5-7,
- 9) **"application"** - should be understood as granting in the electronic admission system the status of *"progress"* to the applicant who filled in the application form and agreed to enter the certificate competition (verification is based on scans of documents submitted),
- 10) **"notification"** - should be understood as granting in the electronic admission system the status of *"Notified"* to an applicant who filled in the application form and agreed to take part in the certificate competition, and who - on the basis of scans of documents presented - was found not to have the documents required for full qualification - it does not apply to the applicant referred to in point 11.
- 11) **status of *"Missing Language Certificate"*** - means the status given in the electronic admission system to the applicant, with regard to whom - on the basis of scans of documents - the documentation was

- found to be complete except for the certificate of knowledge of the English language;
- 12) *Not Qualified status* - means the status given in the electronic admission system to an applicant who has submitted incomplete or inadequate documentation for the admission procedure;
  - 13) *status of /Positive feedback* - should be understood as the status given in the electronic admission system to the applicant who submitted complete and adequate documentation for the admission procedure;
  - 14) *conditional enrollment* - means the assignment of the status of "Conditional enrolment" to a candidate in the electronic admission system, resulting in a 7-day deadline for confirmation of acceptance of a place and an individual deadline for delivery of documents in accordance with the Admission Committee Work Calendar,
  - 15) *wait list* – should be understood as a list of candidates who fulfil the conditions for admission but, due to the limitation of places and on the basis of their grades, were not initially admitted; such candidates are given the status "Wait list" in the electronic admission system,
  - 16) *Refusal of admission* - means the assignment of the status "Failed" to a candidate in the electronic admission system:
    - a) who did not comply with the time limit for acknowledgement of receipt of the notice of initial reception or
    - b) who did not respect the deadline for submitting the original documents or other missing documents, including the language certificate, or
    - c) who has not been admitted due to a lack of places in a given field of study or
    - d) in respect of which discrepancies have been found between the content of the documents submitted and the data contained in the application form,
  - 17) *Faculty Admission Committee Work Calendar* - should be understood as a document specifying the deadlines of the admission process,
  - 18) *University/PUM* - should be understood as the Pomeranian Medical University in Szczecin,
2. Whenever these Regulations refer to the obligation to submit documents by a specified deadline, in order to **meet the deadline it is necessary that the documents are received** by the Dean's Office of the Faculty of Medicine and Dentistry of the Pomeranian University of Medicine.
  3. Documents submitted in the admission procedure issued in a language other than Polish or English should be translated into Polish or English by a sworn translator.

## I. Admission Committees

### *Procedure and tasks of Admission Committees.*

#### §3.

1. The admission process is conducted by Faculty Admission Committees for the English-language Programme (hereafter, WKR) appointed by the Dean. The WKR is chaired by the Deputy Dean of the Faculty of Medicine and Dentistry at PUM.
2. In particular, the WKR tasks include:
  - 1) conducting the qualifying process, including the preparation of documents related to the admission procedure for a given academic year;
    - 2) correspondence between a candidate and the University;
  - 3) taking a decision on the final determination of the limit of admissions for a given year, as referred to in § 11(5);
  - 4) setting individual deadlines in the admission procedure;
  - 5) uploading information on the qualification procedure in the admission system.
3. The final lists of persons admitted to the first year of studies are approved by the Chairpersons of the WKR on the basis of the applicable admission regulations.
4. The Rector supervises the admission procedure.

#### §4.

The WKR is serviced by the staff of the Dean's Office of the Faculty of Medicine and Dentistry of PUM.

### **III. Admission Qualification procedure**

#### §5.

1. The admission procedure comprises a preliminary admission procedure, known as the qualification procedure, and the actual admission procedure.
2. The qualification procedure begins on 10 May 2021 and ends on 26 July 2021.
3. The qualification procedure includes:
  - 1) sending an application through the PUM admission system, using the application form at [www.pum.edu.pl](http://www.pum.edu.pl),
  - 2) submission of the electronic documentation required and specified in these Regulations,
  - 3) receiving the status of a Positive Feedback by a candidate on the basis of grades obtained in biology, chemistry, physics or mathematics,
  - 4) entering of a candidate on the ranking list takes place within 7 days after the completion of the admission procedure,
  - 5) qualification for admission or non-qualification for admission shall be determined within the time limits laid down in the WKR work calendar.
4. A candidate may **simultaneously apply** for admission to a medical programme (English Program) and a dental programme (English Program).
5. An applicant cannot simultaneously apply to the English Program and the Asklepios Program for admission to the medical faculty.
6. A candidate who applies for admission to more than one fields of study is obliged to indicate which field of study is a priority when registering online. In the case of possibility of admission to both chosen fields of study, a candidate will receive a decision of admission only to the field of study marked as a priority.
7. A candidate who has been qualified for admission, but due to the limitation of places has not been admitted to any of the fields of study for which he/she applied, the University may offer admission to another field of study or another programme on the condition that the admission requirements for that field of study or programme are met.

#### *Conditions for participation in the selection procedure*

#### §6.

1. A person may be admitted to the qualification procedure who:
  - 1) holds or will hold within 3 months of the start of admission:
    - a) a high school leaving certificate [*A-level*] issued in the Republic of Poland or a high school leaving certificate and a certificate confirming the results of the high school leaving examination in individual subjects referred to in the regulations on the education system.
    - b) certificate, other document or diploma referred to in art. 93 sec. 1 of the Act of 7 September 1991 on the Educational System, i.e:
      - a certificate and other document issued by a school or educational establishment of a Member State of the European Union, a Member State of the Organisation for Economic Co-operation and Development (OECD), a Member State of the European Free Trade Association (EFTA) - party to the Agreement on the European Economic Area, entitling the holder to apply for admission to higher education studies in these countries;
      - IB (International Baccalaureate) diploma awarded by the International Baccalaureate Organization in Geneva;
      - the EB (European Baccalaureate) diploma awarded by the European Schools in accordance with the Convention on the Statute of the European Schools drawn up in Luxembourg on 21 June 1994.

- c) a certificate or any other document recognized in the Republic of Poland as a document entitling to apply for admission to higher education studies pursuant to art. 93 sec. 3 of the Act of 7 September 1991 on the Educational System,
  - d) a certificate or other document deemed to be equivalent to the Polish high school leaving certificate under the legislation in force until 31 March 2015.
  - e) a certificate or diploma recognised in the Republic of Poland as a document entitling the holder to apply for admission to university studies in accordance with a bilateral agreement on the mutual recognition of education;
- 2) completed and submitted the application form on time by registering in the admission system and selecting the relevant field of study /programme;
  - 3) attached legible scans (full set) of the documents required in the proceedings, i.e.-'
    - a) a scan of **the original** high school leaving certificate [*A-level*](Polish or foreign) or the IB Official Transcript or any other legally acceptable document confirming the final grades anticipated, issued by the educational institution which the candidate attended, subject to paragraph 2,
    - b) if a grading scale is not on the high school leaving certificate or other document, a scan of the **original grading** scale approved by the school, board of education or other competent authority in the country concerned,
    - c) a scan of **the original Eligibility declaration from the** country in which the Leaving Certificate was issued (~~if applicable~~, whenever requested by the WKR),
    - d) scanned **translations of the** documents referred to in points a-c, if they were issued in a language other than Polish or English,
    - e) a scan of a candidate's passport **photo**,
    - f) a scan of the original, a copy or a notarised copy of the **proof of English language skills** referred to in Article 9(7),
    - g) a scan of a document confirming that the admission **fee has been paid**,
    - h) a scan of the document/certificate of the additional course with the grading scale used (if applicable),
    - i) a scan of the BMAT exam passed (if applicable),
  4. paid the admission fee by the deadline.
  2. The right to submit a certificate of predicted final grades, referred to in paragraph 1, point 3, letter a, is granted only to a candidate who finishes education in the same year in which he/she registers in the admission system.
  3. All certificates documenting the grades obtained in the required subjects (biology, physics, chemistry, mathematics) must be stamped and signed by the school or institution which issues them, **or they will not be taken into account in the admission process.**
  4. An applicant shall bear the consequences of incorrect or incomplete completion of the electronic application form, of failure to complete it or to provide false information, of attaching illegible documents and/or scans, and of failure to submit the application in the online admission system.
  5. The University is not responsible for difficulties or inability to register or make changes to the electronic application form, for reasons beyond the University's control.

#### §7.

1. The following rules apply to the qualification procedure:

- 1) a candidate must show a positive grade in two out of four subjects on his/her high school certificate, i.e.: biology, chemistry, physics, mathematics. **Only the two** subjects with the highest grades that meet the criteria defined in point 3 are **taken into consideration.**
- 2) Grades obtained by a candidate are converted into points according to the criteria set out in Appendix 1 to these Regulations. The number of points is the basis for placing the candidate on the ranking list referred to in § 11, in descending order.
- 3) A prerequisite for the recognition of grades in the subjects listed under point 1. 1 is subject to: passing a course in the aforementioned subjects in high school, provided that:
  - a) one of the selected subjects was taught at least at standard level or for at least 2 semesters, and the

- other of the selected subjects was taught at extended level or for at least 4 semesters,
- b) a candidate has successfully passed these subjects. A passing grade is considered to be a pass grade for a subject in a given country,
  - c) final grade for the subject will be taken into account at the standard and extended level respectively. The final grade is the examination grade, and if the subject has not ended with an examination, the annual grade or, if the annual grade is not shown, the grade from the last semester will be taken into account,
- 4) it is not allowed to calculate the average of different grades in one subject (e.g. average of several semesters, average of annual and exam grades, etc.),
  - 5) in case the matriculation [*high school leaving*] certificate includes a subject which is a combination of more than one natural science subject, e.g. *Natural Sciences, Double Award Science (Science: Double Award)*, Physics-Chemistry; Earth Sciences, the candidate should submit the curriculum for the subject upon request of the WKR.
  - 6) in the event that a candidate's high school leaving certificate contains only one grade in the required subjects (i.e. chemistry, biology, physics or mathematics), he/she is deemed to be able to satisfy the requirements laid down in the above paragraphs, provided that he/she submits an additional document confirming the grades obtained in one of the other subjects (e.g. BMAT).
  - 7) The WKR decides whether to include the documents referred to in points 5 and 6 in the admission procedure, taking into account their content and relevance to the requirements for admission to a given field of study.

#### §8.

1. The University, on the basis of the data contained in the application form and the scans of documents submitted, supplements the form with the grades appearing on the documents, verifies them and informs candidates online about the so-called positive feedback for studies or the need to supplement the application.
2. The University admission procedure ends when the ranking lists are closed. A candidate receives a number of qualifying points (N), where N is 1.0 maximum. The number of N points does not change during the admission procedure.
3. You will be notified of your conditional admission by the status of "*Conditional enrollment*" in the electronic admission system.
4. The candidate referred to in point 3 is obliged within 7 days to confirm (electronically) the receipt of the notification of conditional enrollment and to confirm enrolment at PUM, as well as to pay the fee for the preparatory courses and to download the login codes for the obligatory on-line course.
5. Within 30 days of the date of the acknowledgement of receipt of the notice of conditional enrollment, the candidate is obliged to provide the documents referred to in § 9. In justified cases, the WKR may extend this deadline at the candidate's request.
6. Failure to confirm receipt of the notification of conditional enrollment within the time limit referred to in point 4, failure to provide original documents within the time limit referred to in point 5, or other missing documents indicated by the University is considered a withdrawal of the application for admission (withdrawal of the application form) by the candidate. He/she is struck off the list of those conditionally admitted and excluded from further admission procedures for a given year.
7. In place of a candidate referred to in section 6 or a candidate who has resigned, the University may accept persons from a "wait list". The provision of sections 3-6 in relation to persons on the "wait list" shall apply accordingly.

#### *Admission procedure*

#### §9.

1. In order to be **admitted to** a particular field of study, a candidate must fulfil all the admission requirements, **including the submission of the following documents** required in the admission

procedure by the **deadline** set by the WKR for each individual candidate:

- 1) The **original** application form for admission to a particular field of study, signed on each page;
  - 2) certificate, other document or diploma, referred to in § 6, item 1, point 1 (**original, duplicate or copy certified by a notary public**), while with regard to documents referred to in § 6, item 1, points c-d, additionally meeting the requirements referred to in § 10 1 letters c-d that additionally meet the requirements referred to in §10;
  - 3) the **original or a notarised copy of the Eligibility declaration** (if applicable) of the country of issue of the matriculation certificate/certificate of higher education;
  - 4) **original or a notarised copy of a** grading scale approved by the school, board of education or other authorised body in the country concerned (if applicable);
  - 5) **original** certificate of additional course completed and passed (if applicable);
  - 6) the **original** BMAT exam. It is acceptable to send the Cambridge Testing certificate (if applicable) electronically;
  - 7) **an original or a copy, or a notarised copy, of a** document certifying that you have at **least a B2** level of English (see Appendix 2 for a list of admission entitling documents). It is acceptable to submit TOEFLiBT certificates electronically by attaching the result in (PDF) format that was previously sent to the candidate by the ETS organisation;
  - 8) **original or a copy of a** medical certificate/health certificate confirming your ability to take up studies in the given field of study (a form to be filled in by your general practitioner or occupational doctor is available on the PUMS website);
  - 9) a **copy of the** evidence of the candidate's vaccination against hepatitis B, or a declaration of acceptance of the commitment to the above vaccination during the first academic year;
  - 10) **2** passport **photos**, 3.5 x 4.5 cm (without headwear), legibly signed on the back (given name, surname and date of birth);
  - 11) a **declaration of** having health insurance within the meaning of the Act of 27 August 2004 on health care services financed from public funds or a confirmation of coverage by an insurer of the costs of treatment in the territory of the Republic of Poland, and in the absence thereof, a **commitment to** have the aforementioned insurance or confirmation of coverage of the costs of treatment during the period from the commencement of studies to their completion.
2. Copies of the documents referred to in paragraph 1(2), (3), (4) and (7) certified by the school (or other institution such as a post office or photocopy service) will not be taken into account.
  3. You will receive a *Certificate of Enrollment* in the online system (*Certificate of Enrollment*) with specific conditions to be fulfilled by the deadline indicated in the aforementioned certificate (if applicable).

#### §10.

1. The certificate or other document referred to in §6(1)(1)(c) is subject to recognition on the basis of the Regulation of the Minister of National Education of 25 March 2015 on proceedings for recognition of a certificate or other document or confirmation of education or entitlement to continue education obtained in a foreign educational system. The obligation to carry out the above-mentioned proceedings must be fulfilled **by the** person admitted to the university no later than **the end of the winter semester 2021/2022**.
2. In the case of certificates or other documents referred to in §6(1)(1)(d), a certificate of recognition issued on the basis of the provisions of the Regulation of the Minister of National Education of 25 March 2015 on proceedings for recognition of a certificate or other document or confirmation of education or entitlement to continuation of education obtained in a foreign educational system must be presented
3. Certificates other than old high school leaving certificate or old high school leaving certificate, New Baccalaureate, IB and EB require authentication in the form of *Apostille* if the document was issued by an institution operating in the educational system of a country that is a party to the Hague Convention of 5 October 1961. (Journal of Laws of 2005, No. 112, item 938), or legalization/certification by a Polish diplomatic mission in the country where the certificate was

issued. The candidate submits 1 copy of the high school leaving certificate, its copy or the original with *Apostille* or legalisation/authentication.

4. If there is no entry on the certificate obtained abroad stating the right to apply for admission to higher education in any type of higher education institution in the country in whose educational system the issuing institution operates, a confirmation of this right issued by the educational authorities of the country in whose educational system the certificate was issued or by the school or educational institution which issued the certificate (*Eligibility declaration*) must be attached.
5. Disclosure of discrepancies between the content of the documents submitted and the data contained in the application form results in removal from the list of conditionally admitted applicants, without the possibility of re-application for a given year.
6. The documents required for the admission procedure can be sent by post or submitted to the Dean's Office of the Faculty of Medicine and Dentistry of the PUMS on working days from 11:00 to 15:00 on the dates specified in the Regulations.
7. The University is not responsible for irregularities and delays related to the operation of the Polish Post and courier companies.

#### *Determination of the results of the admission procedure*

##### §11-

1. Candidates who obtain the next highest number of points during the admission procedure will be admitted to the studies, until the limit of admissions is reached.
2. Based on the results of the qualification procedure, a ranking list is created for a given field of study.
3. Based on the ranking list, the WKR assigns the following statuses to candidates in the PUM admission system:
  - a) Conditional enrollment,
  - b) Missing Language Certificate,
  - c) Wait list,
  - d) Failed.
4. If the number of candidates with equal number of points obtained in the admission procedure exceeds or fails to meet the limit set, the WKR may admit a larger or smaller number of candidates (with equal number of points) so that the final number of admissions deviates as little as possible from this limit, subject to points 5 and 6.
5. In the event that the number of applicants for a given field of study is lower than the determined limit of admissions, candidates from the "wait list" will be conditionally admitted to a given field of study, in the order resulting from the number of points they have obtained in accordance with Appendix 1 to these Regulations.
6. Admitting more candidates than the set limit depends on the teaching and organisational possibilities of the University. Decisions in this matter are made by the Chairperson of the WKR after agreement with the Dean and after the Rector's approval.
7. Precise deadlines for decisions on admission or non-admission, in accordance with the limit of places, will be made public in the form of " Faculty Admission Committee Work Calendar" on the website of the PUM English-language Programme admission system.
8. Final decisions on admission are issued by the WKR after the completion of admission activities for all qualified candidates.
9. It is permissible to carry out supplementary admission for a given field of study if, after the original admission date for a given field of study has been carried out, the admission limit is not exhausted, in the case of a medical field of study of 30%; in the case of a medical-dental field of study of 50% of the limit
10. This process shall be conducted in accordance with the procedure and rules set out in § 6 and 7.
11. The dates and justification for supplementary admissions shall be determined by the WKR and made public on the PUM website.

§12.

1. The Dean's Office of the Faculty of Medicine and Dentistry at PUMS does not provide information about the results of the admission procedure by phone or e-mail, nor does it make a preliminary assessment of admission chances on the basis of e-mailed certificates. Applicants are required to keep track of the status of their application form by logging in to their account in the PUMS admission system.
2. In case of resignation from applying for admission to a given field of study, a written resignation should be submitted to the Dean's Office of the Faculty of Medicine and Dentistry of PUMS. It is acceptable to submit a resignation on-line or electronically.

*IV Final provisions*

§13.

Upon completion of the admission procedure, candidates are issued by the WKR with either an information on admission or a decision to non-admission.

§ 14.

The exact dates of the admission procedure will be determined by the WKR in the work calendar and will be made public on the website: <http://www.pum.edu.pl/english/admissions-office/application-requirements>

*Prof. dr hab. Bogusław Machaliński*  
*Rector of PUMS*  
*President of the Senate*



Criteria for the conversion of grades into points for the ranking list

Required subjects: physics, chemistry, biology, mathematics

The subject can be at standard or extended level

level	Option I - single grading scale	Option II - two grading scales	Option III - two grading scales	Option IV - two grading scales
extended	<b>matriculation</b> [ <i>high school A level leaving</i> ] <b>certificate</b> subject taught for a minimum of 4 semesters	<b>matriculation</b> [ <i>high school A level leaving</i> ] <b>certificate</b> subject taught for a minimum of 4 semesters	<b>BMAT exam</b>	two semesters of higher education <b>in subjects related to physics, biology or chemistry</b>
formula score	<b>a1</b>	<b>a1</b>	<b>c</b>	<b>d</b>
standard	<b>matriculation certificate</b> [ <i>high school A level leaving</i> ] subject taught for a minimum of 2 semesters	<b>additional course</b> result in the form of a certificate or attestation of learning of the subject and stating the duration of the course and the number of hours	<b>matriculation certificate</b> [ <i>high school A level leaving</i> ] subject taught for a minimum of 2 semesters	<b>matriculation certificate</b> [ <i>high school A level leaving</i> ] subject taught for a minimum of 2 semesters
formula score	<b>a2</b>	<b>b</b>	<b>a1 or a2</b>	<b>a1 or a2</b>
FORMULA	$N = ([a1 : ml] + [a2 : ml]) / 2$	$N = ([a1 : ml] + [b : m2]) / 2$	$N = ([c] + [a1 \vee a2 : ml]) / 2$	$N = ([d : m2] + [a1 \vee a2 : ml]) / 2$

**Option I**

**The number of points** is calculated on the basis of a single grading scale from the high school certificate according to the formula:

$$N = ([a1 : ml] + [a2 : ml]) / 2$$

(N) number of qualifying points = (a1) grade in one of the required subjects taught at 4 semester

level / (ml) maximum grade on the national grading scale

+ (a2) grade from a second (other than that shown in the formula above) taught at 2 or 4 semester

level / (ml) maximum grade on the national grading scale / 2

N - number of qualifying points

al - final mark in the subject at extended level

a2 - final grade in subject at standard level

ml - maximum grade possible according to the national grading scale on the high school leaving certificate

### **Option II**

**The number of points is** calculated on the basis of two different grading scales, where the grade (al) from the high school certificate should be at the extended level according to the formula

(N) number of qualifying points = [ (al) grade in one of the required subjects taught at the 4 semester level / (ml) maximum grade on the country's grading scale]

+ [ (b) the final grade in the subject obtained through the additional course at a lower level or higher will be considered as the standard level / (m2) the maximum grade in the grading scale of the country in the additional course] / 2

$$N = ([al : ml] + [b : m2]) / 2$$

N - number of qualifying points

al - final mark in the subject at extended level

b - a final mark in a subject obtained through an additional course at a lower or higher level will be considered as a standard level

ml - maximum grade possible according to the national grading scale on the high school leaving certificate

m2 - maximum grade possible according to the grading scale of the country in the additional course

### **Option III**

**The number of points is** calculated on the basis of two different grading scales according to the formula:

(N) number of qualifying points = [ (c) BMAT exam grade converted into points according to the table] + [ (al or a2) grade from a second (other than the one shown above in the formula) taught at the 2 or 4 semester level / maximum grade on the baccalaureate [*high school leaving*] certificate on the national grading scale ] / 2

$$N = ([c] + [alva2 : ml]) / 2$$

N - number of qualifying points

c - grade for the BMAT exam expressed in points according to the table

BMAT garde	points
1,0-1,5	0,60
1,6-2,5	0,65
2,6-3,5	0,70
3,6-4,5	0,75
4,6 - 5,5	0,80
5,6-6,5	0,85
6,6-7,5	0,90
7,6-8,5	0,95
8,6 - 9,0	1,0

al a2 - final grade in subject at lower or higher level

m1 - maximum grade possible according to the national grading scale on the high school leaving certificate

#### **Option IV**

**The number of points** is calculated on the basis of two different grading scales according to the formula:

number of points for ranking = [grade from supplement or course of study / maximum grade in m2 grading scale] + [(al or a2) grade from the second (other than that shown in the formula above) taught at least 2 semesters / maximum grade on the baccalaureate [*high school leaving*] certificate in the country's grading scale] / 2

$$N = ([d:m2] + [alva2:m1])/2$$

N - number of qualifying points

al a2 - final grade in subject at lower or higher level

d - a grade from a supplement or course of study

m1 - maximum grade possible according to the national grading scale on the high school leaving certificate

m2 - maximum grade possible according to the grading scale of the respective university/college

## **RECOGNISED ENGLISH LANGUAGE QUALIFICATIONS**

1. Diplomas of completion:
  - a) a degree in foreign languages or applied linguistics;
2. Documentary evidence of a degree or diploma issued abroad - the language of instruction of the institution providing the training shall be recognised.
3. A document confirming the completion of higher education studies or postgraduate studies conducted abroad or in the Republic of Poland - the language of instruction shall be recognised if the language of instruction was only a foreign language.
4. A document issued abroad recognised as equivalent to a high school leaving certificate - the language of instruction is recognised.
5. International Baccalaureate Diploma.
6. European Baccalaureate Diploma.
7. The following certificates proving knowledge of foreign languages at a level of at least B2:
  - 1) certificates issued by institutions associated in the Association of Language Testers in Europe (ALTE) - levels ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular certificates:
    - (a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT);
    - 2) certificates from the following institutions:
      - a) Educational Testing Service (ETS) - in particular, certificates: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least
      - b) 50 points from Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points;
      - c) European Consortium for the Certificate of Attainment in Modern Languages (ECL);
      - d) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular certificates: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - Communicator level, Expert level, Mastery level; 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; Spoken English Test (SET) for Business - Stage B 'Communicator' level,

Stage C 'Expert' level, Stage C 'Mastery' level; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2;

- e) Edexcel, Pearson Language Tests, Pearson Language Assessments - in particular certificates: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International);
  - f) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - in particular certificates: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit level, Pass with Distinction level,
  - g) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - in particular certificates: International English Language Testing System IELTS - above 6 points.
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - in particular the certificates: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English CL