

**Order No. 56/2013**  
**of the Rector of the State Higher Vocational School in Nowy Sącz**  
**from 28th June 2013**

**on the admission and continuing studies by the international candidates**

Pursuant to the Article 43 of the Act of 27th July 2005 Law on Higher Education (Official Journal of Laws of 2012 item 572, as amended) and § 17 para. 3 the order of a Minister of Science and Higher Education Regulation of 12th October 2006 on the admission of international candidates for studies and courses and their participation in scientific research and development works. (Official Journal of Laws No. 190 item 1406, as amended) it is ordered that:

**Article 1**  
**General provisions**

§ 1

1. A person who is not a Polish citizen hereinafter referred to as a “non-national” may undertake and continue education at the State Higher Vocational School in Nowy Sącz, hereinafter referred to as the “University”.
  - 1) First-cycle (BA) and second-cycle (MA) studies both the full-time and part-time
  - 2) Postgraduate studies
  - 3) Specialized courses
  - 4) Internships
2. Non-nationals may be admitted to the university if:
  - 1) They hold visa or residence card or the other document entitling them to stay within the territory of the Republic of Poland;
  - 2) They are in good health as documented in the medical report stating that there are no medical contraindications to undertake education in the chosen field and form,
  - 3) They hold sickness and accident insurance policy which remains valid throughout their education in Poland or European Health Insurance Card or they take insurance in the National health Fund straight after commencement of education.

**Article 2**  
**Admission on equal terms with Polish citizens**

§ 2

1. The following candidates may undertake and continue education on equal terms with Polish citizens:
  - 1) non-nationals who have been granted a permit to settle,
  - 2) non-nationals who have been granted a Polish Charter;
  - 3) non-nationals who have the status of refugee granted in the Republic of Poland,
  - 4) non-nationals who have been granted temporary protection in the territory of the Republic of Poland,
  - 5) non-nationals who have been granted a residence permit of a European Community long-term resident in the territory of the Republic of Poland,
  - 6) non-nationals who have been granted in the territory of the Republic of Poland a permit for fixed-term residence in connection with the circumstances referred to

in Article 53, section 1, subsections 7, 13 and 14 of the Act of 13 June 2003 on Aliens,

- 7) non-nationals who have been granted a supplementary protection in the territory of the Republic of Poland,
  - 8) migrant workers who are nationals of a Member State of the EU or a Member State of EFTA – parties of the European Economic Area, or a Member State of the Swiss Confederation as well as members of their families if residing in the territory of the Republic of Poland,
  - 9) nationals of a Member State of the EU or a Member State of EFTA – parties of the European Economic Area, or a Member State of the Swiss Confederation as well as members of their families if granted permanent residence.
2. Non-nationals who are mentioned in section 1 shall be enrolled in line with the general rules of admission procedure prevailing at the university regulated by the act of the Academic Senate on conditions and procedure of enrollment and entrance examination for first-cycle and second-cycle studies for the given academic year or the non-degree postgraduate studies regulations.

### **Article 3**

#### **Admission procedure for candidates not mentioned above**

##### **§ 3**

1. Other persons may undertake and continue education in Poland without the admission rules mentioned in § 2 Section 2 within:
  - 1) international agreements on terms and conditions specified therein;
  - 2) agreements concluded with foreign institutions on terms and conditions specified therein;
  - 3) decision of the minister of higher education or another minister;
  - 4) decision of the Rector of the university.
2. Non-nationals mentioned in paragraph 1 may undertake and continue education:
  - 1) as holders of scholarships granted by the Polish party;
  - 2) paying tuition fees pursuant to § 9 paragraphs 1, 2;
  - 3) exempted from tuition fees but not eligible for scholarships;
  - 4) as holders of scholarships granted by the sending institution with no tuition fees incurred;
  - 5) as university scholarship holders.

### **Article 4**

#### **Admission procedure**

##### **§ 4**

1. Non-nationals may be admitted to programmes taught in Polish if:
  - 1) they possess a certificate of competence in Polish, issued by the National Committee for Certification of Polish Language as a Foreign Language, or:
  - 2) they have completed a year-long preparation course for studying in Polish organized by a centre appointed by the Minister of Higher Education, or:
  - 3) they have obtained a confirmation from the accepting university stating that their preparation and command of English are sufficient for taking up programmes taught in Polish.
2. There are no programmes in English at the university.

## § 5

1. Non-nationals mentioned in § 2 or § 3, applying for studies at the State Higher Vocational School in Nowy Sącz are required to register on-line and submit to the University Enrollment Committee the following documents:
  - 1) School leaving certificate;
  - 2) School leaving certificate legalized and translated into Polish language by a sworn translator recorded in the list of certified translators by the Minister of Justice of the Republic of Poland or certified by the incumbent Consul General of the Republic of Poland;
  - 3) Document confirming completing a year-long course of Polish language or a certificate confirming competence in Polish issued by the National Committee for Certification of Polish Language as a Foreign Language; in case if there are no documents mentioned in Section , item 3, the university shall conduct a test confirming competence in Polish language which allows non-nationals to undertake studies herein;
  - 4) Other documents required by the act of the Academic Senate in force in the particular academic year on conditions and procedure of enrollment and entrance examination for BA and MA studies;
2. In case if school leaving certificates, diplomas or other documents issued abroad shall be legalized or given an apostille or nostrification, non-nationals are required to provide a document stating equivalence with applicable Polish school leaving certificate, higher education diploma to the date of 31st December of the academic year which a student was admitted.
3. Non-nationals shall bear all the expenses related to receiving any certificates required in admission procedure.

## § 6

1. After a successful admission procedure a candidate shall be notified about the decision.
2. By the date fixed by the University Enrollment Committee non-nationals shall deliver a visa, residence card or other document entitling them to stay in the territory of the Republic of Poland.
3. Decision of admission is made by the Rector upon the request of the University Enrollment Committee.

## § 7

1. Non-nationals who want to undertake non-degree postgraduate studies should:
  - 1) hold a university diploma for the first cycle studies (BA, Bsc), second cycle-studies (MA, Msc) or long-cycle studies granted in Poland.
  - 2) hold a diploma granted abroad which is referred to in point 1, bearing an apostille.
2. Non-nationals who want to undertake postgraduate studies shall deliver the documents required by the university regulations for postgraduate studies to the Office for Postgraduate Studies.
3. After giving a positive opinion by the Rector's Proxy for Postgraduate Studies, rector decides on the admission.
4. Non-nationals who have required by the university education and professional knowledge may undertake specialized courses.

## § 8

Conditions for getting course credits are defined in the Studies Regulations and Postgraduate Regulations respectively.

## V. Fees

### § 9

1. Non-nationals undertaking studies in the university, referred to in § 2, shall pay fees on equal terms with Polish citizens in accordance with the Rector's Order on payment for classes.
2. Non-nationals mentioned in § 3, who want to undertake studies in the university are required to pay a fee for the first-cycle and second-cycle studies.

Field of study	Fees in euro					
	Full-time			Part-time		
	For the entire period of education	For one academic year	For one semester	For the entire period of education	For one academic year	For one semester
Art Education	7 500	2 500	1 250	6 600	2 200	1 100
Economics	6 000	2 000	1 000	6 000	2 000	1 000
e-administration	6 000	2 000	1 000	6 000	2 000	1 000
Philology	6 600	2 200	1 100	-	-	-
Information Technology	7 700	2 200	1 100	7 000	2 000	1 000
Mathematics	6 600	2 200	1 100	-	-	-
Pedagogy	6 600	2 200	1 100	6 000	2 000	1 000
Nursing	6 600	2 200	1 100	2 000 – two-semester studies	2 000	1 000
				3 000 – three-semester studies		
Emergency Medical Services	6 600	2 200	1 100	-	-	-
Mechatronics	7 700	2 200	1 100	7 000	2 000	1 000
Physical Education	6 900	2 300	1 150	6 300	2 100	1 050
Physiotherapy	7 500	2 500	1 250	-	-	-
Production Engineering and Management (first-cycle studies)	7 000	2 000	1 000	7 000	2 000	1 000
Production Engineering and Management (second-cycle studies)	4 000 – four-semester studies	2 000	1 000	3 000 – three-semester studies	2 000	1 000
	3 000 – three-semester studies					

3. Non-nationals referred to in § 3 undertaking studies at the university are required to pay in the first year of study a fee increased of counter-value of 200 euro regardless of the number of majors taken.
4. Non-nationals, mentioned in w § 3, who want to undertake non-degree postgraduate studies, specialized courses or internships should pay fee to the amount of:

Fee in euro	
For one year of education	For one semester of education
3 000	1 500

5. Non-nationals of Polish origin holding the decision issued by the Consul shall pay fees which are referred to in Section 2 reduced by 30%.
6. Non-nationals commencing education shall sign with the university a contract describing conditions of payment for the period of education

#### § 10

Fees shall be incurred on the university bank account converted into Polish zloty (PLN) in accordance with the average rates of euro by the Polish National Bank on the day of payment.

Non-national shall pay a fee:

- a) for the whole period of education- not later than on the day of commencing the first semester of studies;
- b) for one year of education- not later than on the day of commencing the year for which the payment is being made;
- c) for one semester of education- not later than on the day of commencing the semester.

#### § 11

Fees for education are refunded for the period of not attending class if a non-national has been granted the dean's leave or has resigned from the studies due to health problems, confirmed by the sick leave, or force majeure, with the provision that a fee for the first year of study is refunded in the amount reduced by counter-value of 200 euro.

#### § 12

Terms and conditions of payment are described in a written contract signed between the university and a student.

### § 13

1. At the discretion the Rector may prolong the closing date for payment or allow to pay in installments, separately for each academic year or semester of studies.
2. Application for prolongation of the closing date or payment in installments shall be made two weeks before the date of due payment.
3. Statutory interest shall be calculated for any payment made after the expiry of closing date.

### § 14

In case of a non-national's difficult financial situation or him undertaking second major, the Rector may reduce payment referred to in § 9 paragraph 1 and 2, subparagraph 1 or exempt from fee upon the candidates request.

### § 15

The Vice Rector for Student Affairs and Quality of Education and the Bursar are responsible for execution of the Order.

### § 16

The Rector's Order no. 48/2010 from 18th June 2010 on undertaking and continuing studies by foreign students shall expire.

### § 17

The Rector's Order shall enter into force on the day it is signed.

RECTOR

prof. dr hab. inż. Zbigniew Ślipek