

Resolution No. 7/2013
Senate of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych
of 27 March 2013

on the conditions and procedure for admission to full-time and part-time higher education studies
in the Angelus Silesius State School of Higher Vocational Education in Wałbrzych
in the academic year 2013/2014

Pursuant to art. 169. paragraph 2 of the Act of 27 July 2005, Law on Higher Education (unified text: Journal of Laws of 2012, pos. 572) is resolved as follows:

GENERAL RULES

§ 1

1. Recruitment for the first year of study in the academic year 2013/2014 is taking place for the following three and three and a half year directions and specializations of first degree studies:

COURSE OF STUDIES	SPECIALISATIONS	MODE
Administration	-----	full-time and part-time
Landscape Architecture	-----	full-time and part-time
Occupational Health and Safety	-----	full-time and part-time
Philology	English Philology German Philology	full-time and part-time
Philology	Spanish Philology Russian Philology	full-time
Spatial Management	-----	full-time and part-time
Cosmetology	-----	full-time and part-time
Logistics	-----	full-time and part-time
Pedagogics	-----	full-time and part-time
Dental Technicians	-----	full-time and part-time
Tourism and Recreation	-----	full-time and part-time

2. If case of a situation where the course of study or specialization is not open, those referred to in paragraph 1 in the preceding year, the right not to announce the recruitment for the specific course or specialization is reserved, and form.

§ 2

Recruitment for the first year of study in the academic year 2013/2014 takes place for the following the second degree two-year course of study:

COURSE OF STUDIES	SPECIALISATIONS	MODE
Administration	-----	full-time and part-time

§ 3

1. The qualification is carried out by appointed by the rector the Interuniversity Recruitment Committee and by the University Admission Committee.

2. The decision of the Interuniversity Recruitment Committee can be appealed to the University Admission Committee, within 14 days from the date of notification of the decision. The basis of the appeal may be only an indication of violation of conditions and procedures for admission set out in this resolution. The decision is taken by the Rector after considering the motion of the University Admission Committee. Rector's decision is final.

§ 4

1. Limits for the admission for particular courses are determined by the Senate in consultation with the University Admission Committee .
2. Recruitment dates will be announced at a later time.
3. Candidates will be notified of the dates via the website of the University and the notice boards of the University.

§ 5

In case of insufficient number of candidates (a minimum of 50 people) for a given course or course and specialty, they will not be opened. In case of smaller number of candidates, Senate leaves the decision about opening the studies at the disposal of the Rector.

RECRUITMENT FOR THE FIRST DEGREE STUDIES

§ 6

The following conditions, recruitment procedure and rules for the qualification procedure and entrance exams are set for the first year of three-year and three and half-year first degree studies.

1. Recruitment procedure has a nature of competition.
2. The basis for admission to higher education are recruitment points awarded to the candidate in accordance with paragraph. 4 or 5 for the subjects specified in paragraphs. 3, of which he/she took and passed the matriculation examination, final examinations or examination carried out in the framework of the International Baccalaureate Diploma Program.
3. During the recruitment procedure the candidate receives points for subjects of which he/she took and passed the matriculation examination, final examinations or examination carried out in the framework of the International Baccalaureate Diploma Program, in accordance with the following table:

DIRECTION	SUBJECT
Administration	1. foreign language 2. the subject from which the candidate has received the best possible result
Landscape Architecture	1. foreign language 2. the subject from which the candidate has received the best possible result
Occupational Health and Safety	1. foreign language 2. the subject from which the candidate has received the best possible result
Philology – English Philology	English language
Philology – Spanish Philology	1. Polish language 2. foreign language
Philology - German Philology	German language
Philology – Russian Philology	1. Polish language 2. foreign language
Spatial Management	1. foreign language 2. the subject from which the candidate has received the best possible result

Cosmetology	1. foreign language 2. the subject from which the candidate has received the best possible result
Logistics	1. foreign language 2. the subject from which the candidate has received the best possible result
Pedagogics	1. foreign language 2. the subject from which the candidate has received the best possible result
Dental technicians	1. foreign language 2. the subject from which the candidate has received the best possible result
Tourism and Recreation	1. foreign language 2. the subject from which the candidate has received the best possible result

1. Candidates who are holders of the so-called. New final exams/new matriculation examination are awarded points according to the following rules:

The matriculation examination passed at the basic level candidate receives points according to the principle:	1% = 0.5 recruitment point.
The matriculation examination passed at the advanced level candidate receives points according to the principle:	1% = 1 recruitment point.

2. Candidates who are holders of the so-called. Old final exams/old matriculation examination are awarded points according to the following principles:

3. Candidates who are holders of the so-called 'Old Matura Exam' (the final exam at the end of higher secondary school) are awarded recruitment points according to the following principles:

GRADES	RECRUTATION POINTS
2	20
3	40
4	60
5	80
6	100

1) Candidates not holding matriculation certificate, within the date specified by the University, may be admitted to the entrance examination, upon proof of passing the final exam at the end of higher secondary school (only for candidates with the international final exams certificate or graduating from foreign schools).

2) Candidates who hold international final exams should submit within the time limit required documents and the International Baccalaureate Diploma (IB). Marks obtained in the diploma are converted into points for recruitment purposes by the following table:

Evaluation on the diploma	1	2	3	4	5	6	7
% of the maximum number of recruitment points	35	45	60	70	80	90	100

1) Polish citizens who have completed secondary school abroad can apply for the first year of full-time and part-time studies if the high school diploma certificate hold by them gives access to higher education in Poland. A necessary condition for admission is the confirmation of equivalence of foreign high

school diploma certificate with the Polish one, made by the Board of Education in authority for the place of residence of the candidate. Points earned in this certificate are converted into recruitment points according to the following table:

Points of baccalaureate	from 01 to 03	from 04 to 06	from 07 to 09	from 10 to 12	from 13 to 15
% of the maximum number of recruitment points	30	50	65	80	100

- 1) For the full-time and part-time studies are admitted candidates who obtained the highest number of points within the fixed limit of places. For those who are not accepted for the full-time studies, committee may propose mode of part-time studies.
- 2) Those who will pass the qualification process and will not be accepted due to lack of free places shall be included on the reserve list in the order of obtained points.
- 3) From the qualification procedure *olympic* winners and finalists of the central level competitions shall be exempt, under the terms of a separate resolution of the Senate.

RECRUITMENT FOR THE SECOND DEGREE STUDIES

§ 7

1. For the admission to second degree courses may apply the graduates who hold at least first degree diploma.
2. The basis of eligibility to study is the average obtained during the first degree, second degree or long-cycle program studies (calculated to the second decimal place).
3. Admission to the first year of study determines the candidate's place a on the ranking list, established on the basis of the average, referred to in paragraph. 2, within a certain limit for admission to a particular form of study.
4. Polish citizens who have completed their studies abroad can apply for admission to the second degree studies, if they hold a legalized or affixed with an apostille diploma or other evidence of completion of university abroad, entitling them to take on the second degree of study in the country in which it was issued, recognized, in accordance with the provisions of nostrification of higher education diplomas obtained abroad or on the basis of an international agreement, as equivalent to the relevant Polish diploma of the first degree.

REQUIRED DOCUMENTS

§ 8

1. A candidate applying for admission to PWSZ AS in Wałbrzych for undergraduate studies (first degree studies) should, within the period specified in the announcement, submit to the Department of Education and Student Affairs (Castle Street 4, Wałbrzych) the following documents:
 - a) request at the questionnaire of the University;
 - b) a certificate of secondary education, secondary school leaving certificate - the original, the school copy, or a copy of a notary, in case of a 'New Matura Exam' certificate - a certificate of completion of secondary school - the original, a school copy or a notarial copy;
 - c) a photocopy of ID card - front and back side;
 - d) three current unblemished photographs (identical), color or black and white ones of 35 x 45 mm dimensions, presenting a person without a hat or dark glasses, in a way that shows the position of the head in the left half-profile and prominent left ear, maintaining even illumination of the face;
 - e) a proof of enrollment fee remunerated by an applicant, on account of PWSZ AS in Wałbrzych, in the amount determined by the Rector. In case of ineligibility to study the fee will not be refundable;
 - f) in addition at the courses: Landscape Architecture, Occupational Health and Safety, Philology: English Philology and German Philology, Spatial Management, Cosmetology, Logistics, Pedagogics, Dental Technicians, Tourism and Recreation - a decision from a work clinician about the lack of occupational contraindications to undertake the chosen course and specialization is required;
 - g) in the case of the winners and finalists of the central level, document issued by the main committee organizing the given competition is required.

2. A submission of a medical certificate declaring that there are contraindications to study chosen course or specialization constitutes the basis for non-admission to the next stage of the recruitment procedure.

§ 9

A candidate applying for admission to PWSZ AS in Wałbrzych for postgraduate studies (second degree studies) should, within the period specified in the announcement, submit to the Department of Education and Student Affairs (Castle Street 4, Wałbrzych) the following documents:

- a) a request at the questionnaire of the University;
- b) a certificate of secondary education - the original, the school copy, or a copy of a notary;
- c) a copy of diploma of the first degree, second degree or uniform master degree;
- d) DS (degree program) - applies to graduates who completed their studies in the years in which it was issued;
- e) a certificate presenting the calculated average of the recent course of study (accurate to second decimal place);
- f) a proof of enrollment fee remunerated by an applicant, on account of PWSZ AS in Wałbrzych, in the amount determined by the rector. In case of ineligibility to study the fee will not be refundable;
- g) three current unblemished photographs (identical), color or black and white ones of 35 x 45 mm dimensions, presenting a person without a hat or dark glasses, in a way that shows the position of the head in the left half-profile and prominent left ear, maintaining even illumination of the face;
- h) a photocopy of ID card - front and back side.

FINAL PROVISIONS

§ 10

A person admitted to part-time studies is required to pay fees for educational services at times and amounts in line with the Rector's decree.

§ 11

Repealed is the 21/2012 Resolution of the Senate of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych of 25 April 2012 on the conditions and procedure for admission to full-time and part-time higher education studies in the Angelus Silesius State School of Higher Vocational Education in Wałbrzych in the academic year 2013/2014.

§ 12

The resolution comes into force on the date of adoption.