

**Resolution No. 85 .
of the Senate of Gdansk University of Physical Education and Sport
from 25 June 2020**

on establishing the conditions and procedure of recruitment for particular fields of full-time studies for foreign citizens - candidates for the 1st and 2nd cycle studies and uniform master's studies for the academic year 2021/2022

Based on Article. 28 sec. 1 item 10) and art. 70 paragraph. 1-6 of the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85 as amended) and Art. 35 sec. 3 lit. (a) and Art. 63 sec. 1 of the Statute of Gdansk University of Physical Education and Sport from 19 June 2019 (consolidated text taking into account Annex 1 to the resolution of the GUPES Senate No. 48 of 22 April 2020)

The Senate of Gdansk University of Physical Education and Sport
decides as follows:

§ 1

The conditions and procedure of recruitment for particular fields of full-time studies for foreigners - candidates for 1st and 2nd cycle studies and uniform master's studies for the academic year 2021/2022 at Gdansk University of Physical Education and Sport, constituting Appendix 1 to this resolution.

§ 2

The resolution comes into force on the day of its adoption.

President of the Senate

prof. dr hab. Paweł Ciężczyk

The resolution was passed in an open vote (voting result: out of 31 persons entitled to vote, 17 persons entitled to vote present, 17 persons "for").

**TERMS AND CONDITIONS OF RECRUITMENT
FOR INDIVIDUAL FIELDS OF FULL-TIME STUDIES
FOR FOREIGN CITIZENS
FOR THE FIRST AND SECOND CYCLE STUDIES AND UNIFORM MASTERS' STUDIES
IN THE ACADEMIC YEAR 2021/2022,
hereinafter referred to as "Terms"**

**Chapter 1
General procedures**

§ 1

1. Gdansk University of Physical Education and Sport , hereinafter referred to as GUPES, admits to studies persons not being citizens of Poland, hereinafter referred to as "foreigner citizens".
2. Foreign citizens can enroll and pursue full-time first-cycle (Bachelor) and second-cycle studies (Master) or uniform Masters' studies at GUPES conducted in Polish or in English (Appendix 1 to these Terms).
3. Foreign citizens who are persons referred to in art. 324 sec. 2 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668 as amended), hereinafter referred to as the "Act", may take up and pursue full-time first-cycle and second-cycle degree studies or uniform master's studies at GUPES conducted in Polish on the terms applicable to Polish citizens having completed the enrolment process in accordance with requirements and the mode of enrollment and within the deadlines specified in the resolution of the Senate of GUPES on the requirements and the mode of enrolment for particular degree courses.
4. Foreign citizens applying for studies in the case specified in point 3, in order to enter the grades for the secondary school graduation diploma into the Internet Candidate Registration (IRK) system, should contact the Department of Education for converting the grades and completing them in the system before the gates are closed.
5. Foreign citizens may enroll in and pursue full-time first-cycle, second-cycle and/or uniform master's studies at GUPES on the basis of:
 - 1) international agreements, under the conditions laid down in these agreements;
 - 2) agreements concluded by GUPES with foreign entities , under the conditions laid down in these agreements;
 - 3) the minister's decision;
 - 4) the decision of the director of the National Academic Exchange Agency with respect to its scholarship holders;
 - 5) the administrative decision of the Rector of GUPES;

§ 2

1. Foreign citizens may be admitted to the studies referred to in § 1 sec.2, conducted in Polish or in English, if they acquired the language fluency required for the appropriate degree and field of study.
2. The confirmation of the required language fluency is obtaining at least 5 points for the knowledge of the language in which the studies are conducted.

§ 3

Foreign citizens may be admitted to first-cycle studies and uniform master's studies, if, in addition to meeting the conditions specified

in § 2, they hold one of the following documents:

- 1) a secondary school graduation diploma issued in the Republic of Poland or a secondary school graduation diploma with the certificate of the results of the school-leaving examinations in the particular subjects referred to in the provisions on the education system;
- 2) a certificate or other document recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with art. 93 sec. 3 of the Act of 7 September 1991 on the Education System (Journal of Laws of 2018, item 1457, as amended), i.e. a certificate or other document issued abroad by schools or other educational establishments recognized by the country in whose territory or in whose educational system they operate recognized by an administrative decision as a document confirming education or entitlement to continue education in the Republic of Poland, including the right to apply for admission to university studies, taking into account the scope of competence in the country of issuing the certificate or another document, unless international agreements stipulate otherwise;
- 3) a certificate and another document or diploma referred to in Art. 93 sec. 1 of the Law of the school education system, i.e. :
 - a) a certificate or another document issued by a school or educational institution operating in the educational system of a member state of European Union, a member state of the Organization for Economic Cooperation and Development (OECD), a member state of the European Free Trade Agreement (EFTA), referred to in Art. 93 sec. 1 item 1) of the Law on the school education system;
 - b) IB (International Baccalaureate) diploma issued by the International Baccalaureate Organization in Geneva, in accordance with art. 93 sec. 1 item 2) of the Law on school education system;
 - c) EB (European Baccalaureate) diploma issued by the European Schools with the Convention on the Statute of the European Schools, drawn up in Luxembourg on June 21, 1994 (Journal of Laws of 2005, item 10), in accordance with Art. 93 sec. 1 item 2) of the Law on the school education system;
- 4) a certificate or diploma recognized in the Republic of Poland as a document entitling to apply for admission to studies under a bilateral agreement on mutual recognition of education;
- 5) a certificate or another document recognized as equivalent to the Polish secondary school graduation diploma under the provisions in force until March 31, 2015.

§ 4

Foreign citizens may be admitted to second-cycle studies if, in addition to meeting the conditions specified in § 2, they hold one of the following documents:

- 1) a diploma of graduation from first-cycle or uniform master's studies degree obtained in the Republic of Poland;
- 2) a legalized or signed with an *apostille* diploma or another document of graduation from university abroad, entitling them to enrol in second-cycle studies in the country in which it was issued, considered equivalent to the corresponding Polish diploma of graduation from first-cycle studies, in accordance with the provisions on the nostrification of diplomas of graduation abroad and confirmation of graduation at a certain level;
- 3) a legalized or signed with an *apostille* diploma or another document of graduation from the university abroad, entitling to enrol in second-cycle studies in the state in which it was issued and recognised, under an

international agreement, as equivalent to the relevant Polish diploma of graduation from first-cycle studies or entitling to enrol in second-cycle studies in the Republic of Poland.

Chapter 2

Recruitment Procedure

§ 5

1. The recruitment procedure for foreign citizens is conducted by the recruitment committees for foreign citizens (KRC).
2. The recruitment procedure consists of:
 - 1) on-line registration of a foreign citizen in the Internet Candidate Registration system, called IRK,
 - 2) analysis and formal evaluation of documents required by the recruitment process, specified in Annex 2 to these Terms and Conditions,
 - 3) qualification procedure,
 - 4) admission to studies by being officially entered on the list of students.

Chapter 3

Recruitment and qualification committees

§ 6

1. Recruitment committees for foreigners (KRC), including qualification committees, are appointed by the Rector.
2. The KRC consists of academic teachers and administration employees.
3. The recruitment committee consists of:
 - 1) a president
 - 2) members,
 - 3) a secretary.
4. The detailed scope of work and duties of the recruitment committees, including the qualification committees, is stated in Annex 3 to these Terms and Conditions.

Chapter 4

Online Registration of Candidates and registration deadlines in IRK

§ 7

1. Recruitment for all the fields of study takes place in the Internet Candidate Registration System (IRK).
2. All candidates are required to register in IRK.
3. Candidates register in IRK on their own and in person, following the instructions available on the GUPES website, by creating a personal registration account in IRK.
4. The candidate's personal registration account in IRK is used for:
 - 1) entering personal data and submitting declarations necessary for the recruitment process;
 - 2) providing him / her with information on the recruitment procedure, including:
 - a) date, place and results of the recruitment procedure,

- b) the date and place of submitting documents,
 - c) admission or non-admission for the studies,
 - d) other information necessary to communicate with the candidate;
- 3) uploaded scans of documents required in the recruitment process.
5. Messages placed on the candidate's personal recruitment account are deemed to have been successfully delivered.
6. During the recruitment procedure, the candidate is obliged to read the messages sent to her or his personal recruitment account on an ongoing basis.
7. GUPES shall not be responsible for the consequences of the candidate's failure to read the information on his personal recruitment account.
8. The dates of registration in IRK for foreign citizens for particular fields of study are included in Appendix 4 to these Terms and Conditions.

Chapter 5

Analysis and formal evaluation of qualification documents

§ 8

1. For the formal analysis and evaluation referred to in § 5 sec. 2 item 2), a foreign citizen is obliged to attach scans of documents required in the recruitment process in the IRK system, including:
- 1) documents entitling to apply for admission to studies
 - 2) health insurance policy covering the entire period of education in Poland
- the above mentioned documents must be translated into Polish in the case of studies conducted in Polish, or Polish or English in the case of studies conducted in English.
2. The documents required in the recruitment process are listed in Appendix 2 to these Terms and Conditions.
3. The translation referred to in sec. 1 may be performed by:
- 1) a person entered by the Minister of Justice on the list of sworn translators,
 - 2) a person registered as a sworn translator in a member state of the European Union (EU), a member state of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or a member state of the Organization for Economic Cooperation and Development (OECD),
 - 3) a consul of the Republic of Poland, competent for the country on whose territory the document was issued,
 - 4) a diplomatic mission or consular post of the country where the document was issued accredited in the Republic of Poland.
4. At the recruitment stage, documents issued in English do not require translation into Polish, unless separate regulations require translation into Polish.
5. The negative result of the analysis and formal evaluation referred to in § 5 sec. 2 item), results in the foreign citizen not being admitted to the stage of the qualification procedure.

Chapter 6

Qualification procedure

§ 9

1. After a positive verification of the complete set of scanned documents in the IRK system, the foreign citizen is scheduled for the interview on the date previously set by the KRC.
2. The qualification procedure has a form of competition.
3. The rules of recruitment for particular fields of study are stated in Appendix 5 to these Terms and Conditions.
4. The results of the recruitment procedure are given on a point scale.
5. KRC makes the results of the qualification procedure publicly available by publishing the list of qualified candidates on the GUPES website and at the GUPES headquarters.
6. The order of placing foreigners' names on the ranking lists is determined by the number of points obtained during the recruitment process.
7. KRC creates a ranking list of candidates admitted to studies within the quota for foreign citizens.

Chapter 7

Admission to studies

§ 10

1. Admission to studies takes place through the official entry on the list of students.
2. A foreign citizen admitted to studies starts the studies and acquires student rights upon taking the oath.
3. The refusal of admission to studies takes place through administrative decision.
4. The decision of the KRC may be appealed against to the Rector within 14 days from the date of delivery of the decision to the candidate. The appeal is lodged through the KRC.
5. The only basis for the appeal may be the violation of the conditions and procedure of admission to studies.

§ 11

1. A foreign citizen admitted to studies is required to submit the original documents listed in Appendix 2 to these Terms and Conditions within one month from the beginning of the academic year.
2. A foreign citizen admitted to studies is obliged to submit, in accordance with § 8 sec. 3, translations into Polish of the original documents constituting the basis for admission to studies within two months from the beginning of the academic year.
3. A foreign citizen admitted to studies is obliged to submit, not later than on the day preceding the day of starting classes, a certificate issued by an occupational medicine doctor stating that there are no health contraindications to study.
4. The documents referred to in sec. 1-3, are supposed to be delivered to the designated Dean's office
5. When submitting the documents referred to in sec. 1 and 2, the foreign citizen is obliged to present an identity document.
6. Failure to meet the conditions referred to in para. 1-3, in due time means the foreign citizen's resignation from studies.

**Fields of study available for
foreign citizens for full-time fee-paying studies
for the academic year 2021/2022 - conducted in Polish**

I. MAJOR: PHYSICAL EDUCATION

- first and second-cycle studies (only for GUPES graduates after PE 1st cycle)

II. MAJOR: SPORT

- first and second-cycle studies

III. MAJOR: Physiotherapy

- uniform master's studies

IV. MAJOR: Occupational Therapy

– first-cycle studies

V. MAJOR: Tourism and Recreation

- first and second-cycle studies

**Fields of study available
for foreign citizens for full-time fee-paying studies
for the academic year 2021/2022 - conducted in English**

I. MAJOR: Physical Education

- first and second-cycle studies (only for GUPES graduates after PE's 1st cycle)

II. Major: Sport

- second-cycle studies

III. Major: Tourism and Recreation

- first-cycle studies

The list of documents that must be attached in the IRK system for foreign candidates applying for admission to full-time studies for the first year of first-cycle studies and uniform master's studies:

1. Documents entitling to apply for admission to studies:

1) A secondary school graduation diploma or another document *legalized*¹ or signed with *apostille*² entitling to apply for admission to any type of universities in the country where the institution issuing the certificate operated, recognized in accordance with the provisions on the *nostrification*³ of school certificates and secondary school graduation diplomas obtained abroad for the equivalent of the appropriate Polish secondary school graduation diploma.

2) The secondary school graduation diploma must be legalized by:

- a Polish consul or,
- education authorities or
- embassy or consulate of the country issuing the certificate in Poland.

3) If the secondary school graduation diploma does not contain information on the course of education (list of subjects and grades), then the following should be attached:

- a list of grades obtained during the examination which determines the graduation of a school or educational institution or passing a given stage of education
- a list of subjects and other activities carried out within a given stage of education along with the obtained grades,
- information about the completed curriculum regarding the content of education, planned study time and grading scale,
- information on the obtained entitlements to continue education at an appropriate level in the country of origin (where the certificate was issued), including entitlements to apply for admission to universities, and the scope of these entitlements.

2. The confirmation of payment of the tuition- fee for the first year of studies, unless Art. 324 section 2 of the Act or the foreign citizen has not been released from the obligation to pay the tuition- fee.

3. Biometric photos.

4. Candidate's personal data questionnaire.

5. Consent to the processing of personal data.

6. Health insurance policy for the entire period of education in Poland.⁴

¹ Legalization is carried out in Polish diplomatic missions in the country issuing of these documents.

² Apostille - a type of certificate on the basis of which official documents issued in the territory of one state are considered valid in the territory of another state. An Apostille is issued in the country that issued the document.

³ The nostrification is provided by the Board of Education in Gdańsk, Department of Educational Organization and Information, ul. Wały Jagiellońskie 24, 80-853 Gdańsk

⁴ In justified cases, the health insurance policy may be delivered after admission to the university, but no later than the date of signing the oath. Failure to do so will result in not being allowed to participate in classes and lectures.

7. A photocopy of a passport, Pole's Card, visa, residence card or another document confirming the right to legally stay in the territory of the Republic of Poland.

The candidate must take all original documents constituting the basis for admission to studies (including diplomas, certificates, list of grades) with her/him to Poland.

The list of documents that must be attached in the IRK system for foreign candidates applying for admission to the first year of full-time second-cycle studies:

1. Documents entitling to apply for admission to studies:

1) A university graduation diploma entitling to undertake second-cycle studies, the diploma must be *legalized*⁵ and recognized in accordance with the relevant regulations on *nostrification*⁶:

a) A university graduation diploma must be legalized by:

- a Polish consul or
- education authorities or
- embassy or consulate of the country of issuing the certificate in Poland.

b) If the university diploma does not contain information on the course of education (list of subjects and grades), then the following should be attached:

- List of grades obtained during the examination necessary to graduate from a university or educational institution or to complete a given stage of education.
- List of subjects and other activities carried out within a given stage of education, along with the obtained grades.
- Information about the implemented curriculum regarding the content of education, planned study time and grading scale.
- Information on the obtained entitlements to continue education at the appropriate level in the country of origin (where the certificate was issued), including entitlements to apply for admission to universities, and the scope of these entitlements.

2. The confirmation of payment of the tuition- fee for the first year of studies, unless Art. 324 sec. 2 of the Act or the foreign citizen has not been released from the obligation to pay the tuition- fee.

3. Biometric photos.

4. Candidate's personal data questionnaire.

5. Consent to the processing of personal data.

6. Health insurance policy for the entire period of education in Poland.⁷

7. A photocopy of a passport, Pole's Card, visa, residence card or other document confirming the right to legally stay in the territory of the Republic of Poland.

⁵ Legalization is carried out in Polish diplomatic missions in the country issuing of these documents.

⁶ The nostrification is provided by the Board of Education in Gdańsk, Department of Educational Organization and Information, ul. Wały Jagiellońskie 24, 80-853 Gdańsk

⁷ In justified cases, the health insurance policy may be delivered after admission to the university, but no later than the date of signing the oath. Failure to do so will result in not being allowed to participate in classes and lectures.

The candidate must take all original documents constituting the basis for admission to studies (including diplomas, certificates, list of grades) with her/him to Poland.

**DATES OF REGISTRATION IN IRK FOR FOREIGN CITIZENS
FOR PARTICULAR FIELDS OF STUDY FOR
FULL-TIME FEE-PAYING STUDIES**

FOR THE ACADEMIC YEAR 2021/2022

**Start dates of registration in IRK for foreign citizens
for studies conducted in English - online registration
FROM JANUARY 07, 2021**

I. Faculty of Physical Education

- first and second- cycle studies (for graduates of GUPES – first-cycle studies in the field of Physical Education) - until March 31, 2021

II. Major: Sport

- second-cycle studies until March 31, 2021

III. Major: Tourism and Recreation

- first-cycle studies until March 31, 2021

**Start date of registration in IRK for foreign citizens
for studies conducted in Polish - online registration
FROM 1 JUNE 2021**

I. Faculty of Physical Education

- first and second-cycle studies (for graduates of GUPES - 1st cycle studies in the field of Physical Education) until July 16, 2021

II. Major: Sport

- first and second-cycle studies until July 16, 2021

III. Major: Tourism and Recreation

- first and second-cycle studies until July 16, 2021

IV. Major: Physiotherapy

- uniform master's studies until July 16, 2021

V. Major: Occupational Therapy

- first-cycle studies until July 16, 2021

RULES OF RECRUITMENT
FOR FOREIGN CITIZENS for PARTICULAR FIELDS OF STUDY
FOR THE ACADEMIC YEAR 2021/2022

1. First-cycle full-time studies:

1) Physical Education:

- the recruitment procedure will have regard to points for the knowledge in the field of physical culture and language fluency during the interview in Polish or in English,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.

2) Sport:

- the recruitment procedure will have regard to points for the knowledge in the field of physical culture and language fluency in the interview in Polish,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.

3) Tourism and Recreation:

- the recruitment procedure will have regard to points for the knowledge in the field of physical culture and language fluency during the interview in Polish or in English,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.

4) Occupational Therapy:

- the recruitment procedure will have regard to points for the knowledge in the field of biological sciences and language fluency during the interview in Polish,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for knowledge and 10 points for language skills.

2. Uniform master's studies

1) Physiotherapy:

- the recruitment procedure will have regard to points for the knowledge in the field of biological sciences and language during the interview in Polish,

- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.

3. Second-cycle full-time studies:

1) Physical Education (only for GUPES' graduates after the 1st cycle of Physical Education):

- the recruitment procedure will have regard to points for the knowledge in the field of physical culture and language fluency during the interview in Polish or in English,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.

2) Sport:

- the recruitment procedure will have regard to points for the knowledge in the field of physical culture and language fluency during the interview in Polish or in English,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.

3) Tourism and Recreation:

- the recruitment procedure will have regard points for the knowledge in the field of physical culture and language fluency during the interview in Polish,
- as a result of the selection procedure, the candidate may obtain a maximum of 30 points, including up to 20 points for the knowledge and 10 points for language skills.