

**Rules for recruitment to Powiślański University
for the 2024/2025 academic year**

(applies to candidates for first and second degree studies, including those who do not have Polish citizenship)

I. GENERAL PRINCIPLES

§ 1

1. The presented terms and conditions of recruitment apply to admissions to first and second degree programs at Powiślański University.
2. The detailed rules of recruitment for individual majors are specified in Appendix 1 of this document.
3. Enrollment limits for individual majors are specified in Appendix 2 to this document.
4. The rules for converting the results of certificates obtained outside the Republic of Poland that entitle the student to pursue a bachelor's degree into the point system are defined in Appendix No. 3 to this document.
5. Registration of candidates for studies at Powiślański University is done electronically through the website <https://powislanska.edu.pl/>.
6. The commencement of studies in individual fields of study depends on qualifying an appropriate number of candidates for the first year of study. The number of candidates qualified for the first year of study, which determines the start of education in a particular field of study, is determined by the Rector.
7. The limits referred to in § 1 (3) are subject to change based on a decision of the Powiślański University Senate.

§ 2

1. Candidate is understood as a person applying for admission to higher education - Polish citizen and foreigner - who has made a complete electronic recruitment in the university's recruitment system and submitted the required set of documents. Failure to complete the above formalities eliminates from further recruitment proceedings.
2. A foreigner, as defined by Polish law, is any person who does not have Polish citizenship. A person who has both Polish and citizenship of another country is treated as a Polish citizen on the territory of the Republic of Poland. The document confirming the citizenship of the candidate is an identity card or passport or other document confirming citizenship. Documents issued to a foreigner should contain his/her data in accordance with the spelling in the document stating citizenship.
3. Candidates who have a document entitling them to pursue higher education at the appropriate level will be considered in the admission procedure, have met the recruitment rules referred to in § 1 pt. 2 and have completed all required formalities.
4. Powiślański University is not responsible for the consequences of a candidate's failure to familiarize himself/herself with the Online Recruitment Regulations, with the information posted on his/her personal registration account and the University's website,

as well as for any erroneously entered data by the candidate into the University's recruitment system.

§ 3

1. Admission to study is by enrollment for candidates with Polish citizenship.
2. Admission to studies is by administrative decision of the rector for candidates without Polish citizenship.
3. Refusal of admission to study for candidates with Polish citizenship is made by administrative decision. The decision is issued by the vice-rector for didactic affairs.
4. Refusal of admission to study for candidates who do not have Polish citizenship is made by administrative decision. The decision is issued by the Rector. The Rector's decision is final.
5. The decision referred to in paragraph 3 of this section may be appealed within 14 days from the date of its delivery, to the Rector. The final decision is made by the Rector.

§ 4

1. Candidate for studies at Powiślański University should have digital competencies to pass the recruitment process and then education in the chosen field of study. Necessary for the recruitment process is the ability to use a computer in a basic way, which primarily consists of:
 - a) Web browsers (e.g. Chrome, Firefox, Safari),
 - b) Peripheral devices (printers) that allow you to print your application,
 - c) Graphics software (to prepare a digital photo).
 - 1) A person who does not have the necessary tools to perform the above-mentioned activities may use the University's equipment for the purpose of passing the recruitment process.
 - 2) For those who set up an account in the recruitment system in the Virtual Dean's Office (WD), the ability to set up and use a Trusted Profile is required. Detailed information on signing documents with the Trusted Profile, is available in the Online Recruitment Manual, made available at the WD and on the university's website.
 - 3) Digital competencies necessary for any field of study are service:
 - a) Word processors (e.g., Microsoft Word, Libre Office Writer),
 - b) Spreadsheets (e.g., Microsoft Excel, Libre Office Calc),
 - c) e-mail (using web browsers or e-mail clients), and in the case of distance learning, additionally:
 - d) Teamwork tools (e.g., Microsoft Teams),
 - e) Video conferencing tools (e.g., Zoom, eMeeting),
 - f) programs that enable distance learning and knowledge testing at a distance (e.g., Moodle).
2. A person may be admitted to a first degree program who has:
 - 1) matriculation certificate or matriculation certificate and a certificate of the results of the matriculation examination in individual subjects, as referred to in the regulations on the educational system,

- 2) a certificate or other document recognized in the Republic of Poland as a document entitling one to apply for admission to studies in accordance with Article 93(3) of the Law of September 7, 1991 on the educational system (Journal of Laws 2022, item 2230);
 - 3) The certificate and other document or diploma referred to in Article 93 (1) of the Law, referred to in item 4;
 - 4) a certificate or a diploma recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with a bilateral agreement on mutual recognition of education;
 - 5) certificate or other document recognized as equivalent to the Polish secondary school certificate under the regulations in force until March 31, 2015.
3. A person may be admitted to a second degree program if he or she has a graduate degree.
 4. The persons indicated in paragraph 2, items 1 and 2 should complete the following formalities:
 - Register for studies through electronic enrolment,
 - submit all the required documents, within the deadline for their submission,
 - make a payment for conducting the recruitment.
 5. A university applicant may submit documents for more than one field of study. In this case, separate sets of documents must be submitted for each major.
 6. Powiślański University Senate reserves the right not to launch a particular course of study in case of an insufficient number of applications.
 7. The fee for conducting the enrolment process is non-refundable, except in connection with the failure to launch the course of study.

II. LIST OF DOCUMENTS

§ 5

1. A set of documents necessary for the recruitment process, the candidate is required to place independently in the candidate's profile in accordance with the guidelines posted in the on the recruitment account. A candidate for first and second degree programs shall submit:
 - a) Personal questionnaire - generated from the WD system in pdf. format, signed using a trusted profile on the EPUAP platform (or qualified electronic signature);
 - b) The document that forms the basis for the application for admission to the university:
 - one of the documents referred to in Article 69, paragraph 2 of the Law of the PES - in the case of candidates applying for admission to undergraduate studies;
 - higher education diploma and diploma supplement - in the case of candidates applying for admission to a second degree program;
 - c) statement of applicable health insurance - generated from the WD system in pdf. format, signed using a trusted profile on the EPUAP platform (or qualified electronic signature);
 - d) ID photo electronically saved in jpg. format, with dimensions 236x295 at a resolution of at least 300 dpi;
 - e) contract with an attachment - generated from the WD system in pdf. format, signed using a trusted profile on the EPUAP platform (or qualified electronic signature)

- f) proof of payment of the enrollment fee - a document in the form of a scan made from the original document, saved in pdf. format, titled: name;
 - g) medical certificate from an occupational medicine institution stating contraindications to undertake studies and practical vocational training (applies to the following majors: nursing, lifeguarding, dietetics, cosmetology) - a document in the form of a scan made from the original document, saved in pdf. format, titled: name and surname;
 - h) translations prepared by a Polish sworn translator or by a foreign translator and certified by the competent consul of the Republic of Poland of documents that are issued in a foreign language;
 - i) other documents specified in the specific part of this resolution or in separate regulations, among others:
 - Diploma of nursing degree - in the case of candidates applying for admission to part-time studies in the field of bridging nursing;
 - a certificate of the grade point average for the entire first degree program, determined in accordance with the regulations of the university and issued by the university in which the candidate graduated, including information on the grading scale according to which the average was calculated (only if the supplement lacks information about the grade point average) - for candidates applying for admission to second degree studies.
2. A foreign candidate for higher education is required to submit the documents specified in item 1 letters a-h and additionally the following documents:
 - a) a statement indicating the right to stay in the Republic of Poland and documents confirming the legality of the stay, i.e. a residence card, an administrative decision of the competent authority or confirmation of the submission of an application for extension of stay;
 - b) Pole's card if the candidate has one;
 - c) In the case of candidates applying for admission to a second degree program:
 - in the case of a diploma which, in accordance with the applicable legislation, is subject to recognition under the nostrification procedure - a certificate issued by the unit nostrifying the diploma confirming the equivalence of the diploma obtained abroad with a higher education diploma in Poland,
 - A copy of documents that allow you to evaluate the course and duration of your studies,
e.g. diploma supplement, list of subjects and grades, index or other document;
 3. In the case of documents obtained abroad, the University may require a candidate to certify that a high school diploma or matriculation certificate or higher education diploma entitles in the country in which they were issued to undertake, respectively, first-cycle or second-cycle studies (in case such information is not included on the document entitling to study). The university may also request from the candidate information about the grade scale of the documents referred to above.
 4. Foreigners who demonstrate proficiency in Polish at the level of at least B1 as defined by the Council of Europe's Common European Framework of Reference for Languages) may be admitted to study in Polish. Knowledge of the Polish language at the required level is confirmed in particular:

- a) completed a one-year Polish language course in units designated by the Ministry of Science and Higher Education or
- b) completed Polish language course at Powiślański University or
- c) certificate issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language or
- d) a high school diploma or a diploma of higher education, issued at the end of education in the Polish language in the educational system of the Republic of Poland, or
- e) A diploma of higher education conducted in Polish.

In particularly justified cases, the university may recognize another document certifying knowledge of the Polish language or issue a certificate that the degree of knowledge of the Polish language allows a foreigner to study in this language.

5. Studies in English are open to foreigners who demonstrate knowledge of English at a level of at least B2 as defined by the Council of Europe's Common European Framework of Reference for Languages. Knowledge of English at the required level is confirmed in particular:

- a) certificate found on the list of certificates published on the University's website or
- b) International Baccalaureate (International Baccalaureate) certificate or European Baccalaureate (European Baccalaureate) certificate or
- c) foreign-issued document recognized as equivalent to a high school diploma if the language of instruction was exclusively English, or
- d) university diploma, if the language of instruction was English or
- e) Citizenship of a country where the official language is English or
- f) another document confirming the passing of a university English course of at least B2 level.

In particularly justified cases, the university may recognize another document certifying English proficiency or issue a certificate that the degree of English proficiency allows a foreigner to study in this language.

6. Foreigners may be admitted to study at Powiślański University if:
- a) have a visa or residence card or other document entitling them to stay on the territory of the Republic of Poland;
 - b) demonstrate good health, documented by a medical certificate, stating that there are no contraindications to study in the chosen field of study and form of study if the field of study requires it;
 - c) have a sickness or accident insurance policy for the period of training in Poland or a European Health Insurance Card, or will take out insurance with the National Health Fund as soon as they begin their training;
 - d) meet the recruitment conditions set by Powiślański University.
7. Candidates for studies for a semester higher than the first semester or from a transfer from another University are obliged to submit along with a set of documents indicated in point. 1 an application to the Vice-Rector for didactic matters for the designation of program differences, together with a diploma supplement or a certificate of periodic achievements from the University from which the transfer is made. Failure to submit an application for designation of program differences together with the enrolment documents indicated in para. 1 will result in enrolment in the University under the general rules.

8. The candidate is informed of the outcome of the recruitment process via e-mail and the university's recruitment system.

§ 6

1. The university bases recruitment on the following criteria regarding the candidate's high school diploma results:
 - 1) The qualification of candidates for studies is carried out on the basis of a competition of secondary school certificates on the basis of the position on the ranking list,
 - 2) The minimum number of points that qualifies a candidate for admission is 45 points,
 - 3) Applicants are qualified according to the total number of points earned, starting with the highest scorer until the admission limit is filled,
 - 4) In the case of the same number of points of two or more candidates, the position on the ranking list is determined by the average of all subjects from the secondary school graduation certificate calculated to two decimal places.
2. Unless otherwise stipulated in the detailed rules for admission to individual fields of study, the percentage results obtained from the matriculation exam ("new baccalaureate") are converted into recruitment points as follows:
 - 1) 1% of points at the primary level = 0.5 recruitment points;
 - 2) 1% of points at the extended level = 1 recruitment point.
3. Unless otherwise stipulated in the detailed rules for admission to individual fields of study, grades obtained in the matriculation examination ("old high school diploma"), are converted into enrollment points in accordance with the principle:

Rating (scale of 1-6)	Points	Rating (2-5 scale)	Points
acceptable/measurable (2)	15	-	-
acceptable plus (2+)	22,5	-	-
sufficient (3)	30	sufficient (3)	25
sufficient plus (3+)	45	sufficient plus (3+)	45
good (4)	60	good	70
good plus (4+)	75	good plus (4+)	85
very good (5)	90	very good (5)	100
very good plus (5+)	95	-	-
excellent (6)	100	-	-

4. A candidate for higher education, having a certificate, other document or diploma, referred to in Art. 69 para. 2 pt. 4-7 of the PSWiN Act is qualified for studies in accordance with the rules set forth for a candidate with a high school diploma obtained under the so-called in the mode of the so-called "old high school diploma", unless the detailed rules for admission to a given field of study set forth in Appendix No. 1 hereto provide otherwise. Obtained on the certificate will be converted in accordance with the rules set forth in Appendix No. 3 to this document, unless the detailed rules for admission to a given field of study set forth in Appendix No. 1 to this document provide otherwise.
5. Unless otherwise stipulated in the detailed rules for admission to individual fields of study, graduates of schools belonging to the International Baccalaureate Organization, the results of the International Baccalaureate (IB) exam are converted into enrollment points in accordance with the principle:

IB Baccalaureate	Recruitment points (level basic)	IB Baccalaureate	Recruitment points (extended level)
SL level (points)		HL level (points)	
7	50	7	100
6	43	6	86
5	36	5	72
4	29	4	58
3	22	3	44
2	15	2	30
1	0	1	16

6. Unless otherwise stipulated in the detailed rules for admission to individual fields of study, graduates of the European Schools, the results of the baccalaureate exam (EB - European Baccalaureate) are converted into enrolment points in accordance with the principle:

EB diploma score	Basic level	Extended level
	Recruitment points	
9,51-10,00	50	100
9,01 -9,50	45	88
8,51 -9,00	40	76
8,01 - 8,50	35	64
7,51-8,00	30	52
7,01 - 7,50	25	40
6,51 - 7,00	20	28
6,00 - 6,50	15	16
0,00 - 5,99	0	0

7. Unless otherwise stipulated in the detailed rules for admission to individual second-level degree programs:
- 1) The grade point average in the course of undergraduate studies is converted according to the rule:

5,0	50 pts.
4,51 - 4,99	45 pts.
4,0 - 4,50	40 pts.
3,51 - 3,99	35 pts.
3,0 - 3,50	30 pts.

- 2) The grade on the graduation diploma is converted into enrolment points according to the rule:

diploma with distinction	60 pts.
rating very good (5)	50 pts.
rating good plus (4+)	45 pts.
good grade (4)	40 pts.
grade sufficient plus (3.5)	35 pts.
rating sufficient (3)	30 pts.

- 3) in the case of presentation of a document obtained abroad, authorizing to undertake a second degree program, the final number of points to be taken into account in the recruitment procedure shall be determined on a case-by-case basis, with the proviso that the highest score in a given grading system corresponds to 50 points.
8. The results of the written part of the matriculation exam/ secondary school graduation exam are taken into account in the admission procedure. The results of the oral part may be taken into account only if the detailed admission rules provide for this.
 9. If the qualification procedure alternatively provides for several subjects, the subject with the result more favourable to the candidate shall be considered.
 10. If a candidate in a given subject took the baccalaureate at both the basic and extended levels, then the level with the result more favourable is taken into account for the candidate.
 11. In the fields of study where the Polish language is required, a candidate who graduated from high school abroad shall be considered instead of the Polish language the native language of the country, in which the baccalaureate exam is taken, unless specific eligibility conditions stipulate otherwise.
 12. Lack of a specified additional subject on the matriculation/matriculation certificate results in the candidate receiving "0" points in this subject in the recruitment procedure, but this does not exclude him from further qualification proceedings.
 13. In the case of candidates for second-level studies, the lack of a certificate/information about the grade point average of the first degree program results in the candidate receiving "0" points for the grade point average in the admission procedure, but this does not exclude him/her from further qualification proceedings.

§ 7

A candidate for a degree program with special needs, including a declared disability, can benefit from the support of the dean's office staff, who support the entire recruitment process (including, among other things, familiarizing the candidate with the educational offer, rules and deadlines for recruitment). The form of support is determined on the basis of the information presented by the candidate by phone, verbally or via e-mail. The candidate may also be offered other forms of support, depending on the type and degree of disability. Another method of recruitment procedure, at the written request of a disabled person, is determined by the Rector.

§ 8

Winners and finalists of central-level Olympiads and winners of international and national competitions have priority for admission,

III. DEADLINES

§ 9

1. Recruitment start and end dates for all majors:
 - a) April 1 to September 30 - winter semester recruitment,
 - b) November 1 to January 31-Summer term recruitment.
2. Deadline for electronic registration and acceptance of documents:

- a) From April 1 to September 30- recruitment in the winter semester,
 - b) November 1 to January 31-Summer term recruitment.
3. The recruitment deadline may be extended based on a decision of the Powiślański University Senate.
 4. In justified cases, within the limits of available places, the Vice-Rector for Teaching Affairs may admit a person after the dates specified in para. 1, only in the event that the person so admitted ensures the completion of all classes necessary to pass the stage of study. A person, prior to commencement of education, is required to complete all formalities listed in the resolution for admission for higher education.
 5. The legitimate case referred to in item. 3, is considered, in particular, an increase in the result of the matriculation examination in a particular subject or subjects in connection with verification of the sum of points or filing an appeal, as referred to in Article 44zzz paragraph 7 of the Law of September 7, 1991 on the educational system (Journal of Laws 2022, item 2230).

IV. CLOSING STATEMENTS

§ 10

All questionable cases related to recruitment, during its and after its completion, shall be decided by the Rector.

Katarzyna Strzała-Osuch, PhD, Professor of PSW

Senate President

**Detailed terms and conditions of enrollment for individual majors
I and II degree programs for the academic year 2024/2025**

Direction: **economics**

Level: **undergraduate studies**

Mode: **full-time / part-time**

Certificate competition: subjects from secondary school/maturity certificate taken into account in the recruitment procedure	1. mathematics or geography or history 2. foreign language (modern)
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of Recruitment to Powiślański University for the academic year 2024/2025

Direction: **nursing**

Level: **undergraduate studies conducted in English**

Mode: **full-time**

Certificate competition: subjects from high school diploma/maturity certificate taken into account in recruitment proceedings	In accordance with Appendix 3 of the Recruitment Rules to Powiślański University for the 2024/2025 academic year
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of Recruitment to Powiślański University for the academic year 2024/2025
Comments	certificate from a doctor of occupational medicine, stating that there are no contraindications to study, language competence at the B2 language level in accordance with in accordance with paragraph 5 § 5

Direction: **nursing**

Level: **undergraduate studies**

Mode: **full-time**

Certificate competition: subjects from secondary school/maturity certificate taken into account in the recruitment procedure	1. biology or chemistry or physics Either physics and astronomy or mathematics or geography
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	2. foreign language (modern)
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of Recruitment to Powiślański University for the academic year 2024/2025
Comments	certificate from an occupational physician stating the absence of contraindications to study

Direction: **nursing (studies for certified nurses).**

Level: **undergraduate studies**

Mode: **part-time**

Certificate competition: subjects from the certificate w a matura/maturity certificate taken into account in the recruitment procedure	1. biology or chemistry or physics Either physics and astronomy or mathematics or geography 2. foreign language (modern)
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of recruitment to Powiślański University for the academic year 2024/2025
Prerequisites	Confirmation of graduation from a medical high school or post-secondary school or post-secondary school training as a nurse
	certificate from an occupational physician stating the absence of contraindications to study

Direction: **cosmetology**

Level: **undergraduate studies**

Mode: **full-time/ part-time**

Certificate competition: subjects from secondary school/maturity certificate taken into account in the recruitment procedure	1. biology or chemistry or physics Either physics and astronomy or mathematics or geography 2. foreign language (modern)
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of Recruitment to Powiślański University for the academic year 2024/2025
Comments	certificate from an occupational physician stating the absence of contraindications to study

Direction: **dietetics**

Level: **undergraduate studies**

Mode: **full-time / part-time**

Certificate competition: subjects from secondary school/maturity certificate taken into account in therecruitment procedure	1. biology or chemistry or physics Either physics and astronomy or mathematics or geography 2. foreign language (modern)
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of Recruitment to Powiślański University foracademic year2024/2025.
Comments	certificate from an occupational physician stating the absence of contraindications to study

Direction: **emergency medical services**

Level: **undergraduate studies**

Mode: **full-time / part-time**

Certificate competition: subjects from the certificateof matriculation/maturity taken into account in the recruitment procedure	1. biology or chemistry or physics Either physics and astronomy or mathematics or geography 2. foreign language (modern)
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rulesforrecruitment to Powiślański University for the academic year 2024/2025
Comments	Candidates applying for admission to the field of lifeguarding who attach in the WD system at the stage of registration a certificate of completion of water lifeguard training/certificate of completion of instructor training/certificate of WOPR lifeguard degree or certificate of completion of the Qualified First Aid course will receive 20 additional points in the recruitment process certificate from an occupational physician stating the absence of contraindications to study

Direction: **nursing**

Level: **second degree studies**

Mode: **part-time**

Method of qualifying candidates	Verification of documents confirming qualifications and competencies - the average of grades from the course of undergraduate studies.
Prerequisites	Possession of a bachelor's degree in nursing
Competencies expected of the candidate	In accordance with paragraph 1 § 4 of the Rules of Recruitment to Powiślański University for the academic year 2024/2025
Comments	In the event that more candidates have obtained the same grade point average in the course of undergraduate studies, then the place on the ranking list is determined by an additional criterion - the grade on the diploma of completion of undergraduate studies

**Appendix No. 2 to the Recruitment Rules
to Powiślański University for the 2024/2025 academic year**

**Limity of admissions to individual first and second degree
for the academic year 2024/2025**

1. Enrollment limits for first degree programs in the 2024/2025 academic year are set

Location of the University	Direction	Enrollment limits for studies	
		Stationary	Part-time
Headquarters Kwidzyn	Economics	30	90
	Nursing	150	50
	Nursing in English	100	-
	Emergency medical services	30	150
	Cosmetology	30	30
	Dietetics	30	30
Branch in Gdańsk	Nursing	150	30
	Nursing in English	100	-
Branch in Torun	Nursing	150	30
	Nursing in English	100	-
Branch in Koscierzyna	Nursing	150	30
	Nursing in English	100	-

2. The following limits are set for admissions to second degree programs in the academic year 2024/2025

Location of the University	Direction	Enrollment limits for studies	
		Stationary	Part-time
Headquarters Kwidzyn	Nursing	-	150

Branch in Gdansk	Nursing	-	160
Branch in Torun	Nursing	-	150
Branch in Koscierzyna	Nursing	-	150

The rules for converting the results of the certificates obtained outside the Republic of Poland that entitle the student to enter the bachelor's degree program into the point system.

§ 1

1. Unless the detailed rules for admission to individual fields of study provide otherwise, the results of a certificate obtained outside the Republic of Poland are converted into enrollment points in accordance with the following:

Ukraine scale 1-12	Points	Belarus scale of 1-	Points	Kazakhstan scale of 1-5	Point)	Russia scale of 2-5	Points
12	100	10	100	5	100	5	100
11	90	9	88	4	60	4	60
10	80	8	76	3	20	3	20
9	70	7	64	1-2	0	2	0
8	60	6	52				
7	50	5	40				
6	40	4	28				
5	30	3	16				
4	20	1-2	0				
1-3	0						

Germany scale 1-6	Points	Czech Republic scale of 1-5	Points	Slovakia scale of 1-5	Points	Great Britain letter scale	Points
i	100	1	100	1	100	A*	100
2	72	2	72	2	72	A (A+,A-)	88
3	44	3	40	3	40	B (B+3-)	76
4	16	4	16	4	16	C (C+,C-)	64
5-6	0	5	0	5	0	D (D+,D-)	52
						E (E+,E-)	40
						F (F+,F-)	28
						G (G+,G-)	16
						U	0

2. In the case of grading systems other than those listed in item 1, the percentage conversion factor shall be applied accordingly, where the highest grade in a given grading system corresponds to 100% of the scale, and corresponds to 100 recruitment points.