

RESOLUTION No. 8

of the Senate of the Nicolaus Copernicus University in Toruń

of 30 March 2021

on the requirements and procedure for admission of foreign nationals to the first year of study in the academic year 2021/2022 at the Nicolaus Copernicus University in Toruń

Pursuant to art. 70 sec. 1-5 in relation to art. 323 of the act of 20 July 2018 – Law on higher education and science (Dz. U. [Journal of Laws] of 2021, item 478)

the Senate resolves as follows:

Chapter 1 General provisions

§ 1

The resolution sets forth the requirements, procedure, commencement and completion dates, as well as the manner of conduct for the process of admission of foreign nationals to first-cycle, second-cycle and long-cycle, full-time and part-time degree programmes in the academic year 2021/2022 at Nicolaus Copernicus University in Toruń, hereinafter referred to as "the University".

§ 2

Foreign nationals may take up and pursue studies on the basis of:

- 1) international agreements, pursuant to the rules laid down in such agreements;
- 2) agreements concluded with foreign entities by a higher education institution, pursuant to the rules defined in such agreements;
- 3) a decision of the Minister;
- 4) a decision of the director of the National Agency for Academic Exchange in respect of its scholarship holders;
- 5) an administrative decision of the rector, the director of an institute of the Polish Academy of Sciences, the director of a research institute or the director of an international institute.

§ 3

Any references hereinafter to:

- 1) **candidate** – shall be understood as a foreign national applying for admission to first-cycle, long-cycle or second-cycle degree programmes;
- 2) **number of places** – shall be understood as the number of persons who may be admitted |to the first year of study in a given study programme within a given level and form of study;

- 3) **Online Candidate Registration**, hereinafter referred to as the "IRK system" – shall be understood as the electronic system for registering for degree programmes;
- 4) **candidate's individual admission account** – shall be understood as a part of the server of the Online Candidate Registration, in which the information related to the process of candidate registration for studies is stored (including personal data of a candidate, information on fields of study selected, the results of the admission procedure);
- 5) **admission process** – shall be understood as proceedings related to the application for admission to degree programmes.

§ 4

Detailed requirements for qualification to individual study programmes, levels and forms of study are specified as follows:

- 1) Faculty of Chemistry – appendix no. 1;
- 2) Faculty of Pharmacy – appendix no. 2;
- 3) Faculty of Philosophy and Social Sciences – appendix no. 3;
- 4) Faculty of Physics, Astronomy and Informatics – appendix no. 4;
- 5) Faculty of Humanities – appendix no. 5;
- 6) Faculty of Medicine – appendix no. 6;
- 7) Faculty of Mathematics and Computer Science – appendix no. 7;
- 8) Faculty of Biological and Veterinary Sciences – appendix no. 8;
- 9) Faculty of Economic Sciences and Management – appendix no. 9;
- 10) Faculty of History – appendix no. 10;
- 11) Faculty of Political Science and Security Studies – appendix no. 11;
- 12) Faculty of Health Sciences – appendix no. 12;
- 13) Faculty of Earth Sciences and Spatial Management – appendix no. 13;
- 14) Faculty of Law and Administration – appendix no. 14;
- 15) Faculty of Fine Arts – appendix no. 15;
- 16) Faculty of Theology – appendix no. 16.

§ 5

The admission process is scheduled to begin on 20 April 2021 and close on 20 September 2021.

§ 6

No later than by 20 April 2021, the rector shall determine the following by means of a regulation:

- 1) the number of places for particular study programmes, taking into account the level and form of study;
- 2) the detailed schedule of the admission procedure for the particular study programmes, taking into account the level and form of study;
- 3) the list of documents required for admission.

§ 7

1. The admission process is managed by the Department of Admissions and Student Affairs, the CM Department of Admissions and Student Affairs, and the Centre for Medical Education in English at NCU CM.
2. Admission examinations are conducted by qualification commissions appointed by the rector.
3. The rector supervises the admission process at the University.

Chapter 2

Admission procedure

§ 8

1. The procedure of admission to first-cycle and long-cycle study programmes, in accordance with the rules laid down in this Resolution, shall be open to persons who hold a secondary school leaving certificate or equivalent, entitling them to apply for admission to degree programmes at any type of higher education institution in the country in whose system the awarding institution operates, and which has been recognised, in accordance with the law or pursuant to international agreements, as a document attesting to a secondary education or entitlement to continue education, including eligibility to apply for higher education.
2. The procedure of admission to second-cycle study programmes, in accordance with the rules laid down in this Resolution, shall be open to persons who hold a higher education diploma (at the level of bachelor's degree, master's degree, engineer's degree, or equivalent) which entitles them to continue their education in the country where the diploma was issued, including eligibility to apply for higher education.

§ 9

The procedure of admission to degree programmes consists of the following stages:

- 1) registration of candidates for studies;
- 2) qualification procedure;
- 3) compilation of the lists of persons qualified for admission to studies;
- 4) submission of documents by persons qualified for admission to studies;
- 5) issuing a decision on admission.

Chapter 3

Registration of candidates for studies

§ 10

Registration of candidates for first-cycle, long-cycle and second-cycle study programmes is carried out exclusively through the IRK system.

§ 11

Registration for studies is considered binding if a candidate fulfils all of the following conditions:

- 1) creates an individual admission account in the IRK system;
- 2) fills out and submits the personal data form;
- 3) enters information necessary for the admission procedure, in accordance with appendixes herein;
- 4) selects the study programme;
- 5) submits scans of required documents;
- 6) pays the application fee to the individual bank account number generated by the IRK system for foreign nationals, in the amount calculated by the IRK system.

§ 12

A candidate's individual admission account is used to:

- 1) enter personal data necessary for the admission procedure, particularly data which are the basis for qualification for study programmes;
- 2) select and, if necessary, change study programmes;
- 3) provide information concerning subsequent stages of the admission procedure.

§ 13

1. The candidate is responsible for the consequences of incorrectly filling in the fields of the online forms, not filling them in, or providing false information.
2. The candidate is obliged to keep the access password to the individual admission account in secret. The University is not responsible for the consequences of sharing the password with third parties, particularly for unauthorised changes to data in the IRK system authorised by the candidate's access password.

§ 14

1. The individual admission account is the only method for providing a candidate with information regarding the admission procedure. Information provided through a candidate's individual admission account is considered delivered and binding.
2. The University does not take responsibility for the effects of a candidate's failure to get familiar with information provided to them through their individual admission account.

§ 15

A candidate applying for admission to studies at the University is allowed to register for any number of study programmes.

§ 16

A candidate for full-time studies who registered for more than one study programme is obliged to determine priorities – starting from the most desired programme, separately for the following registrations:

- 1) for first-cycle and long-cycle study programmes, and
- 2) for second-cycle study programmes.

§ 17

1. A candidate is required to pay an application fee for each degree programme for which they registered in the IRK system.
2. The candidate pays the fee to an individual bank account generated by the IRK system. It is recommended to make transfers via systems that guarantee the fastest possible transfer of funds.
3. The candidate is required pay the fee no later than on the last day of open registration for a given degree programme (the date of the transfer is taken into account).
4. After the fee is credited to the University's bank account, a confirmation of the payment and information about the time and place of subsequent stages of the admission procedure, if any, will appear in the candidate's individual admission account. A candidate who takes an entrance examination should present a proof of payment for the admission procedure to the qualification commission.

§ 18

1. The application fee is non-refundable subject to sec. 2 and 3.
2. A candidate is entitled to a full or partial refund of the application fee paid in the following cases:
 - 1) making an invalid registration (lack of required data or fee payment made after the deadline);
 - 2) registering for fewer courses than counted on the basis of the total amount of application fees paid to the University bank account;
 - 3) failure to open a degree programme due to an insufficient number of candidates;
 - 4) failure to open a degree programme due to an insufficient number of persons admitted.
3. Application fee shall be returned upon the request of a candidate submitted no later than on 30 November 2021.

Chapter 4 **Qualification procedure**

§ 19

The qualification procedure is open only to those persons who made a valid registration, as specified in § 11.

§ 20

1. The elements of the admission procedure may include: a ranking of secondary school certificates, a written examination, an oral examination, a qualifying art work - portfolio, a self-presentation, an admission interview, a ranking of grades from study programmes, a ranking of grades from higher education diplomas, submission of required documents.
2. The written examination, oral examination, qualifying artwork - portfolio, self-presentation, and admission interview take place in person or through computer programs that allow for identification of the candidate.
3. The qualification procedure for individual degree programmes can consist of more than one of the elements specified in sec. 1.

§ 21

The results of the qualification procedure are calculated according to rules specified for particular programmes, levels and forms of study.

Chapter 5 **Compiling the lists of persons qualified for admission**

§ 22

1. On the basis of the results obtained by all candidates taking part in the qualification procedure for a given programme, level and form of study, a ranking list is created. Candidates are placed on the list in the order of results achieved, from the highest to the lowest.
2. On the basis of the ranking list, within the limit on the number of places determined for a given study programme, the list of candidates qualified for admission to the programme is created.

§ 23

1. A candidate for full-time studies can be qualified for admission to only one study programme within the following categories:
 - 1) first-cycle or long-cycle study programmes,
 - 2) second-cycle study programmes.
2. Priorities determined by the candidate shall be taken into account when making the decision on qualification.
3. A candidate who registered for more than one study programme and was qualified for a programme with higher priority shall not be qualified for programmes with lower priority.

§ 24

A candidate for part-time studies can be qualified for admission to more than one study programme provided that they registered for more than one study programme and met the qualification requirements.

§ 25

1. The results of the admission process, including information on qualification for admission to a study programme, are posted on the candidate's individual admission account within the dates specified in the admission schedule.
2. A candidate qualified for admission to the University is required to pay the tuition fee for the first semester of study to an account designated by the University by no later than 30 September 2021.

Chapter 6

Submitting documents

§ 27

1. A candidate qualified for admission is required to submit the required documents by the specified deadline.
2. If the documents referred to in sec. 1 have been issued in a language other than Polish, the candidate is obliged to provide a translation of the documents into Polish made by a sworn translator, subject to sec. 3.
3. In the case of studies in English – if the documents referred to in sec. 1 were issued in a language other than Polish or English, the candidate is required to provide translation of the documents into Polish or English prepared by a sworn translator.

Chapter 7

Admission to a study programme

§ 28

1. Candidates are admitted to study programmes in the order of the results obtained, within the limit on the number of places determined for a given study programme.
2. Launching a given study programme is dependent on the submission of a required number of applications. If the number of applications to a given field of study is not sufficient, the candidates shall be offered admission to a different field of study conducted in the same form and with available places.

§ 29

A candidate applying to part-time study programmes can be admitted to all programmes for which they registered and met all the qualification requirements.

§ 30

Results of the admission procedure are posted on the candidate's individual admission account within deadlines determined by a relevant order of the rector.

§ 31

1. The decision on admission to a study programme is made by the rector or a person authorised by the rector.
2. A candidate has the right to appeal for reconsideration of the decision referred to in sec. 1.

Chapter 8
Final provisions

§ 32

1. In all matters not settled herein, decisions shall be made by the rector.
2. This Resolution shall be made public on the University's websites.

§ 33

This Resolution is effective as of 30 March 2021.

Senate President

Prof. dr hab. Andrzej Sokala
Rector