

**Regulations on taking up and pursuing first- and second-cycle study programmes
at the Cracow University of Technology
by persons who are not Polish citizens**

§ 1

General requirements

1. Foreign nationals may take up and pursue first- and second-cycle study programmes at the Cracow University of Technology (hereinafter referred to as CUT) based on the following rules.
2. A foreigner is anyone who does not have Polish citizenship.
3. The International Relations Office conducts recruitment procedures for foreigners.

§ 2

Admission Criteria

1. Foreign nationals may take up and pursue study programmes on the basis of:
 - 1) international agreements, according to the principles stipulated therein,
 - 2) agreements drawn between the University and foreign institutions, according to the principles stipulated therein,
 - 3) the Minister's decision,
 - 4) the decision of the Director of the National Agency for Academic Exchange with regard to its scholarship holders,
 - 5) the CUT Rector's administrative decision.
2. The Minister may grant a foreigner a scholarship, financing or co-financing the costs of fees for educational services and a lump sum for travel, subsistence and accommodation costs. The funds are paid through the National Agency for Academic Exchange.

§ 3

Formal requirements

1. A foreigner may take up and pursue study programmes at the CUT provided that they have:
 - 1) a passport or another identity document,
 - 2) confirmation of legal residence on the territory of the Republic of Poland,
 - 3) documents regarding the education obtained,
 - 4) documents confirming knowledge of the language in which the study programme will be conducted,
 - 5) documents confirming having health insurance in the territory of the Republic of Poland.
2. Candidates for first-cycle study programmes in the field of *construction* and *transport* conducted in the form of full-time studies, for whom classes in the first year are conducted in the Ukrainian language, are obliged to provide the International Relations Office with a certificate from a competent Polish municipal office of having a PESEL number with the annotation "UKR" issued no later than August 1, 2023 - applies only to Ukrainian citizens and their spouses without Ukrainian citizenship who have arrived on the territory of the Republic of Poland from the territory of Ukraine in connection with military activities conducted on the territory of that country. The certificate shall be delivered no later than September 1, 2023. In addition, the above-mentioned candidates will submit to the International Relations Office the document referred to in § 5 sec. 1 point 6 by June 30, 2024.
3. In the event that a foreign student is exposed to harmful, burdensome or dangerous factors for health, they may be admitted if they demonstrate an appropriate state of health, with a documented medical certificate, referred to in the regulations issued pursuant to art. 6 sec. 5 of the Act of June 27, 1997, on occupational medicine (Journal of Laws of 2022, item 437), stating the absence of health contraindications to undertake these studies.

§ 4

Documents regarding the education obtained

1. Foreigners can be enrolled in the first-cycle study programmes provided that they:
 - 1) are holders of one of the following documents issued in the Republic of Poland:
 - a) a secondary school final examination certification or
 - b) a secondary school-leaving certificate and a certificate of the results of the maturity exams obtained in each subject as referred to in the Act of September 7, 1991 on the education system (Journal of Laws 2022, item 2230), or
 - c) a secondary school-leaving certificate and a diploma confirming professional qualifications in a profession taught at the level of a vocational high school, referred to in the provisions on the education system, or
 - d) a secondary school-leaving certificate and a professional diploma in a profession taught at the level of a vocational high school referred to in the provisions on the education system, or
 - e) a secondary school-leaving certificate and a certificate of the results of the maturity exams obtained in each subject, and a diploma confirming professional qualifications in a profession taught at the level of a vocational high school, referred to in the provisions on the education system, or
 - f) a secondary school-leaving certificate and a certificate of the results of the maturity exams obtained in each subject, and a professional diploma in a profession taught at the level of a vocational high school, referred to in the provisions on the education system, or
 - 2) they have:
 - a) a certificate or another document or diploma referred to in art. 93, section 1 of the Act of September 7, 1991, on the education system, recognized as confirming the right to apply for admission to first-cycle study programmes or uniform master's studies in the Republic of Poland, or
 - b) a certificate or another document issued abroad by a school or educational institution recognized by the state in whose territory or in whose education system it operates, recognized as confirming the right to apply for admission to first-cycle studies or uniform master's studies in the Republic of Poland on the basis of international agreements referred to in art. 93, section 2b of the Act of September 7, 1991 on the education system, or
 - c) a certificate or another document issued abroad by a school or educational institution recognized by the state in whose territory or in whose education system it operates, and the administrative decision referred to in Art. 93, section 3 of the Act of September 7, 1991 on the education system, recognized as confirming the right to apply for admission to first-cycle study programmes or uniform master's studies in the Republic of Poland, or
 - d) a certificate or another foreign document recognized as equivalent to the Polish certificate of maturity on the basis of the provisions in force until March 31 2015; and
 - 3) demonstrate the predispositions required to undertake these study programmes at the CUT.
- 1a. Applicants holding a certificate of completion of secondary school in Ukraine are required to present the results obtained in the ZNO exam, with particular emphasis on the exam result in mathematics. Results of exams taken up to 5 years back are accepted. Due to the armed conflict in the territory of Ukraine, the requirement to present the results obtained in the ZNO exam does not apply to candidates who graduated from high school in 2022 and were supposed to take the ZNO exam in the same year.
- 1b. Applicants holding a certificate of completion of secondary school in Byelarus are required to present the results obtained in the CT exam, with particular emphasis on the exam result in mathematics. Results of exams taken up to 5 years back are accepted.
- 1c. Applicants holding a certificate of completion of secondary school in Russia are

required to present the results obtained in the JeGE Uniform State Examination (ЕГЭ), with particular emphasis on the result of the exam in mathematics. Results from exams taken up to 5 years back are accepted.

- 1d. Applicants holding a high school diploma issued in the USA are required to present the results obtained in the SAT Subject Test or ACT, with particular emphasis on the result of the exam in mathematics.
 - 1e. Applicants holding a certificate of completion of secondary school in Turkey are required to present the results obtained on the Yükseköğretim Kurumları Sınavı (YKS) exam, with particular emphasis on the result of the exam in mathematics.
 - 1f. Applicants holding a certificate of completion of secondary school in Kazakhstan are required to present the results obtained in the uniform national test Единое национальное тестирование (ЕНТ), with particular emphasis on the result of the exam in mathematics. Results from exams taken up to 5 years back are accepted.
 - 1g. Applicants holding a certificate of completion of secondary education in Vietnam are required to present the results obtained in the national examination Kỳ thi trung học phổ thông quốc gia, with particular emphasis on the result of the exam in mathematics.
 - 1h. Applicants holding a certificate of completion of secondary education in Nigeria are required to present the results obtained in the Unified Tertiary Matriculation Examination (UTME), with particular emphasis on the result of the exam in mathematics.
 - 1i Applicants holding a certificate of completion of secondary school in Spain are required to present the results obtained on one of the following examinations: Prueba de Acceso a la Universidad (PAU) – Selectividad, Evaluación de Bachillerato para el Acceso a la Universidad (EBAU) or Evaluación para el Acceso a la Universidad (EVAU), with particular emphasis on the result of the exam in mathematics.
2. Documents referred to in para. 1 point 2 and in sec. 8 point 1 letter b, must be legalized by:
 - 1) the consul of the Republic of Poland competent for the country in whose territory or education system the certificate was issued, or
 - 2) diplomatic representation or consular office of the country in whose territory or in whose education system the certificate was issued, accredited in the Republic of Poland or another member state of the European Union, a member state of the European Free Trade Agreement (EFTA) – a party to the agreement on the European Economic Area or a member state of the Organization for Economic Cooperation and Development (OECD).
 3. If the documents referred to in section 1 point 2 and in sec. 8 point 1 letter b were issued by a school or educational establishment operating in the education system of a state party to the Convention on the Abolition of the Requirement of Legalisation of Foreign Public Documents, signed at The Hague on October 5 1961. (Journal of Laws of 2005. No. 112, items 938 and 939), they must be submitted with the apostille on the document or attached to it.
 4. The legal validity of the documents referred to in section 1 point 2 and in sec. 8 point 1 letter b, can be determined by the Commission for Recruitment of Foreigners referred to in § 10 sec. 1.
 5. In the case of foreigners referred to in art. 93a of the Act of September 7, 1991 on the education system, i.e. persons who have obtained refugee status or subsidiary protection, or who have a temporary residence permit granted in connection with granting them refugee status or in connection with granting them subsidiary protection, or persons who have been injured as a result of armed conflicts, natural disasters or other humanitarian crises caused by nature or man, education obtained by these persons abroad or having the right to continue education obtained abroad, including the right to apply for admission to studies, may be confirmed in the Republic of Poland by an administrative decision issued by the competent curator of education as primary, secondary school, basic vocational, basic

- professional, secondary and secondary education or the right to continue education in the Republic of Poland.
6. Foreigners referred to in art. 93a of the Act of September 7 1991 on the education system, may be admitted to the first-cycle study programmes or uniform master's studies, if they have an administrative decision issued by the competent curator of education confirming the right to apply for admission to these studies and demonstrate the predisposition to undertake these studies required at the CUT.
 7. In the case referred to in sec. 6, the foreigner presents the decision no later than by the end of the first semester of study, and in justified cases – within the time limit set by the Rector of the Cracow University of Technology.
 8. Foreigners can be enrolled in the second-cycle study programmes provided that they:
 - 1) have a diploma of completion of the first-cycle studies or uniform master's studies issued:
 - a) in the Republic of Poland, or
 - b) abroad and recognized in the Republic of Poland in accordance with Art. 326 sec. 1 and 2 of the Act on Higher Education and Science for entitling to apply for admission to second-cycle study programmes,
 - 2) demonstrate the predispositions required to undertake these study programmes at the CUT.
 9. The CUT requests the translation into Polish of the documents referred to in sec. 1 item 2 and in sec. 8 point 1 letter b, prepared by:
 - 1) a person entered by the Minister of Justice on the list of sworn translators,
 - 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) – a party to the Agreement on the European Economic Area or a Member State of the Organisation for Economic Cooperation and Development (OECD),
 - 3) the consul of the Republic of Poland competent for the country in whose territory or education system the certificate was issued, or
 - 4) an accredited diplomatic agency in the Republic of Poland or a consular office of the country in whose territory or in whose education system the document was issued.
 10. In the case of certificates or other documents referred to in art. 93, section 3 of the Act of September 7, 1991, on the education system – a foreigner presents an administrative decision of the competent education curator confirming the right to apply for admission to studies in the Republic of Poland – no later than by the end of the first semester of studies, and in justified cases independent of the foreigner – also at a later date determined by the Rector of the University or the head of a scientific unit other than the organizational unit of the University.
 11. In the event of doubts regarding a foreign certificate, diploma of graduation or other document obtained abroad entitling the candidate to apply for admission to studies, the CUT may apply, respectively, to the education office competent for the place of residence of the holder of the document or the education office in Krakow, or to the National Agency for Academic Exchange, or to a consular institution in the Republic of Poland, or the consular institution of the Republic of Poland, whose territorial competences relate to the country of issue of the certificate or another document, or the state of obtaining education or continuing education for the confirmation of the authenticity of the document issued.

§ 5 Principles of confirming language proficiency

1. Foreigners may take up study programmes conducted in Polish if:
 - 1) they have completed a preparatory course to undertake education in Polish in the units designated by the minister competent for higher education, obtaining a certificate specifying the knowledge of the Polish language corresponding to level B2, or
 - 2) they have a certificate of knowledge of the Polish language confirming knowledge of

the Polish language at least at the level of language proficiency B1, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or

- 3) they have a certificate specifying their knowledge of the Polish language corresponding to level B2 issued by a body that has been granted Accreditation by the National Agency for Academic Exchange, or
 - 4) they have a certificate of maturity issued in the Polish education system, or
 - 5) they graduated from a secondary school abroad, where the classes were conducted in Polish, or
 - 6) they have a certificate issued by the International Centre for Education of the Polish Academy of Sciences specifying the knowledge of the Polish language corresponding to level B2. The rules for issuing the above-mentioned certificates are specified in section 1a.
- 1a. The International Centre for Education issues a certificate specifying the knowledge of the Polish language corresponding to the B2 level in accordance with the following principles:
- 1) The Centre organizes examinations to check the language competence of foreigners – candidates for study programmes with Polish as the instruction language. The examination consists of a written part (listening comprehension, reading comprehension, grammar and lexical part) and an oral part (verification of communication skills). After passing the exam, the candidate will receive a certificate specifying the knowledge of the Polish language corresponding to the B2 level,
 - 2) the examination is conducted online, in real-time, in the presence of two examiners,
 - 3) the examination takes place five times a year: between 16 and 22 January, between 20 and 25 May, between 23 and 30 June, between 16 and 22 August and between 20 and 25 November. Applications for the examination are accepted until January 15, May 15, June 22, August 15 or November 15; certificates of the result of the examination are issued until January 24, May 31, July 5, August 24 and November 30, respectively,
 - 4) a fee in the amount of PLN 220 or EUR 50, for conducting the examination and issuing the certificate, should be transferred to one of the accounts of the Cracow University of Technology:
PLN:
PL09 2490 0005 0000 4600 1012 1826
EUR:
PL60 2490 0005 0000 4600 9706 6858
SWIFT: ALBPPLPW
In the title of the fee, enter: MCK – J. POL EGZ – surname, name of the candidate
The conditions for admission to the examination are sending a scan of the proof of payment of the fee to mck@pk.edu.pl and receiving the payment to one of the above CUT accounts before January 16, May 20, June 23, August 16 or November 20, respectively.
 - 5) before paying the fee referred to in point 4, the candidate must send an e-mail to the International Relations Office of the CUT to inform them about the intention to take the exam verifying their knowledge of the Polish language in the Centre.
2. Foreigners may be admitted to studies conducted in a foreign language if:
- 1) they have a document confirming the knowledge of a foreign language in which the studies will be conducted, specified in the regulations issued on the basis of art. 47 of the Act of November 21 2008 on civil service (Journal of Laws of 2022, item 1691) or
 - 2) they hold a certificate, diploma or other document confirming completion of a secondary school abroad, in which the classes were conducted in the same foreign language in which the studies will be conducted, or

- 3) they have a certificate issued by the University's Foreign Languages Centre specifying the knowledge of English corresponding to level B2, the rules for issuing the above-mentioned certificates are specified in section 3.
3. The Foreign Languages Centre issues a certificate specifying the knowledge of English corresponding to level B2, in accordance with the following rules:
 - 1) The Centre organizes examinations to check the language competence of foreigners – candidates for study programmes with Polish as the instruction language. The examination consists of a written part (listening comprehension, reading comprehension, grammar and lexical part) and an oral part (verification of communication skills). After passing the exam, the candidate will receive a certificate specifying the knowledge of the Polish language corresponding to the B2 level,
 - 2) the examination is conducted online, in real-time, in the presence of two examiners,
 - 3) the examination takes place five times a year: between 16 and 22 January, between 20 and 25 May, between 23 and 30 June, between 16 and 22 August and between 20 and 25 November. Applications for the examination are accepted until January 15, May 15, June 22, August 15 or November 15; certificates of the result of the examination are issued until January 24, May 31, July 5, August 24 and November 30, respectively,
 - 4) a fee of PLN 220 or EUR 50 for conducting the examination and issuing the certificate should be transferred to one of the accounts of the Cracow University of Technology:
PLN: PL09 2490 0005 0000 4600 1012
1826 EUR: PL40 2490 0005 0000 4600
3419 4146 SWIFT: ALBPPLPW
In the title of the fee, enter: SJO – J. ANG EGZ - surname, name of the candidate.
The conditions for admission to the verification exam are sending a scan of the proof of payment to the address o-3@pk.edu.pl and receiving the payment to one of the above CUT accounts before January 16, May 20, June 23, August 16 or November 20, respectively.
 - 5) before paying the fee referred to in point 4, the candidate must send an e-mail to the International Relations Office of the CUT to inform them about the intention to take the exam verifying their knowledge of the Polish language in the Foreign Languages Centre.

§ 6

Insurance of international students

Foreigners may be admitted to study if:

- 1) they are covered by a health insurance policy or have a European Health Insurance Card for the academic year in question, or
- 2) are covered by universal health insurance within the meaning of the provisions of the Act of August 27 2004 on health care services financed from public funds (Journal of Laws of 2022, item 2561, as amended), or
- 3) have a confirmation of coverage by the insurer of the costs of treatment in the territory of the Republic of Poland of 30,000 euros, valid for the period of the planned stay of the foreigner in the territory of the Republic of Poland, covering all expenses that may arise during the stay in this territory due to the need to return for medical reasons, the need for urgent medical assistance, urgent hospital treatment or death, in which the insurer undertakes to cover the costs of health services provided to the insured directly to the entity providing such services, on the basis of an invoice issued by this entity.

§ 7 Schedule of recruitment of foreigners

1. Electronic registration of foreigners for study programmes is carried out:
 - 1) from May 1 to July 31 of the calendar year in which the courses begin (recruitment for studies starting in the winter semester), with the following exceptions:
from May 1 to June 22 – electronic registration for full-time first-cycle studies conducted in Polish in the fields of *computer science* and *applied mathematics*,
from May 1 to July 6 – electronic registration for full-time first-cycle studies in the fields of *construction* and *transport*, for which the first year of study will be conducted in Ukrainian;
 - 2) from October 15 of the calendar year preceding the year of commencement of studies to February 5 of the calendar year in which courses begin (recruitment for studies starting in the summer semester).
2. The detailed conditions, mode, method of conducting and date of commencement and completion of recruitment for the first year of full-time and part-time first- and second-cycle studies starting in the winter semester of the academic year 2023/24 are specified in Annex 2 to Regulation No. 30 of the Rector of the CUT of April 19, 2023, on the rules for taking up and pursuing first- and second-cycle study programmes at the Cracow University of Technology by persons who are not Polish citizens.
3. Candidates are obliged to attach scans of documents referred to in § 3 sec. 1 points 1, 3, 4, during electronic registration for studies.
4. Candidates are required to submit the original documents referred to in § 3 to the International Relations Office, together with a confirmation of payment of the recruitment fee and the fee for the first semester of study, by the date of commencement of education at the CUT.
5. In the event of failure to deliver the documents referred to in § 3 within the period specified in section 4, the candidate will not be allowed to take an oath, and thus will not acquire the student's rights.
6. The obligation to pay the fee for the first semester of study until the date of commencement of education at the University applies to candidates admitted to study on a fee basis.

§ 8

Admissions of foreigners based on agreements signed by the CUT and foreign entities

1. The admission of foreigners for studies at the CUT on the basis of agreements drawn between the University and foreign institutions takes place on the terms set out in these agreements.
2. The registration process of foreigners admitted on the basis of agreements concluded by the CUT with foreign entities is coordinated by the International Relations Office in cooperation with the faculties.

§ 9

Admission of foreigners on the basis of a decision of the Minister or a decision of the Director of the National Agency for Academic Exchange, or on the basis of international agreements

1. The admission of foreigners to study at the Cracow University of Technology on the basis of the decision of the minister competent for higher education or the decision of the Director of the National Agency for Academic Exchange is governed by separate regulations.
2. The admission of foreigners for studying on the basis of international agreements takes place on the terms set out in these agreements.
3. The registration process of foreigners referred to in § 2 sec. 1 points 1, 3, 4 and 5, is coordinated by the International Relations Office in cooperation with faculties and non-university units.

§ 10

Admission of foreigners on the basis of the Rector's decision

1. The registration of foreigners applying for admission to study at the CUT on the basis of the decision of the Rector takes place on the basis of documents sent electronically. The recruitment proceedings are conducted by the Commission for Recruitment of Foreigners (hereinafter referred to as the CRF), which consists of: the Vice-Rector responsible for international cooperation (the Chairperson of the CRF) and employees of the International Relations Office (members of the CRF) whose work duties include recruitment of foreigners for the full cycle of education.
2. The dates of recruitment of foreigners for studies are set by the Rector of the CUT and announced on the website of the International Relations Office before the beginning of the recruitment process.
3. In order to enter the recruitment procedure, a foreigner applying for admission to study at the CUT on the basis of the decision of the Rector is obliged to register electronically in the eHMS/irka system by choosing a field, entering personal data and attaching a scan of the following documents in electronic form (pdf or jpg files):
 - 1) documents concerning the education referred to in § 4,
 - 2) a document certifying knowledge of the language in which the study programme referred to in § 5 will be conducted,
 - 3) a supplement or other official document containing the courses credited by the candidate, if they are not indicated in the educational document referred to in § 4:
 - a) in secondary school with the obtained grades – in the case of registration for first-cycle study programmes,
 - b) as part of the studies carried out so far, including, in particular, lectures, auditorium exercises, laboratory exercises, seminars, and projects with the obtained grades – in the case of qualification for second-cycle study programmes,
 - 4) a document presenting the applicable scale of assessments, if it is not indicated in the educational document referred to in § 4, confirmed by:
 - a) the secondary school, which the candidate graduated from– in the case of qualification for first-cycle study programmes,
 - b) by the University where the candidate graduated – in the case of qualification for second-cycle study programmes,
 - 5) a signed application for admission,
 - 6) pages with the photo and personal data from the foreigner's passport, and in the absence of it, another document confirming the candidate's identity.
4. The URL hyperlink to the eHMS/irka system can be found on the website of the Cracow University of Technology and the International Relations Office.
5. A foreigner may register for a maximum of two basic fields of study in the first or second cycle. The indicated fields of study may not include the field of study in which the candidate is currently studying at the same faculty of the CUT.
6. During the process of electronic registration, candidates (subject to section 7, 8, 9 and 9a) have the opportunity to choose at a given faculty, in addition to the basic field, an alternative field conducted at the same faculty. Candidates may be admitted to an alternative course if they fail to start their studies in the first-choice course due to too few candidates or if they fail to meet the requirements in the course, provided that they meet the requirements in the alternative course.
7. Candidates for study programmes in the field of *architecture* and for the field of *landscape architecture* at the Faculty of Architecture do not have the opportunity to choose an alternative field.
8. Candidates for studies at the Faculty of Mechanical Engineering cannot choose the field of *industrial design engineering* as an alternative course.
9. Candidates for the inter-faculty study programme *spatial management*, conducted jointly by the Faculty of Architecture, the Faculty of Civil Engineering and the Faculty of Environmental and Energy Engineering, have the right to choose an alternative study programme from among the fields offered in the recruitment at the Faculty of

Environmental and Energy Engineering and the Faculty of Civil Engineering.

- 9a. Candidates for the inter-faculty study programme *Clean Air Engineering*, conducted jointly by the Faculty of Environmental and Energy Engineering, the Faculty of Civil Engineering and the Faculty of Mechanical Engineering, have the right to choose an alternative study programme from among the fields offered in the recruitment at the Faculty of Environmental and Energy Engineering and the Faculty of Civil Engineering.
10. Upon completion of the electronic registration, the foreigner referred to in section 1, is obliged to pay a recruitment fee in the amount of:
- 1) PLN 150 (EUR 35) – *architecture* and *landscape architecture* at the Faculty of Architecture and *industrial design engineering* at the Faculty of Mechanical Engineering,
 - 2) 85 zł (20 euros) – other fields.
11. A separate recruitment fee is required for each first-choice course.
12. The recruitment fee is paid to the CUT bank account, the number of which will be provided to the candidate on the proforma invoice after a successful registration in the eHMS/irka system.
13. The recruitment fee is non-refundable.
14. The International Relations Office verifies the submitted documents in formal terms, and then submits them to the Dean of the faculty where the foreigner applies for admission to study.
- 14a. In the case of candidates recruiting for the first-cycle study programmes on the basis of a certificate, diploma or other document issued outside Poland, referred to in art. 69 subsections 2 points 4-7 of the Act of July 20 2018 Law on higher education and science, the result obtained in mathematics is converted into points on a 200-point scale by the Committee for Recruitment of Foreigners.
- 14b. The recruitment rate for applicants for the first-cycle study programmes who have passed the International Baccalaureate is determined by converting the grades obtained in the written part of the baccalaureate from the subjects applicable to candidates with the "nowa matura" certificate of maturity, according to the table below:

| Descriptive assessment | Numerical evaluation | Number of points for candidates taking the exam at the standard level (SL) | Number of points for candidates taking the exam at the higher level (HL) |
|------------------------|----------------------|--|--|
| Excellent | 7 | 100 | 200 |
| Very good | 6 | 85 | 170 |
| Good | 5 | 70 | 140 |
| Satisfactory | 4 | 50 | 100 |
| Mediocre | 3 | 30 | 60 |
| Poor | 2 | 10 | 20 |
| Very poor | 1 | 0 | 0 |

- 14c. The recruitment rate for first-cycle programmes candidates who have passed the "nowa matura" maturity exam is determined according to the following formula:

$$W = P \text{ or } W = 2R$$

where P and R are the percentage score, respectively, given on the certificate of maturity, obtained from the written part of the maturity examination in mathematics at the basic or extended level.

The number of the points, i.e. the value of the recruitment indicator, calculated in accordance with the appropriate recruitment procedure, is increased by adding points for results on the diploma confirming professional qualifications or results on the professional diploma referred to in art. 69 subsections 2 of the Act on Higher Education and Science (Journal of Laws 2022, item 572, as amended). The points awarded for the results of the professional diploma correspond to their percentage values. Points for the results on the diploma confirming professional qualifications are converted in

accordance with the provisions of the table below. If the candidate proves that they have more than one qualification on the diploma confirming the professional qualification, the results from the written part and the practical part from the qualification in which the candidate received the highest score are taken into account.

| faculty | field of study | areas of training/names of occupations | points that can be obtained based on the test result (max. 100 points) |
|--|--|---|--|
| Faculty of Civil Engineering | construction | general construction technician road construction technician railroad and engineering structures technician | $0.3 \times W_P + 0.7 \times W_{PR}$ where W_P and cW_{PR} mean percentage result obtained from the written and practical part of the examination, respectively |
| | transportation | road transport technician electrical engineering technician rail transport automation technician railway traffic control railroad transport technician ports and terminals operation technician logistics technician forwarding technician | |
| Faculty of Chemical Engineering and Technology | biotechnology chemical and process engineering chemical technology | analyst technician environmental protection technician chemical technology technician | |
| Faculty of Mechanical Engineering | automation and robotics | automation technician mechatronics technician | |
| | applied computer science | ICT technician IT technician | |
| | safety engineering | occupational health and safety technician | |
| | production engineering | mechanical technician economy technician logistics technician | |
| | mechanical engineering and machine construction | mechanical technician refrigeration and air conditioning technician | |
| | automobile vehicles | mechanical technician automotive technician | |
| | industrial systems and equipment | energy technician | |
| | means of transportation and logistics | road transport technician rail transport technician logistics technician | |

14d. The recruitment rate for applicants for the first-cycle studies who passed the maturity exam ("old maturity exam") assessed on a six-grade scale from 1 to 6 is determined by converting the math grade obtained in the written part of the maturity exam, according to the table below:

| Grade | Number of points |
|-------|------------------|
| 6.0 | 200 |
| 5.5 | 185 |
| 5.0 | 170 |
| 4.5 | 155 |
| 4.0 | 140 |
| 3.5 | 120 |
| 3.0 | 100 |
| 2.5 | 80 |
| 2.0 | 60 |

- 14e. The recruitment rate for applicants for the first-cycle studies who passed the maturity exam ("old maturity exam") assessed on a six-grade scale from 2 to 5 is determined by converting the math grade obtained in the written part of the maturity exam, according to the table below:

| Grade | Number of points |
|-------|------------------|
| 5.0 | 200 |
| 4.5 | 175 |
| 4.0 | 150 |
| 3.5 | 125 |
| 3.0 | 100 |

- 14f. In the case of candidates recruiting for second-cycle study programmes on the basis of a diploma of graduation, the recruitment procedure takes into account the average of grades obtained during the first-cycle studies.
15. The Dean or another person authorized by the Dean verifies the documents sent in terms of content and applies to the Rector of the CUT through the International Relations Office for admission or refusal to accept a foreigner referred to in section 1.
16. A foreigner qualified for studying at the Cracow University of Technology on the basis of the decision of the Rector receives a decision on admission, with the proviso that failure to complete the enrolment for studies in the relevant Dean's office within the time limit specified in the decision of the Rector will result in initiating proceedings to repeal the decision on admission.
17. A foreigner qualified to study at the University on the basis of the decision of the Rector must perform the following activities in the International Relations Office before starting the education:
- 1) present for inspection the originals of all educational documents, together with the translation referred to in § 4 sec. 9,
 - 2) submit the originals of the other documents referred to in section 3.
 - 3) submit a medical certificate (in accordance with the template developed by the International Relations Office), stating that there are no contraindications to undertake education in the chosen field and form of education – applies to candidates admitted to study programmes conducted at the Faculty of Engineering and Chemical Technology of the CUT and in the field of *nanotechnologies and nanomaterials*,
 - 4) present a document confirming the right to health insurance referred to in § 6,
 - 5) present, if required, in the case of admission to first-cycle study programmes, an administrative decision issued by the competent curator of education confirming the entitlement to apply for admission.
18. If it is not possible to obtain an administrative decision of the competent education curator or the certificate referred to in section 17 point 5 letter b, in order to enter the first-cycle courses, a certificate should be submitted to the International Relations Office by October 31 of the year concerned, confirming the submission of documents necessary to recognize a certificate or other document obtained abroad as confirming the entitlement to apply for admission in the local Board of Education.

19. In the event of failure to present the documents referred to in section 17, within the indicated time limit, as well as in the event of failure to register a foreigner qualified for studying on the basis of the decision of the Rector of the CUT, the competent Dean is obliged to:
 - 1) immediately notify the Rector of the CUT via the International Relations Office,
 - 2) remove the student from the list of students,
 - 3) note the student's deletion in the POL-on system.
20. The conditions for admission to study programmes in a given field are determined by the unit conducting these courses. These terms and conditions are published on the website of the International Relations Office.

Article 11

Charging for educational services

1. The Cracow University of Technology charges fees for educational services related to:
 - 1) education in part-time courses,
 - 2) retaking certain courses in full-time studies due to unsatisfactory learning outcomes,
 - 3) taking courses conducted in a foreign language,
 - 4) conducting classes not covered by the programme of studies,
 - 5) educating International students in full-time studies in Polish.
2. A foreigner may be exempted from the fees referred to in section 1, points 2, 3, 5, on the terms specified in the agreement between universities or an international agreement. An international student may also be exempted from these fees on the basis of:
 - 1) the Rector's administrative decision;
 - 2) a decision issued by the Minister or a decision issued by the Director of the National Agency for Academic Exchange with regard to its scholarship holders.
3. Fees for full-time courses conducted in Polish are not collected from:
 - 1) a foreigner – a citizen of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) - a party to the agreement on the European Economic Area and members of their families living in the territory of the Republic of Poland,
 - 2) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union,
 - 3) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 159 sec. 1 or Article 186 sec. 1 point 3 or 4 of the Act of December 12 2013 on foreigners (Journal of Laws of 2023, item 519, as amended),
 - 4) a foreigner who has the refugee status granted in the Republic of Poland or is provided with temporary protection or complementary protection in the territory of the Republic of Poland,
 - 5) a foreigner - the holder of a certificate confirming acquaintance with Polish as a foreign language, referred to in Article 11a section 2 of the Act of October 7, 1999 on the Polish language (Journal of Laws of 2021, item 672), at least at the C1 language proficiency level,
 - 6) the holder of the Pole's card or a person to whom a decision on the determination of Polish origin has been issued,
 - 7) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland,
 - 8) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 clause 1 or Article 151b sec. 1 of the Act of December 12 2013 on foreigners, or who has been staying on the territory of the Republic of Poland in connection with the use of long-term mobility of the researcher under the conditions set out in Art. 156b sec. 1 of this Act, or hold a national visa for the purpose of conducting scientific research or academic work.
4. An International student not listed in section 3 points 2-8 may not apply for a social

- scholarship or student loan.
5. As family members of the persons referred to in section 3, point 1, are considered the persons referred to in Article 2 point 4 of the Act of July 14 2006 on the entry into, stay in and departure from the territory of the Republic of Poland of citizens of the Member States of the European Union and their family members (Journal of Laws of 2021, item 1697, as amended).
 6. International students admitted to study at the CUT on the basis of international agreements or contracts drawn between the CUT and foreign institutions pay fees for educational services indicated in these agreements.
 7. Foreigners studying on the basis of payment are obliged to pay fees for educational services on the terms set out in § 12 and § 13. The level of tuition fees for foreigners is determined by the Rector's regulation.
 8. At the written request of a foreigner admitted on the basis of the decision of the Rector of the Cracow University of Technology, the Rector may change the financial conditions of studies if, during the course of studies, there are circumstances justifying the change of these conditions, in particular due to obtaining a document entitling the student to study on a fee-free basis.
 9. The application referred to in section 8, together with the justification and opinion of the Dean, should be submitted through the International Relations Office.
 10. Regardless of the financial rules of study:
 - 1) where the curriculum applicable to a given field of study, cycle and form of studying provides for the obligation to undertake internships, the costs related to their implementation (in particular, the costs of travel, accommodation, and meals) shall be borne by the student, unless the CUT or the faculty has funds from external sources to cover the costs of internships,
 - 2) the foreigner is obliged to have insurance against the consequences of accidents during the period of internship provided for in the curriculum, if the entity in which the student is to be an intern, makes the admission of the student conditional on the possession of such insurance,
 - 3) the foreigner incurs fees for insurance and for medical examinations required by law,
 - 4) the foreigner is obliged to document the possession of the insurance referred to in point 2 before becoming an intern in a given entity.
 11. Regardless of the financial rules of studies, the CUT charges fees for issuing the following documents related to the course of studies:
 - 1) an electronic student ID card – PLN 22 (EUR 5), PLN 33 (EUR 7.5) in the case of issuing a duplicate,
 - 2) a copy of the diploma of graduation in a foreign language, other than that issued on the basis of art. 77, section 2 of the Act on Higher Education and Science – PLN 20 (EUR 4),
 - 3) a supplement to the diploma in a foreign language, other than that issued on the basis of art. 77, section 2 of the Act on Higher Education and Science – PLN 20 (EUR 4),
 - 4) a duplicate diploma of graduation – PLN 20 (EUR 4),
 - 5) a duplicate supplement to the diploma of graduation – PLN 20 (4 euros).
 12. Fees for issuing specific documents related to the course of studies should be paid to the University's bank account before they are issued to the student. They shall not be reimbursed.

§ 12

Regulations concerning tuition fees

1. Foreigners taking up studies at the CUT on a fee basis are obliged to pay fees for:
 - 1) education in the chosen field of study, cycle and form of studying taking place in accordance with the curriculum, including the study curriculum and programme,
 - 2) education in the chosen field of study, cycle and form of studying taking place in the event of the need to supplement curricular differences,
 - 3) retaking specific classes due to unsatisfactory learning outcomes,

- 4) attending classes not covered by the study programme curriculum, including classes supplementing the learning outcomes necessary to undertake second-cycle study programmes in a specific field of study.
2. The fee referred to in section 1 point 1, is paid for the semester as a semester fee.
3. If it is necessary to supplement the curricular differences resulting from a change of University (transfer to the CUT), faculty, field or form of study, or resumption of studies, the foreign student is obliged to pay the tuition fee referred to in section 1 point 2, in proportion to the amount of the semester fee applicable in the academic year in which the curriculum differences are implemented and the number of hours of didactic classes constituting curricular differences. The amount of the individual fee paid by the student is determined by the Dean.
4. In the event of the resumption of studies, the foreigner pays:
 - 1) a semester fee, or
 - 2) a fee for retaking specific classes due to unsatisfactory learning outcomes, or
 - 3) a fee for curricular differences – depending on the progress in learning before the last removal from the list of students, determined by the Dean.
5. In the case of the implementation of some of the courses provided for in the curriculum applicable to a given field, cycle and form of studying in the higher semester or year of study, the student pays a fee in proportion to the amount of the semester fee applicable in their specific case, within the dates and mode specified in this regulation. In the following year, the semester fee is reduced in proportion to the amount paid.
6. The fee for retaking specific courses due to unsatisfactory learning outcomes is charged if it is necessary to participate in classes again in the subject (retake the subject), which the student, despite the obligation to pass, did not pass, in accordance with the study curriculum and programme applicable to a given field, cycle and form of studying, thus obtaining an unsatisfactory learning outcome.
7. The fee referred to in section 6, is collected both in the case of registration for the next semester or year of study (as part of a registration with credit debt), and in the case of the need to register for the same semester (as part of retaking a semester).
8. The rules, conditions and procedure for determining unsatisfactory learning outcomes for a course (retaking the subject, the semester) are set out in the Rules of Study at the Cracow University of Technology, respectively.
9. In the event that the student is not admitted by the Dean to the implementation of the subject being a sequence of the failed subject, the student pays a fee in proportion to the subjects actually implemented in a given semester. The amount of said fee is determined by the Dean.
10. In order to determine the amount of the fee referred to in section 1 points 3 and 4, the Rector of the CUT sets the rate for one hour of teaching classes by way of a regulation.
11. 4. The amount of the fee referred to in paragraph 1 points 3 and 4, paid by the foreigner, is determined by the Dean based on the amount of the rate specified in the regulation of the Rector of the CUT referred to in section 10, multiplying the rate for one hour of didactic classes by the number of hours of didactic classes that the foreigner is obliged to retake or which will be additionally attended.
12. The foreigner is obliged to pay the semester fee referred to in section 1 point 1, for a given semester of study no later than by the date of commencement of classes in accordance with the study programme.
13. The fee for:
 - 1) retaking specific classes due to unsatisfactory learning outcomes,
 - 2) attending classes not covered by the study programme curriculum, including classes supplementing the learning outcomes necessary to undertake second-cycle study programmes in a specific field of studyis regulated in advance until October 15 for classes carried out in the winter semester and until March 15 for classes carried out in the summer semester.
14. Fees related to the completion of studies are paid to the bank account indicated on the first page of the agreement on the conditions of payment for studies concluded between the foreigner and the CUT, represented by the Dean of the relevant faculty.

15. The relevant faculty monitors timeliness and compliance of the payment of fees.
16. In the event of retaking specific classes due to unsatisfactory learning outcomes results or attending classes not covered by the study programme curriculum, including classes supplementing the learning outcomes necessary to undertake second-cycle studies in a specific field of study in a unit other than the home faculty, the fees referred to in section 1 points 3 and 4, are paid into the bank account of this unit, according to the rates specified in the order of the Rector of the CUT applicable in this unit.
17. Proof of payment should include the following data: bank account number, the amount paid, name of the student, name of the faculty, address of residence, and title of payment.
18. A foreign student is obliged to submit a copy of proof of payment of the fee to the Dean's office of the faculty before the planned date of attending a specific class.
19. The date of payment of the fee is considered to be the date of receipt of a given amount in the bank account indicated on the first page of the agreement on the conditions of payment for studies.
20. Each delay in the payment of fees for educational services or their incomplete amount results in the CUT charging statutory interest for the delay.
21. The CUT is not responsible for the consequences of incorrect qualification of the payment, resulting from circumstances attributable to the payer, in particular as a result of entering the wrong bank account number or other data referred to in section 17 or other similar reasons.
22. In the event of failure to pay the tuition fees within the prescribed period, the Dean or another authorized person calls in writing to pay the outstanding fee within seven days from the date of delivery of the request.
23. In the case of failure to pay the tuition fees, after the deadline referred to in section 12, 13 and 22:
 - 1) the Dean of the faculty may remove a student from the list of students due to non-payment of fees related to the completion of studies,
 - 2) The CUT initiates debt collection proceedings in which it collects receivables in an amount proportional to the classes covered by the study programme and the curriculum and the costs incurred by the University.
24. Fees for educational services are not refundable, subject to section 25.
25. Tuition fees are refundable for the period of not receiving education if the foreigner:
 - 1) has received leave from classes or has been granted another break in the course of studies on the terms and in the manner specified in the study regulations, or
 - 2) resigned from studying for health reasons confirmed by a medical certificate or for other important and documented random reasons, or
 - 3) has received a decision refusing to issue a visa, as referred to in the Act of December 12 2013 on foreigners, or
 - 4) received information from the International Relations Office of the CUT about the failure to commence a study programme in a given field due to too few candidates.
- 25a. Refund of the fee referred to in §12 sec. 25 occurs at the written request of the interested party, subject to section 25b.
- 25b. Due to the fact referred to in section 25 points 3 and 4, the tuition fee reimbursement application should be submitted to the International Relations Office by October 31 (applies to studies starting in the winter semester) or March 31 (applies to studies commencing in the summer semester), respectively. Applications submitted after that date will be rejected.
26. The conditions for collecting fees related to the completion of studies are set out in an agreement between a foreigner and the Cracow University of Technology, the template of which is set out in a separate regulation by the Rector of the CUT.
27. In justified cases, the Rector of the University, at the request of an international student, approved by the Dean of the faculty, may extend the deadline for payment of the fee or agree to pay the fee in instalments.

§ 13 **Exemption from tuition fees**

1. The Rector may exempt in full or reduce the tuition fee upon a written documented request in this matter, approved by the relevant Dean in the case of foreigners studying at the Cracow University of Technology on a fee basis, and in the case of international students who:
 - 1) are in a difficult financial situation, or
 - 2) undertake, on a paid basis, education in another field of study or education in another form, or
 - 3) have been granted subsidiary protection in the territory of the Republic of Poland, or
 - 4) actively promote studying at the CUT as part of the initiative of the *CUT International Ambassadors* conducted by the International Relations Office, and as a result of their activities, at least one (1) foreigner started studying at the CUT and, by the time of submitting the said application, successfully completed at least one (1) semester of study.
2. The application referred to in section 1, together with the justification and opinion of the Dean, should be submitted through the International Relations Office.
3. Exemption from the fee in full or reduction of the fee for the first semester of study is not allowed, subject to section 4.
4. It is possible to apply for a fee reduction also for the first semester of studies, in the case of foreigners in a difficult financial situation:
 - 1) graduates of first- or second-cycle study programmes at the CUT, continuing their studies at the University, whose average grades during the course of study were not less than 4.0,
 - 2) first- or second-cycle graduates from foreign universities with whom the CUT has signed cooperation agreements specifying detailed conditions for undertaking education at the University.
5. Applications for exemption from the fee in full or reduction of the fee should be submitted no later than 14 days from the date of registration for the next semester.
6. The application should be accompanied by any documents confirming the difficult financial situation of the foreigner, in particular a certificate of income obtained by the student or by members of the student's family, death certificates of an immediate family member, employment contract of the student or members of the student's family, and in the case of applying for a reduction in the fee for the first semester of study, also documents confirming the circumstances referred to in section 4.
7. Documents referred to in para. 6, should be submitted in the original along with a translation into Polish or English, subject to section 8.
8. In exceptional, particularly justified cases, it is allowed to submit copies of the documents referred to in section 6, also electronically, whereby the student is obliged to provide the original documents for inspection to the International Relations Office no later than 14 days from the submission of the application referred to in section 1. In the event of failure to provide the original documents within the specified period, the student loses the right to exemption from the fee in full or a reduction of the fee.
9. Documents referred to in para. 6, must be issued no earlier than three months before the date of submission of the application referred to in paragraph 1.
10. In the case of a favourable decision of the Rector of the CUT, the change in the rules of payment for studies applies from the semester following the date of the said decision.

§ 14 **Rights and obligations of international students**

1. The organization and course of studies and the related rights and obligations of students, including foreigners, are specified in the Rules of Study at the Cracow University of Technology in Cracow, subject to sec. 2 and 3.
2. The resumption of studies takes place on the basis of the Dean's decision.

3. A transfer takes place on the basis of the decision of the Dean of the receiving faculty.
4. Undertaking studies in another field is only allowed through the recruitment procedure on the terms referred to in this regulation.
5. An international student is obliged to submit valid and up-to-date documents entitling the student to legal residence in the territory of the Republic of Poland, free education at full-time study programmes with Polish as the instruction language, as well as confirming the right to health insurance in the territory of the Republic of Poland when previous documents have expired.
6. The CUT delivers correspondence intended for an international student to the correspondence address indicated in the contract. The international student is obliged to inform the University about the change of this address and e-mail address in writing, by registered letter or by submitting an information letter in person at the Dean's office with confirmation of receipt by the Dean's office employee within seven days from the date of change of address.

§ 15

Responsibilities of the CUT faculties with regard to international students

The Dean is obliged to notify the Rector in writing, through the International Relations Office, of each change in the course of studies of a foreigner, in particular of graduation, deletion from the list of students, resumption of studies, leave granted from classes, retaking classes, semester, change of University, field and type of studies.

§ 16

The Rector may authorize the relevant Vice-Rector to make decisions and settlements on behalf of the Rector in matters concerning foreigners to the extent specified in these rules.