

RULES OF ADMISSION TO THE UNIVERSITY OF OPOLE IN THE ACADEMIC YEAR 2022/2023

CHAPTER I GENERAL PROVISIONS

Section 1

Rules of Admission to the University of Opole for the academic year 2022/2023, hereinafter referred to as: "Admission Rules", define the terms and procedures for admitting students to first-cycle, second-cycle, and long-cycle programmes, both in full-time and part-time modes.

Section 2

1. Terms used herein shall be understood to mean:
 - 1) "Old" Bacculaureate - secondary school leaving exams (old *Matura*) referred to in Article 70(3) of the Act, which a candidate passed before 2005;
 - 2) "New" Bacculaureate - secondary school leaving exams (new *Matura*) referred to in Article 70(3) of the Act, which a candidate took between 2005 and 2022;
 - 3) IRK - electronic system for online registration of candidates for studies;
 - 4) candidate - a person applying for admission to first-cycle, second-cycle, and long-cycle master's studies at the University of Opole;
 - 5) limit - a maximum number of candidates admitted to the first year of study within a given programme, profile and mode of study, as determined by the Rector of the University of Opole;
 - 6) European Bacculaureate (EB) - an exam, the passing of which is confirmed by the EB (European Bacculaureate) diploma, issued by European Schools pursuant to the Convention drawn up in Luxembourg on June 21, 1994, on the Statute of the European Schools, referred to in Article 93(1)(3) of the Act of 7 September 1991 on the Educational System;
 - 7) International Bacculaureate (IB) - an exam under the International Bacculaureate programme, the passing of which is confirmed by the IB diploma (International Bacculaureate diploma issued by the International Bacculaureate Organization in Geneva), referred to in art. 93(1)(2) of the Act of September 7, 1991 on the Educational System;
 - 8) Rector - Rector of the University of Opole;
 - 9) Secondary School Leaving Certificate obtained abroad - a certificate or another document recognized in the Republic of Poland as entitling to apply for admission to higher education studies pursuant to Art. 93(1)(1) and (2-4), and Art. 93a of the Act of 7 September 1991 on the Educational System;
 - 10) UAC - University Admissions Committee;
 - 11) Act - Act of 20 July 2018 - Law on Higher Education and Science;
 - 12) FAC - Faculty Admissions Committee

¹ As amended by Section 1(2) of Resolution No. 166/2020-2024 of the Senate of the University of Opole of 31 March 2022 on the amendment and announcement of the uniform text of Resolution No. 124/2020-2024 of the Senate of the University of Opole of 29 June 2021 on the rules for admissions to degree programmes at the University of Opole in the academic year 2022/2023.

Section 3

1. The Rector shall define in the form of a regulation:
 - 1) admissions limit for the academic year 2022/2023 by 15 March 2022.
 - 2) detailed admissions schedule for the academic year 2022/2023 by 31 March 2022.
2. The limit referred to in subsection (1)(1) shall be filled by the FAC.
3. The places not filled within given programmes are further administered by the Dean, and those not filled by the Faculty by the Rector.
4. The admissions limit for the medical programme is set by the Minister of Health.

CHAPTER 2 BODIES CONDUCTING THE ADMISSIONS PROCEDURE

Section 4

1. Admissions procedures within faculties are conducted by FACs.
2. The FACs are supervised by the UAC.

Section 5

1. A FAC is appointed by the Rector on the recommendation of the Dean by March 15th, 2022.
2. The Chair of the FAC is the Dean or Vice-Dean.
3. The FAC shall be composed of:
 - 1) chair;
 - 2) secretary;
 - 3) examiners (if the qualification procedure provides for a practical test, examination, review of works or review of digital documentation of works, interview or remote interview);
 - in a number depending on the expected number of candidates.
4. Academic teachers are authorised to conduct interviews and examinations and perform other activities within the FAC.
5. The function of a secretary of the FAC may be performed by an administrative or technical member of staff.

§ 6

1. Tasks of the FAC include in particular:
 - 1) editing and updating programmes descriptions on the IRK website;
 - 2) completing, verifying and storing candidates' documents,
 - 3) taking decisions on admitting candidates to the qualification procedure;
 - 4) notifying candidates of the dates and place of interviews, the methods of conducting remote interviews and practical tests, and the results of each stage of the qualification procedure through their personal registration account in the IRK;
 - 5) preparing interview topics;
 - 6) organising and carrying out certificate and diploma competitions, interviews, remote interviews, examinations, practical tests, works reviews and reviews of digital documentation of works;
 - 7) drawing up ranking lists and lists of students admitted to study (entering on the list of students) within the allocated limit;
 - 8) receiving and giving opinions on appeals to the UAC;
 - 9) drawing up, collecting and storing admissions documentation;
 - 10) taking and delivering decisions on non-admission.

Section 7

1. The UAC is appointed by the Rector by March 15, 2022.
2. The Vice-Rector for Academic and Student Affairs is the Chair of the UAC.
3. The UAC shall be composed of:
 - 1) chair,
 - 2) all deans
 - 3) Rector's proxy for admissions as a secretary.

Section 8

1. The UAC shall in particular:
 - 1) coordinate and supervise the work of the FACs;
 - 2) give opinions on candidates' appeals against the decisions of FACs and present recommendations in this respect to the Rector.

Section 9

1. Members of FACs and UAC are excluded from participation in a given admission procedure of a candidate in which:
 - 1) they are candidates themselves or have such a legal relationship with a candidate that the outcome of the case may affect the rights or obligations of a member of the FAC or the UAC;
 - 2) a candidate is a spouse, relative by blood or marriage up to the second degree of kinship, or a person with whom the member of the FAC or the UAC stays in a relationship;
 - 3) a member of the FAC or UAC is a proxy or a legal representative of a candidate;
 - 4) a candidate is a person remaining in a relationship of superiority or subordination in terms of employment or service with a member of the FAC or the UAC;
 - 5) in other cases which may give rise to justified doubts as to the impartiality of the member of the FAC or UAC towards a given candidate.
2. A member of the FAC or UAC is obliged to inform the other members of the FAC or the UAC about the circumstances referred to in subsection 1.
3. The exclusion of a member of the FAC or the UAK is decided by the Chair of the FAC or the UAC at the member's request or ex officio, and if the exclusion concerns the Chair of the FAC or the UAC, the decision is made by the Rector.

Section 10

1. Administrative decisions on behalf of the FAC are signed by its Chair.
2. The meetings of the FAC or the UAC shall be minuted. The minutes shall be signed by the Chair.

CHAPTER III ADMISSIONS PROCEDURE

Section 11

1. The admissions process consists of a qualification procedure and either enrolment on the list of students or a decision to refuse enrolment.
2. The aim of the qualification procedure is to prepare a ranking list of candidates based on the results obtained by candidates.

Section 12

Admissions to all programmes will be conducted electronically through the IRK system, in accordance with the deadlines specified in the detailed admissions schedule.

Section 13

1. Admission to studies takes place as a result of the qualification procedure, the main elements of which may be as follows:
 - 1) competitive admissions based on certificate scores/grades;
 - 2) interview;
 - 3) remote interview;
 - 4) examination;
 - 5) review of artistic works;
 - 6) review of digital documentation of works;
 - 7) practical test and competitive admission based on diploma results.

Section 14

1. The list of subjects to be taken into account in the competitive admission, with appropriate weights, as well as other forms of qualifying procedure carried out during the admissions process for a given programme, is set out in Appendix No. 2 to this Resolution.
2. The results of the secondary school leaving examinations, which constitute the basis for admissions to first-cycle programmes and long-cycle programmes (point thresholds), are specified in Appendix No. 2 to this resolution, for each programme separately. The point thresholds referred to in the preceding sentence do not apply to foreigners admitted directly by the Rector. In exceptional cases, upon the motion of the Chair of the FAC, the Rector may lower the point threshold for the programme threatened with non-opening.
3. Eligibility for admission of laureates and finalists of central secondary school contests and national contests is specified in the current Resolution on the approval of the list of programmes to which the laureates of certain subject contests will be admitted to study at the University of Opole without qualification proceedings.
4. The basis for exemption from the qualification proceedings is an original document issued by the main committee of a given contest, bearing a serial number and stating the place taken in the finals and the title (laureate, finalist).
5. The rights referred to in subsections 3 and 4 may be exercised by candidates in the year in which they obtained the secondary school leaving certificate. Candidates exempted from the qualification procedure will be accepted beyond the limit set for a given programme.
6. Laureates and finalists of national-level competitions who have an entry of exemption from the examination subject on their school leaving certificate ("New" Baccalaureate) receive a maximum number of points in that subject.

Section 15

1. Grades from the certificate of secondary education ("Old" Baccalaureate) or secondary school completion, the International Baccalaureate "IB", the European Baccalaureate "EB," and foreign baccalaureate examinations are converted into "new" baccalaureate [*Matura*] points according to the procedure specified in Appendix No. 4 to this resolution.
2. Grades from the higher education diploma are entered using the Polish scale 2-5.
3. The final year grade is a grade on the secondary school leaving certificate.
4. Candidates referred to in subsection 1 shall be required to have taken the same subjects as those taking the "new" baccalaureate.
5. The rules referred to in this section do not apply to the admissions of candidates for medical studies and pharmacy.

Section 16

1. With the exception of the medical and pharmacy programmes, the final result

of the candidate's qualification proceedings for the first cycle and long-cycle programmes is given on a scale of 0-100 points and is a weighted average of the partial results, i.e. the individual partial results (for grades taken into account from the certificate results, the diploma results, the examination or the interview) are multiplied by the weights assigned to the individual qualification units. A detailed list of subjects and their weights is given in Appendix No. 2 to this Resolution.

2. The admission to the medical and pharmaceutical programmes will take into account the grades obtained in the "New" BaccaLaureate [*Matura*] exam, the International BaccaLaureate "IB" or the entrance exam in biology and chemistry or physics at the advanced level at the University of Opole.
3. The maximum number of points to be obtained in the admission procedure referred to in subsection 2 is 200 and is the sum of two grades for subjects passed at the advanced level.
4. The entrance examination is compulsory for candidates who have passed the "Old" BaccaLaureate, European BaccaLaureate "EB" and for candidates who have a secondary school certificate obtained abroad, entitling them to apply for higher education studies in the country of issue. Candidates who have obtained the certificate of the "New" BaccaLaureate and International BaccaLaureate "IB" cannot take the exam.
5. The examination will be conducted on the basis of examination sheets corresponding to the curriculum of the *Matura* exam at the advanced level of a given subject in force since 2015 and will be graded according to the same principles as the *Matura* exam.
6. The dates of the entrance examination are specified in the detailed admissions schedule.

Section 17

1. In the case of graduates of bilingual forms (schools), the baccaLaureate results in a foreign language will be calculated according to the following rules:
 - 1) a secondary school graduate taking the examination in a foreign language does not take the basic level part, so this should be regarded as an exemption from this level of the examination, i.e. awarding a maximum number of points.
 - 2) in order to convert the result of the bilingual examination into the result of the examination at the advanced level, the result of the bilingual baccaLaureate examination must be multiplied by 4/3. The maximum score cannot exceed 100%.

Section 18

1. The Rector appoints a committee for conducting examinations in the Polish language and English language for foreigners.
2. Admissions process takes place in two periods of time: for studies starting in winter semester, and for studies starting in summer semester before the beginning of these semesters.
3. The committee referred to in section 5(3) shall conduct admissions within both time limits for full-time programmes and part-time programmes of first- and second-cycle programmes as well as for long-cycle programmes.
4. Admissions to programmes starting in the summer semester shall be open for graduates of engineering programmes who will continue 1.5-year second-cycle programmes.

Section 19

Interviews (both in-person and remote ones) will be graded on the scale used in the baccalaureate [*Matura*] examination to ensure comparability with the grades obtained in the baccalaureate [*Matura*]. Candidates who fail to obtain at least 30 per cent of the score in each subject covered by an in-person interview or remote interview may not be admitted to the first year of study.

Section 20

The scope of material required from the candidate taking part in the interview or taking a practical test will be made available to candidates at least three months before the date of the qualifying activity.

Section 21

Minutes of the qualification proceedings of each candidate shall be drawn up, and they shall include the result of the qualification proceedings and the decisions on qualification and entry on the list of students. The minutes shall be signed by the chair, secretary and examiners of the FAC.

Section 22

1. If the number of candidates for a given programme does not exceed:
 - 1) 25 persons for first-cycle and long-cycle studies;
 - 2) 15 persons for second-cycle studies;- the Rector decides about opening the first year of studies, within the time limit announced in the detailed admissions schedule.
2. Candidates for unopened programmes can be offered studies on related programmes by the FAC.

Section 23

1. The decision to open programmes in English:
 - 1) Biology
 - 2) Economics
 - 3) Global Studies
 - 4) Master of Liberal Arts
 - 5) Sociology (concentration in Intercultural Communication)- is taken by the Rector regardless of the number of candidates, within the time limit announced in the detailed admissions schedule.
2. The decision referred to in subsection 1 is based on the number of candidates who, by the date specified in the detailed admissions schedule, provide the FAC with the original documents required for enrolment and pay the tuition fee for the 1st semester of studies to the University of Opole's bank account.
3. The fee referred to in subsection 2 can be refunded only before the date of the decision to open a degree programme or in the case of the Rector's decision not to open a degree programme.

Section 24

1. After the completion of the qualification procedure, the FAC draws up a ranking list of candidates in the order based on the number of points they obtained, specifying:
 - 1) candidates qualified for admission without the qualification procedure;
 - 2) candidates qualified for admission following the qualification procedure;
 - 3) candidates who may apply for admission to take the place of those who will resign from studying at the University of Opole (reserve list);
 - 4) candidates not qualified for admission.
2. The FAC qualifies for admission all candidates who obtained the same or higher number of points as the candidate taking the last place in the ranking within the established limit of places.
3. For candidates for the medical programme, the ranking order in the case of

obtaining the same number of points is determined by the Bacculaureate [*Matura*] exam grade in biology, and in the second place by the *Matura* exam grade in mathematics at the basic level.

Section 25

1. Candidates qualified for admissions and candidates from the reserve list (not qualified due to lack of places) who maintain their intention to take up studies are obliged to submit to the FAC a complete set of documents specified in Section 34 by the date given in the detailed admissions schedule. Failure to comply with the above obligation will be considered as resignation from the study at the University of Opole and will result in removal from the list of candidates qualified for admission or from the reserve list.
2. Candidates from the reserve list who have submitted the required documents are accepted by the FAC to study according to the order on the ranking list.
3. Candidates not admitted due to lack of places shall be issued an administrative decision by the FAC on refusal of admission within the meaning of the provisions of the Code of Administrative Procedure.
4. The administrative decision referred to in subsection 3 is issued and signed by the Chair of the FAC, acting under the authority of the Rector.
5. The decision of the FAC to refuse a candidate's admission may be appealed against to the Rector. The appeal must be submitted through the FAC within fourteen [14] days of its receipt.
6. The Rector's decision is final.
7. The Rector's decision may be appealed to the Voivodeship Administrative Court within thirty [30] days of the date of its receipt. The appeal shall be filed via the Rector.

Section 26

Candidates qualified for the medical programme are obliged to submit to the FAC the original of their secondary school leaving certificate, which will be returned to them after commencement of study. Candidates on the reserve list are required to submit a copy of their secondary school leaving certificate to the FAC by the deadline set out in the detailed admissions schedule, and the original if they qualify for admission to the programme within the limits of the available places.

Section 27

1. Candidates for full-time first-cycle or long-cycle programmes who have been qualified for admission to more than one programme (first cycle or long-cycle) are obliged to choose only one programme. The choice of one programme means that the candidate will not enrol in other programmes which he/she has been qualified for.
2. The limitation mentioned in subsection 1 also applies to candidates qualified for more than one second-cycle programme.
3. If the choice referred to in subsections 1 and 2 is not made, the choice is made by the UAC. The candidate will be enrolled in the programme in which he/she obtained the highest place in the ranking list, and will be removed from the other lists.
4. It is allowed to take up studies at the same time (after fulfilling the admission requirements) on the first-cycle or long-cycle studies and on a different second-cycle programme.

Section 28

Candidates who participated in the admissions procedure and whose Bacalaureate [*Matura*] exam results in a given subject or subjects was increased as a result of an appeal, but who did not manage to inform the FAC of this fact before the announcement of the ranking list, should immediately after receiving the decision changing the number of points awarded submit in person to the appropriate FAC a written application to change the place on the ranking list, presenting a document issued by the OKE (District Examination Board) If the new place on the ranking list entitles the candidate to be admitted, he/she will first be admitted to the studies in the vacated place.

Section 29

Candidates registering for the same programme in full-time and part-time modes pay only one fee.

Section 30

1. Candidates admitted to part-time programmes and foreigners submit the required documents in accordance with the deadlines announced in the detailed admissions schedule.
2. Candidates referred to in subsection 1 shall pay tuition fees within the time limit specified in the appropriate Rector's regulation.
3. Failure to meet the obligations referred to in subsections 1 and 2 will be treated as resignation from enrolling at the University of Opole and removal from the list of candidates qualified for study.

Section 31

After the deadline for submission of a complete set of documents, the FAC announces the list of candidates entered on the list of students. This list and the ranking list are signed by the FAC's Chair and Secretary.

Section 32

The results of the qualification procedure are public. A candidate receives information about the result of the qualification procedure on their personal registration account in the IRK system.

Section 33

1. Only candidates with a master's, bachelor's, engineer's or equivalent degree can be admitted to the second-cycle study.
2. The University of Opole will accept candidates who intend to continue their second-cycle study in the same field of study that they completed as first-cycle students, or who have completed the related fields of study listed in Appendix 3 to this resolution.
3. The decision on entering on the list graduates from first-cycle programmes not listed in Appendix 3 thereto is taken by the FAC. Candidates from such programmes should have passed at least 50% of the standards/learning outcomes applicable to the first-cycle of the programme they wish to study, and admission should be preceded by a positive result of an interview. Courses required to complete the learning outcomes required for admission to the second cycle of full-time and part-time programmes (curriculum differences) are determined by the dean of the faculty after consultation with the programme coordinator. Curriculum differences should not exceed 30 ECTS points.
4. The qualification procedure for candidates for second-cycle studies may involve selective/competitive admission based on diploma grade, the grade average for first-cycle studies and/or an interview.
5. The scope of an interview is determined by the standards/learning outcomes applicable to the first-cycle field of study which the candidates intend to study

under the second-cycle study.

Section 34

1. List of documents required from candidates:
 - 1) application form signed by the candidate for study and consent to the use of electronic means of communication (printouts from the IRK (Online Registration System));
 - 2) a photocopy or an original (see Section 26(1)) of the secondary school leaving certificate (*Matura* certificate), certified on the spot by a university employee on the basis of the candidate's presentation of the original document or by the candidate's declaration that the photocopy is a true copy of the original, which is confirmed by the FAC by comparing it with the register of the National Baccalaureate [*Matura*] Registry (the document is submitted by candidates for first-cycle programmes and for long-cycle programmes)
 - 3) a photocopy of the diploma of completion of the first-cycle or MA studies, certified on the spot by a university employee on the basis of the candidate's presentation of the original document or by the candidate's declaration that the photocopy is a true copy of the original, confirmed by the Dean's Office within one month of starting the studies (candidates for second-cycle studies) - by the time of receiving the diploma, it is also acceptable to submit a certificate of completion of studies
 - 4) a medical certificate pursuant to current legislation (obligatory for the following: medicine, pharmacy, chemistry, biotechnology, medical biotechnology, teacher training programmes, and all programmes run by the Faculty of Health Sciences). The certificate should be submitted by the Induction Day or at a date given by the FAC;
 - 5) an electronic photograph, uploaded to the IRK, complying with the requirements indicated there;
 - 6) additional certificates will be required from candidates for Theology (information regarding these certificates is provided by the Dean's Office of the Faculty of Theology).
2. The documents referred to in section 1 can be delivered in person or by mail (courier), taking into account the deadlines included in the detailed admissions schedule, available on the University of Opole website under the Prospective Students tab.
3. If it is not required to submit originals, it is acceptable to send documents in the form of scans via the IRK system.

Section 35

1. A person will be admitted to the admissions procedure if he/she has registered via the on-line application form and has paid the registration fee payable by the candidate for the studies within the time limit specified in the detailed admissions schedule.
2. In the case of joining the admissions procedure in several programmes, the candidate pays the registration fee for each programme he/she has registered for.
3. Fees paid by the candidate are not refundable.

Section 36

1. Decisions about whether persons with disabilities can enrol in a given programme are made by the programme coordinator or the Dean of the Faculty.
2. The FAC may modify the qualification procedure with respect to the candidates referred to in subsection 1.
3. In the case of submitting a certificate stating that there are health contraindications to taking up studies, a candidate will not be entered in the list of students.

Section 37

1. Candidates who have a secondary school leaving certificate obtained abroad should submit with it a confirmation of equivalence (apostille or legalization by the Education Board) of a certificate obtained abroad with the Polish *Matura* (Baccalaureate).
2. The nostrification of higher education diplomas is performed by an institution authorised to confer the academic degree of doctor in a relevant discipline of science or art, providing education in the field comprising the programme, the completion of which is confirmed by a diploma obtained abroad.
3. Citizens of countries with which Poland has signed agreements on the recognition of secondary school certificates and higher education diplomas are exempt from the obligations referred to in subsections 1 and 2.
4. All required documents, except for a passport, drawn up in a foreign language should be translated into Polish or English (if the candidate applies for studies in English) by a sworn translator or certified by a notary public.
5. In the programmes for which the Polish language is required as the qualification criterion, candidates with a foreign secondary school leaving certificate are allowed to use their mother tongue instead of the Polish language.

Section 38

Foreigners are accepted through an administrative decision issued by the Rector.

Section 39

1. The list of documents required from candidates who are foreigners:
 - 1) application form signed by the candidate for study and consent to the use of electronic means of communication (printouts from the IRK (Online Registration System));
 - 2) photocopy of a document confirming education entitling them to undertake studies (together with the original to be inspected);
 - 3) apostille or legalization of a foreign certificate or diploma issued outside Poland;
 - 4) confirmation that the certificate or diploma entitles to apply for admission to higher education study or continuation at a subsequent level of study - if there is no such an annotation in the document;
 - 5) document confirming the proficiency in Polish or English - if applicable
 - 6) electronic photograph, uploaded to the IRK, complying with the requirements indicated there;
 - 7) copy of the passport;
 - 8) declaration of parents/legal guardians in the case of taking up their studies by a minor;
 - 9) a medical certificate pursuant to current legislation (obligatory for the following: pharmacy, chemistry, teacher training programmes, and all programmes run by the Faculty of Health Sciences). The certificate should be submitted by the Induction Day or at a date given by the FAC.
2. Candidates who are entitled to exemption from tuition fees, referred to in article 324(1) and (2) of the Act, enclose a copy of a document confirming such entitlement.

Section 40

1. The collection and verification of documents of foreigners is performed by employees of the Office of Academic and Student Affairs.
2. Complete sets of documents of candidates accepted on the basis of the Rector's decision are submitted by the staff of the Office of Academic and Student Affairs to a competent Dean's Office.

3. Foreign candidates, taking up tuition based study, receive the decision of admission after they have paid to the University of Opole bank account the fee for the first semester of the studies.
4. Candidates who send a set of scanned documents through IRK, after paying the tuition fee for the first semester of study, may receive a conditional decision on admission. Their documents will be forwarded to the Dean's Office after the original set of documents has been delivered.
5. Failure to deliver a set of originals to the Office of Academic and Student Affairs by the deadline indicated in the detailed admissions schedule results in cancellation of the admissions decision.

Section 41

Part-time programmes and programmes conducted in English are paid. The amount and details of charging tuition fees are specified by the Rector's regulation.

Chapter IV Final provisions

Section 42

1. In matters not regulated by these Rules, provisions of the Act and other generally binding laws shall apply.
2. In matters not regulated by these Rules or the provisions of the Act or other generally binding legal regulations, as well as in matters of dispute, a decision is taken by the Rector.
3. Only the Rector is entitled to provide the binding interpretation of the provisions of these Rules.