

**Rules of recruitment**  
**at the University of Economics and Innovation in Lublin**  
**for studies**  
**in the academic year 2022/2023**

**I. GENERAL PROVISIONS**

**§ 1**

1. The rules of recruitment shall lay down the conditions, procedure and the dates for starting and completing recruitment of Polish citizens and foreign students for studies conducted at the University of Economics and Innovation in Lublin, hereinafter referred to as 'WSEI' or the 'University', at the first-cycle, second cycle or long-cycle Master's studies in all faculties and in the following fields of study:

**Department of Administration and Social Sciences:**

- a. Administration — full-time and part-time first-cycle studies (bachelor's degree programme) and second-cycle studies
- b. Internal security — full-time and part-time first-cycle studies (bachelor's degree programme)
- c. Economics — full-time and part-time first-cycle studies (bachelor's degree programme) and second-cycle studies
- d. Finance and accounting — full-time and part-time first-cycle studies (bachelor's degree programme)
- e. Management — full-time and part-time first-cycle studies (bachelor's degree programme) and second-cycle studies

**Faculty of Human Sciences:**

- a. Pedagogy — full-time and part-time first-cycle studies (bachelor's degree programme) and second-cycle studies
- b. Pre-school and early childhood pedagogy — full-time and part-time long-cycle master's studies
- c. Psychology — full-time and part-time first-cycle studies (bachelor's degree programme), second-cycle studies, long-cycle master's studies
- d. Nursing — full-time and part-time first-cycle studies (bachelor's degree programme) and second-cycle studies

**Faculty of Transport and Computer Science:**

- a. Computer Science — full-time and part-time first-cycle studies (engineering degree programme) and second-cycle studies;
  - b. Logistics — full-time and part-time first-cycle studies (engineering degree programme);
  - c. Mechatronics — full-time and part-time first-cycle studies (engineering degree programme);
  - d. Transport — full-time and part-time first-cycle studies (engineering degree programme) and second-cycle studies.
2. Admission to a first-cycle or a long-cycle master's studies shall be based on the successful completion of a secondary school-leaving examination, or on positive results of a foreign examination or successful educational results, confirmed by the document referred to in Article 69 (2)(2-7) of the Law on Higher Education and Science – the Act of 20 July 2018 (Journal of Laws of 2021, item 478).
  3. Admission to second-cycle studies is based on a diploma of the first-cycle, second-cycle or long-cycle master's studies and the submission of all the required documents.
  4. Candidates who have completed the first-cycle engineering degree programme may apply for the second-cycle studies in the field of *Transport*.
  5. Candidates who have completed the first-cycle programme in the field of Nursing may apply for admission to the second-cycle studies in Nursing.
  6. First-cycle, second-cycle and long-cycle master's studies in all fields of study are provided as full-time and part-time studies.
  7. Admission to studies shall be carried out on the basis of documents submitted within the dates specified in § 3 of this Senate Resolution or established in accordance with § 6 of this Appendix, subject to § 4(1)(11). The documents necessary for admission to the first-cycle, second-cycle and long-cycle master's studies as well as studies provided in English are specified in § 3, 4 and 5 of the following Appendix.
  8. Foreign students may undertake and pursue studies conducted at the University of Economics and Innovation in Lublin on the basis of:
    - 1) international agreements, under the conditions laid down in those agreements,
    - 2) agreements concluded by the University with foreign entities under international agreements,
    - 3) a decision of the Minister for higher education and science,
    - 4) the decision of the Director General of the Polish National Agency for Academic Exchange in respect of its scholarship holders,
    - 5) the decision of the Director of the National Science Centre to grant funding for the implementation of fundamental research in the form of a research project, internship or scholarship, eligible for funding by means of a competition,
    - 6) the administrative decision of the Rector of WSEI.
  9. Recruitment for studies at the University of Economics and Innovation in Lublin shall be carried out on a 'first-come, first-served' basis, until the limits of places have been exhausted, except for studies financed by external funds (ESF), studies provided in English and fields of study for which the Rector has introduced additional criteria in an ordinance.
  10. Recruitment for studies at WSEI is carried out on the basis of records kept electronically in the online registration system on the University website [www.wsei.lublin.pl](http://www.wsei.lublin.pl) or in person at the premises of the University.

11. Once you have registered online, you will be required to submit all the required recruitment documents in the selection procedure defined in § 3, 4 and 5 of this Appendix.
12. All documents required for the recruitment process must be submitted in legible copies; in the case of two-sided documents, two-sided copies are required. Acceptance of a copy of a document shall be subject to the presentation of the original of the document for inspection.
13. In addition, the University requires that the documents presented in the recruitment process be written in Polish or English and be translated into Polish by:
  - 1) a person entered by the Minister for Justice in the list of sworn translators, or
  - 2) a person registered as a sworn translator in a Member State of the European Union, a Member State of the European Free Trade Agreement (EFTA) which is a party to the Agreement on the European Economic Area or a Member State of the Organisation for Economic Cooperation and Development (OECD), or
  - 3) the Consul of the Republic of Poland, competent for the State, on the territory of which or in the education system of which the document was issued, or
  - 4) the diplomatic or consular representation of the country on the territory of which or in the education system of which the document was issued, accredited in the Republic of Poland.
14. In the case of recruitment of foreigners for studies provided in English, it is acceptable to carry out remote (on-line) recruitment using appropriate IT systems.
15. In the case of on-line recruitment, candidates for studies in English who are foreigners shall be required to send scans of any documents required in the recruitment process referred to in § 3, 4 and 5 of the following Appendix, together with a declaration of their authenticity and accuracy.
16. If a foreigner is admitted to studies based on scans of the aforementioned documents, the Student is required to provide their original versions by the date on which the classes commence on the premises of WSEI. Failure to provide the original documents in the required form and time may result in the Student's removal from the student registry.
17. The rules for admission to studies as a result of validation of the learning outcomes outside formal education are laid down in the rules applicable at the University.

## § 2

1. The recruitment procedure for the first-cycle, second-cycle and long-cycle master's studies is carried out by the Faculty Admission Committee and, for admission to studies in English, by the University Committee for Assessment of Documents of Foreigners appointed by the Rector, subject to § 1(8)(6).
2. Admission to studies shall be conducted by enrolment in the list of students, subject to § 1(8)(6).
3. The University shall provide notification of enrolment in the list of students at the head office of the University, accompanied by acknowledgement of receipt from the postal operator in accordance with the Act of 23 November 2012 — Postal law (Journal of Laws of 2020, item 1041) or via the University's ICT system.
4. Admission to studies shall be refused by an administrative decision of the Faculty Admission Committee or the University Committee for Assessment of Documents of Foreigners, respectively. The Candidate may appeal against the decision of the Faculty

Admission Committee or the University Committee for Assessment of Documents of Foreigners to the Rector. The appeal shall be lodged within 14 days of the receipt of the decision. The Rector's decision shall be final.

5. There is no appeal against the administrative decision of the Rector referred to in § 1(8)(6). The foreigner may apply to the Rector within 14 days of the receipt of the decision requesting reconsideration of the decision.
6. The results of the recruitment procedure shall be open to candidates for admission. These results, in particular the list of persons admitted to studies, shall be made available to the affected parties at the University's headquarters by submission of this list within seven days of the date on which the list is drawn up, and at any time pursuant to Article 10 of the Act of 6 September 2001 on access to public information (Journal of Laws of 2001, item 1641 as amended).

## **II. DOCUMENTS FOR THE RECRUITMENT PROCEDURE**

### **REQUIRED DOCUMENTS SUBMITTED BY CANDIDATES APPLYING FOR STUDIES**

#### **§ 3**

1. The recruitment procedure shall involve candidates who, on the date of document submission, provide an identity card or a passport for the purpose of verifying their identity as well as accuracy of their personal data, and submit the following documents:
  - 1) In the case the candidate applies for admission to:
    - a) **first-cycle or long-cycle master's** studies — a copy of the document on the basis of which the candidate applies for admission, certified by the University as referred to in Article 69 section 2 of the Law on Higher Education and Science of 20 July 2018;
    - b) **second-cycle studies** — a copy of the diploma, supplement to the diploma or Student Grade Book and the documents listed in point (a), certified by the University;
  - 2) A personal questionnaire containing the data referred to in § 15 (1)(1)b) of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies:
    - a) photo of the candidate;
    - b) name and surname;
    - c) date and place of birth;
    - d) Personal Identification Number (PESEL), or if unavailable, the name and number of the document proving identity and the name of the issuing country;
    - e) sex;
    - f) place of residence before commencing studies: a village or a city;
    - g) residence address and correspondence address;
    - h) e-mail address,
    - i) telephone number;

- j) nationality and, in the case of foreigners, also the name of the country of birth and information on possessing the Polish Charter;
  - 3) Identity card or passport available for inspection;
  - 4) In the case of changing the first name or the surname on any of the documents submitted during the recruitment process, a marriage certificate, the administrative decision on changing the first name or the surname or the court ruling are required;
  - 5) Confirmation of the recruitment fee payment;
  - 6) Medical certificate issued in accordance with the Regulation of the Minister of Health of 26 August 2019 on medical examinations of candidates for post-secondary schools or higher education institutions, as well as for vocational training, pupils and students of these schools/institutions, course participants and PhD students (Journal of Laws of 2019, item 1651), stating that there are no contraindications of the candidate to take up engineering degree programme and undertake studies in the field of *Nursing (if applicable)*;
  - 7) Documents certifying knowledge of the foreign language in which the studies will be conducted (*if applicable*);
  - 8) A valid medical insurance against medical treatment costs and personal accidents for a period of study in Poland for an amount of at least EUR 30, 000 or a European Health Insurance Card or the National Health Fund insurance (applicable to candidates who are foreigners);
  - 9) A declaration of the parents or legal guardians of the candidates who are minors on giving their consent to take part in the recruitment process and undertake studies (*if applicable*);
  - 10) Original power of attorney, in the case of a person acting on behalf of the candidate (*if applicable to candidates*).
2. In accordance with section 1(1)(a), **candidates for the first- cycle or long-cycle master's studies shall submit:**
- 1) a certificate of secondary-school leaving examination or a certificate of secondary-school leaving examination and a certificate of the final examination results in particular subjects referred to in the legislation on the education system,
  - 2) a certificate of secondary-school leaving examination and a diploma confirming professional qualifications in a profession taught at a technical level, as referred to in the legislation on the education system,
  - 3) a certificate of secondary-school leaving examination and a professional diploma in a profession taught at a technical level, as referred to in the legislation on the education system,
  - 4) a certificate of secondary-school leaving examination and a certificate of the final examination results in particular subjects and a diploma confirming professional qualifications in a profession taught at a technical level, as referred to in the legislation on the education system,
  - 5) a certificate of secondary-school leaving examination and a certificate of the final examination results in particular subjects and a professional diploma in a profession taught at a technical level referred to in the legislation on the education system,

- 6) a certificate or other document recognised in the Republic of Poland as a document which entitles the holder to apply for admission to studies in accordance with Article 93(1). 3 of the Act on the Education System of 7 September 1991 (Journal of Laws of 2020, [item 1327](#); and Journal of Laws of 2021, [item 4](#)),
  - 7) certificate and other document or diploma referred to in Article 93(1) of the Act on the Education System of 7 September 1991 (Journal of Laws 2020, [item 1327](#); and Journal of Laws of 2021, [item 4](#)), i.e.
    - a) certificates and other documents issued by a school or an educational establishment operating within the education system of a Member State of the European Union, a Member State of the Organisation for Economic Cooperation and Development (OECD), a Member State of the European Free Trade Agreement (EFTA) which is a party to the Agreement on the European Economic Area, and which entitles the holder to apply for admission to studies in those countries;
    - b) IB diplomas (International Baccalaureate) diplomas awarded by the International Baccalaureate Organisation in Geneva;
    - c) EB diplomas (European Baccalaureate) awarded by the European Schools in accordance with the Convention on the Statute of the European Schools, signed in Luxembourg on 21 June 1994.
  - 8) a certificate or diploma recognised in the Republic of Poland as a document which entitles the holder to apply for admission to studies in accordance with a bilateral agreement on mutual recognition of education;
  - 9) a certificate or other document recognised as equivalent to the Polish certificate of secondary school final examination in accordance with the regulations in force until 31 March 2015.
  - 10) A document showing the assessment scales for a certificate obtained abroad certified by an institution responsible for issuing the document (secondary school or educational authority of the issuing country) if this information does not appear in the certificate of secondary school final examination.
3. In the case of the documents referred to in section 2(1-10), legible photocopies and original versions for inspection are required, whereas in the case of documents referred to in section 2(6-10), the University needs the documents to be translated into Polish in accordance with the rules specified in §1(13) of the following Appendix. Foreign documents are accepted only after they have been legalised or authenticated by Apostille.
  4. Certificates or other documents recognised in the Republic of Poland as documents which entitle the holder to apply for admission to studies in accordance with Article 93(3) of the Act on the Education System of 7 September 1991 (Journal Of Laws of 2020, [item 1327](#) as amended) are, unless otherwise stated in international agreements, certificates and other documents issued abroad by schools or educational institutions recognised by the state on the territory of which or within the educational system of which they operate, recognised by an administrative decision as a document confirming in Poland the right to continue education, including the right to apply for admission to studies, taking into account the extent of the rights in the country where the certificate or other document was issued. The administrative decision shall be issued by the competent education superintendent responsible for the candidate's place of residence or, when the candidate does not reside in

Poland, by the education superintendent competent for the seat of the institution in which the candidate intends to submit a certificate or other document issued abroad. For candidates for studies run at WSEI, it is the Education Superintendent for the Lublin Province, ul. 3 Maja 6, 20-650 Lublin, tel. (81) 5385200, [www.kuratorium.lublin.pl](http://www.kuratorium.lublin.pl).

5. In the cases referred to in Article 93a of the Act on the Education System of 7 September 1991 (Journal Of Laws of 2020, item 1327 as amended) (on problems difficult to overcome by refugees, victims of armed conflict, etc.), foreigners may be admitted to the first-cycle or a long-cycle master's studies if they present an administrative decision issued by the competent education superintendent confirming the eligibility to apply for admission.
6. The administrative decision of the education superintendent to recognise the certificate or other document or to confirm education or authorisation to continue education must be submitted to the competent WSEI Dean's Office as soon as it has been received.
7. If a certificate or other document referred to in section 2(7)(a) or section 2(7)(c) entitles the holder to apply for admission to study in a particular field in the issuing country, this certificate or document confirms in Poland the right to apply for admission to studies of the same or similar nature with regard to the study programme, or may be considered a document confirming in the Republic of Poland the right to apply for the same or similar studies with respect to the study programme.
8. In accordance with section 1(b), **candidates for second-cycle studies shall submit:**
  - 1) diploma of the first-cycle, the second-cycle, long-cycle master's studies awarded by an authorised university within the Polish higher education and science system, or
  - 2) legalised or authenticated by Apostille diploma certifying successful completion of studies abroad and giving the right to pursue studies at the second-cycle programme in the country in which the university which issued the diploma operates within its higher education system (diploma recognised under Article 326(2) of the Act of Higher Education and Science of 20 July 2018); or
  - 3) legalised or authenticated by Apostille diploma certifying successful completion of studies abroad recognised as equivalent to the corresponding Polish diploma and professional title, also in accordance with an international agreement establishing equivalence (diploma recognised on the basis of an international agreement); or
  - 4) legalised or authenticated by Apostille diploma recognised as equivalent to the corresponding Polish diploma and professional title as a result of awarding a diploma recognition procedure); or
  - 5) certificate of completion of studies at a specified level issued as a result of a procedure for confirming the completion of studies at a specified level as referred to in Article 327(3) of the Act of Higher Education and Science of 20 July 2018 (confirmation of completion of studies at a specified level when a diploma is unavailable in particular cases).
  - 6) A supplement or other official document that is legalised or authenticated by Apostille which contains information on the subjects the candidate has successfully completed, together with the assessments and scale, if this information is not included in the supplement.
9. A diploma certifying successful completion of studies abroad issued by a foreign university does not grant the right to the continuation of education at the second-cycle studies if:

- 1) the issuing institution or the institution in which the studies were conducted does not operate within the higher education system of any country or within the national law of the country in which that institution operates, on the date of issue of the diploma was not an accredited university or carried out a non-accredited programme of study;
  - 2) the study programme or part of it was not carried out in accordance with the law of the country in which the studies were conducted.
10. In the case of doubts concerning the diploma referred to in section 8(2), in particular the status of the issuing institution or the compatibility of the study programme with the legislation of the country in which the studies were conducted, WSEI will request the candidate to submit written information on the diploma awarded by the foreign university, the level of studies and the status of the university, given by the Director of the National Agency for Academic Exchange pursuant to Article 326(4) of the Law on Higher Education and Science of 20 July 2018.
11. In the case of the documents referred to in section 1(1)(a)(b), (4) and all documents referred to in section 8, legible photocopies and original documents are required for inspection on the day on which the documents are submitted, in the case of foreign documents, the university also requires a translation into Polish in accordance with the rules laid down in § 1(13) of this Appendix.
12. In cases when a foreigner applies for the documents to be awarded recognition referred to in section 2 and 8, i.e. a diploma certifying completion of studies abroad or a certificate of completion of studies at a specified level, a foreigner must submit the relevant certificate to the WSEI Dean's Office as soon as it has been received.

## REQUIREMENTS FOR STUDIES IN ENGLISH

### §4

1. **The candidate may apply for admission to the first-cycle or second-cycle studies in English if one of the following conditions is met, i.e. the candidate:**
  - 1) holds the International Baccalaureate Diploma;
  - 2) holds the European Baccalaureate Diploma;
  - 3) has obtained a secondary school final examination of a school with English as the language of instruction;
  - 4) holds the following diplomas:
    - a) of completion of studies in English philology, or
    - b) of the teaching training college of foreign languages in English philology;
  - 5) holds a document confirming the completion of studies or postgraduate studies conducted abroad or in the Republic of Poland — if the language of instruction was English;
  - 6) submits a document confirming that he/she has participated in Erasmus+ student placements or studies or other studies provided in English;
  - 7) holds one of the English language certificates, at least at B1 level for the first-cycle studies or at B2 level for the second-cycle studies, at a global level of language



- proficiency according to the Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR);
- 8) holds a certificate of English issued by the Ministry of Foreign Affairs;
  - 9) holds a foreign language certificate issued by the National School of Public Administration following a linguistic assessment procedure;
  - 10) submits a document from the workplace certifying that the language of the working environment is English;
  - 11) obtained a positive assessment of their knowledge of the English language following a selection test established by the Faculty Selection Board;
  - 12) in the case of having a secondary school leaving examination of a school with Polish as the language of instruction :
    - a) obtained a mark of at least 'good' in English from a secondary school leaving examination - (conducted in accordance with the rules in force until 2005); or
    - b) obtained at least 60 % of the marks from the extended secondary school leaving examination - in English.
2. A document certifying the knowledge of a foreign language is not required for a foreigner whose mother tongue is the language in which he/she will study at WSEI.
  3. To all matters not settled herein, the provisions of the Law on Higher Education and Science of 20 July 2018, in particular Section VIII 'Foreigners in the higher education and science system', and other relevant instruments of international law, EU law and Polish law, shall apply to recruitment procedures involving foreigners.

## REQUIREMENTS FOR CANDIDATES — FOREIGNERS FOR STUDIES IN POLISH

### §5

#### **1. Foreigners may apply for admission to studies in Polish conducted at WSEI if one of the following conditions is met, i.e. they:**

- 1) complete an annual preparatory course for studying in Polish in the institutions designated by the Minister of Education and Science;
- 2) submit a certificate of knowledge of the Polish language issued by the National Commission for the Validation of the Knowledge of the Polish Language as a Foreign Language;
- 3) submit other documents certifying knowledge of Polish, e.g. a secondary school leaving certificate in which Polish was the language of instruction; a diploma of completion of studies in Polish as a language of instruction; a diploma in Polish philology;
- 4) will be assessed by the University of Economics and Innovation in Lublin that the preparation and the level of knowledge of the Polish language make it possible to study in Polish.

### §6

1. Candidates may submit the documents referred to in § 3, 4 and 5 of this Appendix within the time limits laid down in § 3 of this Resolution.
2. Notwithstanding from section 1 of the following paragraph the Senate shall be entitled to set an additional deadline for secondary recruitment for graduates of secondary schools who have applied for admission to the first-cycle or a long cycle master's studies in a particular field of study for the academic year for which the recruitment is carried out, and for which the score of the secondary school final examination in a particular subject or subjects has been increased as a result of the overall score verification or of an appeal as referred to in Article 44zzz(7) of the Act on the Education System of 7 September 1991 (Journal Of Laws of 2020, item 1327 as amended).

### **§7**

The amount of the recruitment fee and the tuition fees are specified in a separate Chancellor's ordinance on fees for providing educational services for candidates to study at the University of Economics and Innovation in Lublin.

## **III. ADMISSION TO STUDIES**

### **§ 8**

1. Admission to studies at the University of Economics and Innovation in Lublin is subject to:
  - 1) online registration on the University website [www.wsei.lublin.pl](http://www.wsei.lublin.pl)
  - 2) submission of the documents referred to in § 3, 4 and 5
  - 3) signing of the agreement on the conditions of charging fees for studies
  - 4) payment of the relevant fee, as specified in the Chancellor's Ordinance.
2. Admission is carried out by enrolment in the list of students.
3. Refusal of admission shall be by means of an administrative decision.

## **IV. FINAL PROVISIONS**

### **§ 9**

1. In the course of the recruitment process at the University of Economics and Innovation in Lublin, a candidate may submit information, to the Faculty Recruitment Committee, on the professional experience acquired outside studies (period and place).
2. Administrative support for candidates for studies conducted in Polish at the University of Economics and Innovation in Lublin is provided by the Rectors and Student Service Office, whereas for studies conducted in a foreign language by the English Studies Office of WSEI.

