

**Resolution no. 30/22
of the Senate of the University of Gdańsk
of 26 May 2022**

on the conditions and procedure for the admission of candidates to full-time and part-time studies and the admission of foreign nationals to studies under separate rules at the University of Gdańsk in the academic year 2023/2024

consolidated text of 8 December 2022

On the basis of Article 70 section 1 and Article 323 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2022, item 574 with subsequent amendments), the Senate of the University of Gdańsk sets forth the following conditions, procedure and deadlines for admission to full-time and part-time studies at the University of Gdańsk in the academic year 2023/2024:

§ 1. Units responsible for admissions

1. Administrative support of admissions to full-time and part-time, first-cycle, second-cycle and long-cycle studies shall be provided by the Admissions Office and the International Office.
2. Administrative support of admissions of candidates with Polish citizenship and of the foreign nationals referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science shall be provided by the Admissions Office.
3. The International Office shall provide administrative support of admissions of the candidates not referred to in section 2.
4. The process of admission to studies shall be handled by admissions committees.

§ 2. General provisions

1. Candidates for the first year of study shall be admitted to particular fields of study with the exception of admissions to Interdisciplinary Individual Studies in Humanities and Social Sciences and cases where, with the Rector's consent, admissions are held for specialisations within a given field of study. Detailed rules regarding the admissions procedures to particular fields of study are specified by Annex no. 1 to this Resolution.
2. Whenever mention is made in the UG Senate's Resolution of admissions to a field of study, it should also be understood as admissions to a specialty offered as part of a given field, if so provided by detailed rules for admissions, as well as admissions to Interdisciplinary Individual Studies in Humanities and Social Sciences.

§ 3. Payment for studies

1. Part-time studies and full-time studies with foreign language instruction are subject to a fee, with the exception of studies with foreign language instruction specified as free of charge in Annex no. 1 to the Resolution.
2. The University of Gdańsk shall also charge fees for the education of foreign nationals in full-time studies with Polish instruction.

3. The fees referred to in section 2 shall not be collected from the foreign nationals referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science.
4. A foreign national may also be exempt from the fees referred to in section 2 on the basis of:
 - 1) an administrative decision of the Rector, the director of an institute of the Polish Academy of Sciences or the director of a research institute;
 - 2) a decision of the minister or the director of the Polish National Agency for Academic Exchange (NAWA) in relation to its scholarship holders.

§ 4. Admission quotas

1. Admission quotas for particular fields of study shall be determined by the Rector following a motion by deans six weeks prior to the commencement of admissions.
2. In justified cases and on request from the dean, the Rector may increase an admission quota for a given field of study.
3. Should the admission quota (minimum of 25 people) for a field or specialty not be met, the given field or specialty shall not be opened.
4. In particularly justified cases and on request from the dean, the Rector may lower the admission quota required for a field or specialty to be opened.

§ 5. Admission deadlines

1. Deadlines for admissions to particular fields of study, places where documents should be submitted as well as the office hours of admissions committees shall be specified by the dean of a given faculty with the exception of the Interdisciplinary Individual Studies in Humanities and Social Sciences for which the decision regarding deadlines for admissions, place for the submission of documents and the office hours of the admissions committee shall be taken by the Rector. Deadlines for admissions constitute Annex no. 2 to this Resolution. Should the number of candidates for a given field of study prevent that field from being established, the Rector may, at the request of the dean, extend the registration deadline for this field of study.
2. Admissions for the winter semester:
 - 1) for full-time studies – open until 30 September 2023;
 - 2) for part-time studies – open until 30 October 2023;
 - 3) in justified circumstances – admissions to full-time studies may be extended following the Rector's decision.
3. Admissions for the summer semester to fields specified in Annex no.1 shall be open until 15 February 2024.

§ 6. Basis for admission

1. The admissions procedure takes the form of a competition. The results of the procedure are public.
2. Candidates for the first year of first-cycle and long-cycle studies shall be admitted on the basis of the results of the admissions procedure which comprises a selection based on secondary-school graduation grades, a career aptitude test/ interview or both forms applied simultaneously. In the case of the new secondary school final examination or 'new matura', consideration is given to the results obtained in the written part of the examination and to

the external part of the examination in the case of the new secondary school final examination 2002.

3. Candidates for the first year of second-cycle studies shall be admitted on the basis of the results of the admissions procedure whose detailed rules with regard to particular fields of study are specified in Annex no. 1 to this Resolution. Persons participating in the admissions must hold a diploma of higher education or present proof of a pass grade in the diploma examination.
4. Candidates may also be admitted to studies on the basis of the learning outcomes obtained in education outside the system of study. Admissions on the basis of learning outcomes shall proceed in accordance with separate regulations.

§ 7. Additional qualifications

1. Detailed rules regarding the admissions to studies of winners and finalists of school Olympiad contests and competitions are specified in Resolution no. 76/21 of the Senate of the University of Gdańsk of 16 December 2021 on detailed rules for admissions to studies in the years 2022/2023, 2023/2024, 2024/2025, 2025/2026 of winners and finalists of central-level school Olympiad contests and winners of international and national school Olympiad contests.
2. In the course of the qualification procedure for particular fields of full-time first-cycle and long-cycle studies, sportspersons who demonstrate outstanding achievements in Olympic disciplines and disciplines specified in the programme of the Polish Academic Championships shall receive additional points:
 - 1) 40 points for sportspersons with a valid international master class, master class or first sport class,
 - 2) 30 points for sportspersons with a valid second sport class.
3. The qualifications referred to in sections 1 and 2 can be confirmed only if the documents specified in Annex no. 4 to this Resolution are submitted (in the form of scans or photos) via the Internet Admission of Candidates, hereinafter referred to as the "IRK system", before the end of the registration period for a given field of study.
4. A list of the sports disciplines referred to in section 2 constitutes Annex no. 5 to this Resolution.

§ 8. Foreign certificates and foreign nationals

1. A candidate who obtained a secondary school leaving certificate outside Poland may apply for admission to first-cycle or long-cycle studies provided that this certificate authorises admission to studies in the country of issue (subject to § 9 sections 1 and 3):
 - 1) In the case of certificates issued in countries which hold secondary school final examinations (as qualification for studies), consideration shall be first given to grades in particular subjects obtained in secondary school final examinations (as qualification for studies) but, in the absence of an examination grade in a particular subject, consideration shall be given to the grade on the secondary school leaving certificate – at full value (factor 1.0) in the admissions procedure for part-time studies and multiplied by a factor of 0.6 in admissions for full-time studies;

- 2) In the case of certificates issued in countries which do not hold secondary school final examinations (as qualification for studies), grades on the secondary school leaving certificate shall be considered as equivalent to grades in secondary school final examinations.

The results of secondary school final examinations shall be converted to the scale currently applied in Poland (from 1 to 100) with due consideration for the basic and extended levels. For the basic level examination, the candidate shall receive a maximum of 100 points, while the result of the extended examination shall be multiplied by the additional factor of 1.5. Should there be no levels in a given examination, all results shall be considered as extended level.

2. A candidate who holds a diploma of higher education obtained abroad may apply for second-cycle studies on the terms which apply to candidates holding a Polish diploma of higher education. A foreign diploma shall entitle a candidate to be admitted to studies if it has been recognised on the basis of an international agreement or deemed equivalent to a Polish diploma of higher education in accordance with the regulations on the nostrification of higher education diplomas obtained abroad. Should a diploma of higher education obtained abroad authorise its holder to undertake second-cycle studies in a country which operates the higher education institution which issued the diploma, it may be recognised on the basis of Article 326 sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science.

Grades on the diploma and the results from the supplement/transcript shall be converted to the scale currently in operation at the University of Gdańsk, i.e. 2-5 according to § 11 section 2.

3. A candidate who has obtained outside the borders of Poland a document entitling him/her to study shall be obliged to register in the IRK system, provide their personal data, collect all the necessary documents and, no later than 5 working days before the end of the registration to a given field of study, send these to the e-mail address specified in the IRK system in order that the grades may be converted from the foreign certificate or diploma according to the UG's current point-based scale.
4. A list of documents required from candidates referred to in sections 1 and 2 may be found in Annex no. 4 to this Regulation.
5. The Admissions Office and the International Office shall convert the grades on the basis of electronically submitted scans or photographs of documents within five working days from the submission of a request for such conversion, provided that the candidate has registered in the IRK system and provided personal data and that the documents submitted are complete and authorise their holder to undertake studies. Education shall be verified and grades converted on the basis of information published by the Polish National Agency for Academic Exchange (NAWA) acting as an ENIC-NARIC centre for the recognition of education. The documents of a candidate who has failed to provide personal data or submitted incomplete documentation shall not undergo verification.
6. The Admissions Office and the International Office shall enter the converted results and upload the scans of the accepted documents into the candidate's account in the IRK system.

§ 9. International Baccalaureate, European Baccalaureate,
bilingual level in a foreign language, secondary school final examination 2002

1. A candidate holding a diploma or a certificate of results in the International Baccalaureate which entitles him/her to a diploma, may apply for studies under the terms applicable to candidates with the new secondary school final examination. The certificate of results in the International Baccalaureate shall only be valid in the year of issue. Qualification shall be based on secondary-school graduation grades, with consideration given to the multipliers of the subjects specified for particular field of study and according to the table which converts the points obtained in the International Baccalaureate to percentages:

Level: SL or HL	Percentage points
7	100
6	90
5	75
4	60
3	45
2	30
1	-

2. Should the candidate referred to in section 1 taken the examination at the higher level (HL), the result obtained shall be multiplied by the additional factor of 1.75 and subsequently by the subject multiplier.
3. A candidate holding a diploma or a certificate of results in the European Baccalaureate which entitles him/her to a diploma may apply for studies under the terms which apply to candidates with the new secondary school final examination. Candidates shall be qualified on the basis of secondary-school graduation grades with consideration given to the subject multipliers specified for given fields of studies. The result of the secondary school final examination shall be additionally multiplied by a factor of 10.
4. Should the candidate referred to in section 3 have taken the subject at the extended or advanced level, the result obtained shall be multiplied by an additional factor of 1.75 and subsequently by the subject multiplier.
5. The result (percentage points) of the secondary school final examination in a modern foreign language at the bilingual level shall be multiplied by an additional factor of 1.75 and subsequently by the multiplier specified to a subject in a given field of study. This shall not apply to the results of examinations in subjects taken in a foreign language (e.g. biology, history).
6. In the case of candidates with the secondary school final examination 2002, subjects which could only be taken at one level shall be treated as taken at the extended level.

§ 10. The old secondary school final examination

1. For candidates with the old secondary school final examination ("stara matura"), the grades in the secondary school leaving examination in the subjects required for a given field of study shall be converted into points according to the table below and subsequently multiplied by the subject multiplier.

Percentage points		
grade	grade scale 2-5	grade scale 1-6
6	-	150
5	150	124
4	98	98
3	45	71
2	-	45
1	-	-

- For any given field of full-time studies, the most favourable grade from the subject in the secondary school leaving examination shall be considered in the admissions procedure, and in the absence of such an examination grade, the grade taken into consideration shall be that on the secondary school leaving certificate (without grades for electives), multiplied by a factor of 0.6 and subsequently by the multiplier assigned to the subject in the given field of study. Should a point-based subject be selected from amongst several on offer, priority shall be given to that taken by the candidate in the secondary school final examination.
- For any given field of part-time studies, the most favourable grade from the subject in the secondary school leaving examination shall be considered in the admissions procedure, and in the absence of such an examination grade, the grade taken into consideration shall be that on the secondary school leaving certificate (without grades for electives). Should a point-based subject be selected from amongst several on offer, priority shall be given to that taken by the candidate in the secondary school final examination.

§ 11. Grade average from studies

- If the grade average in a given field of second-cycle studies constitutes one of the qualification criteria, this should be understood as the arithmetic average of all the pass grades received during the course of higher education, calculated to two decimal places, without the grade for the diploma examination or the grade received for the diploma.
The average shall be verified on the basis of a file attached via the IRK system in the form of a scan or a photograph of a student's grade book/student course record/supplement. Verification of the average shall also be possible on the basis of a scan or a photograph of the certificate referred to in Annex no. 4A.
- For second-cycle studies and candidates with grades on a scale other than the 2-5 scale, the University of Gdańsk shall apply a scale conversion system according to the following formula:

$$X = (W - Y_{\min}) / (Y_{\max} - Y_{\min}) \times 3 + 2$$

X – grade on the diploma or the average from studies received by the candidate, converted into the 2-5 scale

W – grade on the diploma or the average from studies received by the candidate

Y_{\min} – the lowest grade on the scale applied at the university from which the candidate graduated

Y_{\max} – the highest grade on the scale applied at the university from which the candidate graduated

3. If the grade on the diploma in a given field of second-cycle studies constitutes one of the qualification criteria, the University of Gdańsk shall apply the following formula in order to express the grade's point value:

$$P = (X \times \max) / 5$$

P – number of points received by the candidate in a given field of study

X – grade on the diploma converted to the 2-5 scale

max – maximum number of points to be received in a given field of study

§ 12. Qualification procedure

1. Admissions to all fields of study proceed via the IRK system. The candidate shall register electronically on the website *irk.ug.edu.pl* in accordance with the procedure specified in Annex no. 3 to this Resolution.
2. If the candidate took the secondary school final examination in a given subject on two levels (basic and extended) and enters both results into the IRK system, the system shall select the one which is more favourable for the candidate.
3. If the candidate did not take the given subject in the secondary school final examination, he/she shall receive zero points for this subject.
4. The result of the examination on the basic level shall be multiplied by the subject's multiplier. The result of the examination on the extended level shall be multiplied by the subject's multiplier and additionally by a factor of 1.5. The points for the given field of study shall be calculated on the basis of the data entered into the IRK system by the candidate.
5. The results of the admissions procedure are expressed on a point-based scale.
6. Admission to studies, within the admission quota, shall be based on the number of points received. For second-cycle studies, for which the average calculated according to the rules specified in § 11 section 1 constitutes an additional criterion, admissions shall be based on an additional criterion in the form of the average, should the number of persons with the same number of points for the diploma grade exceed the admissions quota for the given field.
7. The candidate who has received no points for any of the qualification criteria taken into consideration in admissions for a given field of study (secondary-school graduation grades, grades on the diploma, examination or an interview) shall be excluded from further admissions procedure.

§ 13. Stages of admissions

1. **The candidate applying for studies on the basis of a document issued in Poland** (secondary school leaving certificate, diploma) shall, no later than on the last day of registration, enrol for the chosen field of study, enter the results which constitute a qualification criterion into the system and pay the application fee to the amount determined by the Rector to the account number indicated in the IRK system in the "Payments" tab. The fee may also be paid at the UG's Cash Office. Lack of application fee shall exclude the candidate from the admissions procedure. If the fee was paid within the deadline but not registered

within the IRK system or not assigned to a given field of study, the candidate should follow the procedure specified in Annex no.3 to this Resolution (§ 5).

2. **The candidate who received a document outside Poland which qualifies him/her to study** and who has complied with the formalities specified in § 8 section 3 shall, no later than on the last day of registration, enrol for the chosen field of study and pay the application fee to the amount determined by the Rector, in accordance with the procedure specified in Annex no.3 to this Resolution. Lack of application fee shall exclude the candidate from the admissions procedure.
3. The appropriate admissions committee for the given field of study shall verify candidates' additional qualifications and subsequently announce the candidate list in the IRK system.
4. Candidates who fall within the admissions quota for the given field of study shall be qualified for admission, with the number of stand-by candidates being determined by the authorities of the given faculty.
5. Candidates qualified for admission and candidates with the "stand-by" status shall be obliged to submit a complete set of documents in paper form in accordance with the procedure specified in Annex no. 3 to this Regulation. A "stand-by" candidate shall take the place of a person "qualified" (according to the ranking) if that person fails to submit a complete set of documents within the required deadline, withdraws or is disqualified from enrolment. The other candidates shall not be qualified to submit documents with the exception of the situation described in point 6.
6. Should the quota of places in a given field of study not be filled after the deadline for submitting documents by candidates with "qualified" and "stand-by" status has passed, the admissions committee shall have the option of allowing subsequent candidates from the candidate list (according to the ranking) to submit documents on the basis of the number of places available. Candidates shall be informed of the fact via a message in the IRK system and by e-mail. Candidates designated to fill the places available shall be obliged to submit documents in accordance with the procedure specified in Annex no. 3 to this Resolution. Candidates with "qualified" and "stand-by" status who were obliged to submit documents after the announcement of the candidate list but failed to do so will not have the option of submitting them at the second appointed time.
7. For the duration of the admissions procedure, candidates who obtained their education outside Poland may use scans of documents listed in Annex no. 4. They shall be obliged to submit the required documentation in paper form no later than by 30 October 2023 to:
 - 1) the Admissions Office – for EU/EFTA citizens and persons referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science,
 - 2) the International Office – for the remaining candidates.Providing complete documentation in paper form is a prerequisite for any candidate accepted into study to be entered into the register of students.
8. Fields of studies characterised by factors harmful, arduous or hazardous to health shall require a medical certificate issued by an occupational medicine specialist stating that no impediments exist to the candidates' undertaking education in a given field of study. Details regarding medical examinations are specified on the UG's *Admissions* website.
9. The candidate who does not wish to continue participating further in the admissions procedure should withdraw their application for the given field of study in the IRK system.

10. Following the conclusion of the application stage, and in the subsequent course of the given admissions procedure, the appropriate admissions committee shall announce the list of persons accepted to the given field of study in the IRK system.
11. Candidates shall be accepted into study by being entered into the register of students. Non-acceptance shall take place by means of an electronic administrative decision issued by the admissions committee.
12. Acceptance or non-acceptance into studies of foreign nationals under terms other than admissions may take place by means of an administrative decision issued by the Rector, in accordance with Article 323 of the Act of 20 July 2018 – Law on Higher Education and Science.
13. Any person accepted into studies may receive a certificate of acceptance.
14. The certificate may be issued by the admissions committee, the Admissions Office or the International Office.
15. Persons accepted into studies who wish to withdraw should submit a written withdrawal in the manner indicated by the dean's office of the faculty which conducts the given field of study.
16. Upon conclusion of the basic admissions in a given field of study, the Rector, at the request of the dean, may take a decision regarding subsequent enrolment in one of two manners available: as secondary enrolment or additional enrolment, conducted in accordance with the procedure specified in Annex no. 3 to this Resolution. The decision on additional enrolment, in the event of an appropriate request having been submitted by the dean, shall be taken by 15 October 2023.

§ 14. Admissions committee

1. The admissions procedure shall be conducted by the admissions committee. The admissions committee comprises the chair, the secretary and a member. The chair of the committee shall be appointed from amongst academic teachers. The chair must have a degree of no less than doctor. The secretary and the member of the committee may be an academic teacher or a University administrative employee. As a rule, admissions committees shall be appointed by the dean but they may also be appointed by the Rector, particularly in the case of interdisciplinary studies.
2. Other persons designated for the performance of tasks related to the admissions process, including examiners, shall be appointed by the Rector or the dean. Persons from outside the UG are also eligible. Information concerning the composition of the admissions committee or any possible alterations shall be sent immediately to the Admissions Office to allow for updates to be entered in the IRK system.

§ 15. Responsibilities of the admissions committee

1. The responsibilities of the admissions committee shall include, in particular:
 - 1) managing and supervising the admissions process by means of the IRK system,
 - 2) conducting entrance examinations,
 - 3) verifying the files (scans or photographs of documents) attached in the IRK system to confirm candidates' additional qualifications,
 - 4) taking decisions regarding admissions to studies,

- 5) informing candidates of the result of the admissions procedure,
 - 6) referring candidates to a medical examination,
 - 7) accepting documents (in paper form) and verifying them,
 - 8) validating the data entered by candidates,
 - 9) continuously recording the submission of documents by candidates in the IRK system,
 - 10) issuing certificates of admission to studies,
 - 11) forwarding the files of all admitted candidates to the dean's office.
2. The admissions committee must not alter the rules of the admissions procedure, particularly the qualification criteria, determined by the UG Senate, with the exception of situations specified in section 3.
 3. The chair of the committee (in consultation with the Vice-Rector for Student Affairs) may adjust the conditions of an examination or interview to accommodate the needs of a candidate with a disability.

§ 16. Examinations

1. According to the detailed rules of admissions specified in Annex no.1 to this Resolution, some fields of study shall require entrance examinations, oral or written, as well as interviews.
2. A written examination shall be graded anonymously.
3. Candidates shall have the right to view their examination work in the presence of the examiner, the chair or the secretary within three days from the date on which the examination results are announced, at a time designated by the committee's chair. This deadline should be clearly communicated to candidates.
4. The candidate may appeal against the grade obtained in an examination or an interview to the chair of an appropriate committee within three days from the examination or interview results being announced.

§ 17. Observers

Representatives of the student council may participate in the admissions procedure as observers under the terms specified by the dean.

§ 18. Reporting

After the conclusion of the admissions procedure, the admissions committee for a given field of study shall prepare, for each field of study:

- 1) a list of candidates (alphabetical with points and ranking-based),
- 2) a list of persons not accepted (alphabetical with points and ranking-based),
- 3) a list of persons accepted into studies (alphabetical with points and ranking-based),
- 4) the Committee's report,
- 5) an EN-1 report.

§ 19. Appeal

1. Should the admissions committee violate the provisions of law in the course of the administrative procedure, an appeal from the committee's decision may be submitted to the Rector.

2. An appeal, within the deadline specified in section 6, shall also be possible for candidates whose grade in the secondary school final examination in a given subject or subjects has been raised as a result of an appeal submitted to the Director of an appropriate Regional Examination Board or the College of Examination Arbitration, provided that the amended result of the secondary school final examination would make it possible for the candidate to be admitted to the field of study in question.
3. The University of Gdańsk shall accept no responsibility for the consequences of a candidate failing to become acquainted with the announcements and messages posted in his/her IRK account or with the provisions of this Resolution.
4. The following circumstances shall not constitute a basis for an appeal to be allowed:
 - 1) the candidate has not paid the admissions fee within the required deadline;
 - 2) the candidate has not attached files (scans or photographs of documents) in the IRK system to confirm additional qualifications, or the quality of the attached documents has rendered verification impossible;
 - 3) the candidate has entered incorrect results into the IRK system;
 - 4) the candidate obtained an insufficient number of points in the admissions for their chosen field of study;
 - 5) the candidate has not provided a complete set of the required documents within the deadline.
5. Decisions issued by the Rector shall be open to requests for reconsideration.
6. An appeal or a request for reconsideration may be submitted within fourteen days from receipt via the IRK system of the electronic decision on non-acceptance to studies.

§ 20.

The Resolution shall enter into force on the day of its adoption.

Chair of the Senate
Rector of the University of Gdańsk
Prof. Piotr Stepnowski
corresponding member of the Polish Academy of Sciences