

Rules for undertaking and pursuing 1st and 2nd cycle study programmes at Cracow University of Technology by persons who are not Polish citizens

Art. 1

General principles

1. Foreign nationals may undertake and pursue 1st and 2nd cycle study programmes at Cracow University of Technology (hereinafter referred to as CUT) based on these rules.
2. A foreign national is anyone who does not hold Polish citizenship.
3. The International Relations Office conducts the recruitment procedure for foreign nationals.

Art. 2

Basis for admission to a study programme

1. Foreign nationals may undertake and pursue studies based on:
 - 1) international agreements, under the terms specified in those agreements,
 - 2) agreements concluded with foreign entities by CUT, under the terms specified in those agreements,
 - 3) decisions of the minister,
 - 4) decisions of the director of the National Agency for Academic Exchange regarding its scholarship holders,
 - 5) administrative decisions of the Rector of CUT.
2. The minister may grant a foreign national a scholarship, funding, or co-funding for the costs of educational services and a flat rate for travel, living, and accommodation costs. Financial resources are disbursed through NAWA.

Art. 3

Formal requirements

1. A foreign national may undertake and pursue studies at CUT on condition that they hold:
 - 1) a passport or other identity document,
 - 2) confirmation of legal residence in the territory of the Republic of Poland,
 - 3) documents regarding the obtained education,
 - 4) documents confirming proficiency in the language of instruction of the study programme,
 - 5) documents confirming possession of health insurance in the territory of the Republic of Poland.
2. Candidates for the study programme of *Civil Engineering* conducted in the form of part-time studies for whom classes in the first year are conducted in Ukrainian are required to submit to the International Relations Office the document referred to in Art. 5(1) point 6 by 30th June 2025.
3. Where a foreign national will be exposed to harmful or burdensome factors, or to health hazards during their studies, they may undertake these studies if they demonstrate an appropriate health condition, documented by a medical certificate referred to in regulations issued under Art. 6(5) of the Act of 27th June 1997 on occupational medicine service (J. of L. of 2022, item 437), stating the absence of health contraindications to undertaking these studies.
4. Candidates who have not reached the age of 18 by the start of their studies are required, during the recruitment stage, to present written consent from a parent to undertake the studies and, additionally, at the time of submitting the original documents to the International Relations Office, to present a declaration from the parent appointing an adult representative residing in Poland to represent the minor student until they reach majority. The requirement to submit a declaration appointing a representative does not apply to a minor student whose parent resides within the territory of Poland.

Art. 4

Documents related to the previously obtained education

1. Foreign nationals may be admitted to a 1st cycle study programme if:
 - 1) they hold the following documents issued in the Republic of Poland:
 - a) a secondary school leaving certificate, or
 - b) a secondary school leaving certificate and a certificate of results from the *matura* examination in individual subjects as referred to in the Act of 7th September 1991 on the education system (J. of L. of 2022, item 2230), or
 - c) a secondary school leaving certificate and a diploma confirming vocational qualifications in the profession taught at the technician level as referred to in the legal provisions on the education system, or
 - d) a secondary school leaving certificate and a professional diploma in the profession taught at the technician level as referred to in the legal provisions on the education system, or
 - e) a secondary school leaving certificate and a certificate of results from the *matura* examination in individual subjects, and a diploma confirming vocational qualifications in the profession taught at the technician level as referred to in the legal provisions on the education system, or
 - f) a secondary school leaving certificate and a certificate of results from the *matura* examination in individual subjects, and a professional diploma in the profession taught at the technician level, as referred to in the legal provisions on the education system, or
 - 2) they hold:
 - a) a certificate or other document or diploma as referred to in Art. 93(1) of the Act of 7th September 1991 on the education system, recognised in the Republic of Poland as confirming the right to apply for admission to a 1st cycle or uniform master's degree study programme, or
 - b) a certificate or other document issued abroad by a school or educational institution recognised by the country in whose territory or education system it operates, recognised in the Republic of Poland as confirming the right to apply for admission to a 1st cycle or uniform master's degree study programme based on international agreements referred to in Article 93(2) of the Act of 7th September 1991 on the education system, or
 - c) a certificate or other document issued abroad by a school or educational institution recognised by the country in whose territory or education system it operates, and an administrative decision referred to in Article 93(3) of the Act of 7th September 1991 on the education system confirming the right to apply for admission to a 1st cycle or uniform master's degree study programme in the Republic of Poland, or
 - d) a foreign certificate or other document recognised as equivalent to a Polish secondary school leaving certificate under the regulations in force until 31st March 2015, and
 - 3) they demonstrate the aptitude to undertake the study programme as required by CUT.
- 1a. Candidates who hold a secondary school diploma from Ukraine are required to present results from the ZNO exam, with particular emphasis on the score in mathematics. Results from exams taken within the past 5 years are recognised. Due to the armed conflict in the territory of Ukraine, the requirement to present results from the ZNO exam does not apply to candidates who completed secondary school in 2022 or later. These candidates are obliged to present results from the NMT exam (Національний мультипредметний тест), with particular emphasis on the score in mathematics. The NMT results are converted to the basic level of the Polish *matura* exam.
- 1b. Candidates who hold a secondary school diploma from Belarus are required to present results from the CT exam, with particular emphasis on the score in mathematics. Results from exams taken within the past 5 years are recognised. Where candidates are unable to present the original copy of their CT exam due to the current political

situation in their country, the grades on the high school diploma from Belarus are taken into account in the recruitment process, with particular emphasis on the mathematics score, which are then converted to the basic level of the Polish *matura* exam.

- 1c. Candidates who hold a secondary school diploma from Russia are required to present results obtained in the Uniform State Exam JeGE (ЕГЭ), with particular emphasis on the score in mathematics. Results from exams taken within the past 5 years are recognised.
- 1d. Candidates who hold a secondary school diploma from the USA are required to present results obtained in the SAT Subject Test or ACT, with particular emphasis on the score in mathematics.
- 1e. Candidates who hold a secondary school diploma from Turkey are required to present results obtained in the Yükseköğretim Kurumları Sınavı (YKS) exam, with particular emphasis on the score in mathematics.
- 1f. Candidates who hold a secondary school diploma from Kazakhstan are required to present results obtained in the national uniform test Единое национальное тестирование (ЕНТ), with particular emphasis on the score in mathematics. Results from exams taken within the past 5 years are recognised.
- 1g. Candidates who hold a secondary school diploma from Vietnam are required to present results obtained in the national test Kỳ thi trung học phổ thông quốc gia, with particular emphasis on the score in mathematics.
- 1h. Candidates who hold a secondary school diploma from Nigeria are required to present results obtained in the Unified Tertiary Matriculation Examination (UTME), with particular emphasis on the score in mathematics.
- 1i. Candidates who hold a secondary school diploma from Spain are required to present results obtained in one of the following exams: 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 score in mathematics.
- 1j. Candidates holding a high school diploma from a country not listed in points 1a - 1i, where admission to a study programme requires presentation of results obtained in an additional exam, are required to present these results, with particular emphasis on the score in mathematics, during the recruitment stage for a study programme at CUT.
2. The documents referred to in para. 1 pt. 2 and in para. 8 pt. 1 letter b must be legalised 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) a diplomatic representation or consular office of the country in whose territory or 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 Association (EFTA) - a party to the agreement on the European Economic Area or a member state of the Organisation for Economic Co-operation and Development (OECD).
3. If the documents referred to in para. 1 pt. 2 and in para. 8 pt. 1 letter b were issued by a school or educational institution operating within the education system of a state that is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague on 5th October 1961 (J. of L. of 2005, No. 112, items 938 and 939), they must be submitted together with an apostille placed on the document or attached to it.
4. Legality of the documents referred to in para. 1 pt. 2 and in para. 8 pt. 1 letter b may be confirmed by the Committee for the Recruitment of Foreign Nationals referred to in Art. 10(1).
5. In the case of foreign nationals referred to in Art. 93a of the Act of 7th September 1991 on the education system, i.e. individuals who have been granted refugee status or complementary protection, or who have been granted temporary residence permits due to being granted refugee status or complementary protection, or who have been

- adversely affected by armed conflicts, natural disasters, or other humanitarian crises caused by nature or humans, the education obtained abroad by these individuals or the title to continue education obtained abroad, including the eligibility to apply for admission to a study programme, may be confirmed in the Republic of Poland by an administrative decision issued by the competent chief education officer as primary, lower secondary, vocational, basic vocational, secondary vocational, or upper secondary education, or as giving the title to continue education in the Republic of Poland.
6. Foreign nationals referred to in Art. 93a of the Act of 7th September 1991 on the education system may be admitted to a 1st cycle or uniform master's degree study programme if they have an administrative decision issued by the competent chief education officer confirming their eligibility to apply for admission to this study programme and demonstrate the aptitude to undertake this programme as required by CUT.
 7. In the case referred to in para. 6, the foreign national submits the decision no later than at the end of the first semester of studies. Failure to submit the decision within the specified period shall result in initiation of the procedure for removal from the list of students.
 8. A foreign national may be admitted to a 2nd cycle study programme if:
 - 1) they hold a diploma confirming completion of a 1st cycle or a uniform master's degree study programme issued:
 - a) in the Republic of Poland, or
 - b) abroad and recognised in the Republic of Poland under Article 326(1) and (2) of the Law on Higher Education and Science as qualifying for admission to a 2nd cycle study programme,
 - 2) they demonstrate the aptitude to undertake this programme as required by CUT.
 9. CUT requests the translation into Polish of the documents referred to in para. 1 pt. 2 and para. 8 pt. 1 letter b prepared by:
 - 1) a person entered on the list of sworn translators kept by the Minister of Justice,
 - 2) a person registered as a sworn translator in a member state of the European Union, a member state of the European Free Trade Association (EFTA) – party to the agreement on the European Economic Area, or a member state of the Organisation for Economic Co-operation and Development (OECD),
 - 3) a consul of the Republic of Poland competent for the country in whose territory or education system the certificate was issued,
 - 4) a diplomatic representation or consular office of the country in whose territory or education system the certificate was issued, accredited in the Republic of Poland.
 - 9a. The requirement to present a sworn translation into Polish does not apply to documents issued in English submitted by candidates for 2nd cycle study programmes and by those candidates for 1st cycle study programmes who are not subject to the obligation referred to in para. 10 and at website <https://kuratorium.krakow.pl/wp-content/uploads/2023/06/z-mocy-prawa-1.pdf>.
 10. In the case of certificates or other documents referred to in Art. 93(3) of the Act of 7th September 1991 on the education system, a foreign national presents an administrative decision of the competent chief education officer confirming their eligibility to apply for admission to a study programme in the Republic of Poland no later than at the end of the first semester of studies.
 11. Should there be any doubt regarding a foreign certificate, higher education diploma, or other document obtained abroad granting the title to apply for admission to a study programme, CUT may apply to the chief education officer competent for the place of residence of the document holder or to the chief education officer in Krakow, respectively, or to NAWA, or to the consular office in the Republic of Poland of the country issuing the certificate or other document or the country where the education or qualifications to continue education were obtained, respectively, or to the consular office of the Republic of Poland whose territorial jurisdiction covers the country issuing the certificate or other document or the country where the education or qualifications to continue education were obtained, respectively, to confirm the authenticity of the issued

document.

Art. 5 Rules of language proficiency confirmation

1. Foreign nationals may undertake study programmes with Polish as the language of instruction if:
 - 1) they complete a preparatory course for undertaking studies in Polish at institutions designated by the minister competent for higher education, obtaining a certificate confirming their proficiency in Polish corresponding to level B2, or
 - 2) they hold a certificate confirming their proficiency in Polish at least at the language proficiency level B1, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
 - 3) they hold a certificate confirming their proficiency in Polish corresponding to level B2 issued by an institution accredited by the National Agency for Academic Exchange (NAWA), or
 - 4) they have a secondary school leaving certificate issued in the Polish education system, or
 - 5) they have completed a secondary school abroad where classes were conducted in Polish, or
 - 6) they hold a certificate confirming their proficiency in Polish corresponding to level B2 issued by the CUT International Education Centre (IEC), the rules for issuing the aforementioned certificates are specified in para. 1a.
- 1a. The International Education Centre issues a certificate confirming proficiency in Polish corresponding to level B2 in compliance with the following rules:
 - 1) the IEC organizes language competency exams for foreign nationals – candidates for study programmes in Polish. The exam consists of a written part (listening, reading, grammatical-lexical part) and an oral part (testing communicative skills). Having passed the exam, the candidate will receive a certificate confirming proficiency in Polish corresponding to level B2,
 - 2) the exam is administered online, in real-time, in the presence of two examiners,
 - 3) the exam takes place five times a year: between 16th and 22nd January, between 7th and 13th February, between 20th and 25th May, between 23rd and 30th June, between 16th and 22nd August, and between 20th and 25th November. Applications for the exam are accepted until 15th January, 15th May, 22nd June, 15th August, or 15th November; exam result certificates are issued by 24th January, 31st May, 5th July, 24th August, and 30th November, respectively.
 - 4) the fee of 220 PLN or 50 EUR for administration of the competency exam and issuing the certificate must be transferred to one of the Cracow University of Technology accounts:
PLN: PL09 2490 0005 0000 4600 1012 1826
EUR: PL60 2490 0005 0000 4600 9706 6858
SWIFT: ALBPPLPW
The payment title should read as follows: MCK – J.POL EGZ – candidate's last name, first name. The condition necessary to be admitted to the competency exam is sending a scan of the payment receipt to mck@pk.edu.pl and having it credited to one of the above CUT accounts before 16th January, 7th February, 20th May, 23rd June, 16th August, or 20th November, respectively.
 - 5) before making the payment referred to in point 4, the candidate is required to send an email to the CUT International Relations Office to inform them about the intent to take the language competency exam at CUT IEC.
2. Foreign nationals may be admitted to study programmes with a foreign language of instruction if:
 - 1) they hold a document confirming proficiency in the foreign language which will be the language of instruction at the relevant study programme, as specified in the regulations issued under Art. 47 of the Act of 21st November 2008 on civil service (J. of L. of 2022, item 1691), or

- 2) they hold a certificate, diploma, or other document confirming completion of secondary education abroad where classes were conducted in the same foreign language which will be the language of instruction at the study programme, or
 - 3) they hold a certificate issued by the CUT Foreign Languages Centre (FLC) certifying proficiency in English at level B2; the rules for issuing such certificates are specified in para. 3.
3. The Foreign Languages Centre issues a certificate specifying English language proficiency at the B2 level according to the following rules:
- 1) the FLC organizes language competency exams for foreign nationals – candidates for study programmes in English. The exam consists of a written part (listening, reading, grammatical-lexical part) and an oral part (testing communicative skills). Having passed the exam, the candidate will receive a certificate confirming proficiency in English corresponding to level B2,
 - 2) the exam is administered online, in real-time, in the presence of two examiners,
 - 3) the exam takes place five times a year: between 16th and 22nd January, between 7th and 13th February, between 20th and 25th May, between 23rd and 30th June, between 16th and 22nd August, and between 20th and 25th November; applications for the exam are accepted until 15th January, 15th May, 22nd June, 15th August, or 15th November; exam result certificates are issued by 24th January, 31st May, 5th July, 24th August, and 30th November, respectively.
 - 4) the fee of 220 PLN or 50 EUR for administration of the competency exam and issuing the certificate must be transferred to one of the Cracow University of Technology accounts:
PLN: PL09 2490 0005 0000 4600 1012 1826
EUR: PL40 2490 0005 0000 4600 3419 4146
SWIFT: ALBPPLPW
The payment title should read as follows: SJO – J.ANG EGZ – candidate's last name, first name. The condition necessary to be admitted to the competency exam is sending a scan of the payment receipt to o-3@pk.edu.pl and having it credited to one of the above CUT accounts before 16th January, 7th February, 20th May, 23rd June, 16th August, or 20th November, respectively.
 - 5) before making the payment referred to in point 4, the candidate is required to send an email to the CUT International Relations Office to inform them about the intent to take the English competency exam at CUT FLC.

Art. 6 Insurance for foreign nationals

Foreigners may be admitted to a study programme if:

- 1) they have health insurance or the European Health Insurance Card for the given academic year, or
- 2) they are covered by public health insurance within the meaning of the provisions of the Act of 27th August 2004 on health care services financed from public funds (J. of L. of 2022, item 2561, as amended), or
- 3) they have a confirmation from the insurer that the medical costs incurred in the territory of the Republic of Poland will be covered up to 30,000 euros, valid for the planned period of the foreign national's stay in the territory of the Republic of Poland, including all expenses that may arise during the stay in this territory due to the need for return travel for medical reasons, urgent medical assistance, emergency hospital treatment, or death, in which the insurer undertakes to cover the costs of health care services provided directly to the insured by the entity providing such services, based on an invoice issued by this entity.

Art. 7 Foreign nationals recruitment time schedule

1. Electronic registration of foreign nationals for study programmes is conducted within the

following periods:

- 1) 1st May - 31st July of the calendar year in which a study programme begins (recruitment for study programmes starting in the winter semester), with the following exceptions:
 - 1st May to 23rd June until 3:00 PM CEST - electronic registration for the following full-time 1st cycle study programmes in Polish: *computer science*, *mathematics*, and *applied mathematics*,
 - 1st May to 11th July - electronic registration for the full-time 1st cycle study programme of *industrial design engineering*,
 - 2) 15th October of the calendar year preceding the year of the study programme commencement - 5th February of the calendar year in which the study programme begins (recruitment for programmes starting in the summer semester).
2. Detailed conditions, procedure, method of conducting, as well as the start and end date of recruitment for the first year of full-time and part-time 1st and 2nd cycle study programmes starting in the winter semester of the academic year 2024/25 are specified in Attachment no. 2 to the Regulation no. 29 of the Rector of CUT of 19th April 2024 on the rules for undertaking and pursuing 1st and 2nd cycle study programmes at Cracow University of Technology by persons who are not Polish citizens.
 3. Candidates are required to attach scans of the documents referred to in Art. 3(1) points 1, 3, 4, during the electronic registration for study programmes.
 4. Candidates are required to submit the originals of the documents referred to in Art. 3 to the International Relations Office along with a confirmation of payment of the recruitment fee and the fee for the first semester of studies, by the date when they start education at Cracow University of Technology.
 5. Should a candidate fail to submit the documents referred to in Art. 3 within the time limit specified in para. 4, they will not be allowed to take the oath, and thus will not acquire student rights.
 6. The obligation to pay the fee for the first semester of studies by the date they start education at Cracow University of Technology applies to candidates admitted to a study programme on a fee-paying basis.

Art. 8

Qualification of foreign nationals based on agreements concluded by CUT with foreign entities

1. Qualification of foreign nationals for study programmes at CUT based on agreements concluded by CUT with foreign entities is carried out in compliance with the rules specified in these agreements.
2. The process of qualifying foreign nationals admitted based on agreements concluded by CUT with foreign entities is coordinated by the International Relations Office in cooperation with the faculties.

Art. 9

Qualification of foreign nationals based on the decision of the minister or the director of NAWA, or based on international agreements

1. Qualification of foreign nationals for study programmes at CUT based on the decision of the minister competent for higher education or the decision of the director of NAWA is regulated by separate provisions.
2. Qualification of foreign nationals for study programmes at CUT based on international agreements is conducted in compliance with the rules specified in these agreements.
3. The process of qualifying foreigners referred to in Art. 2 para. 1 points 1, 3, 4, and 5 is coordinated by the International Relations Office in cooperation with faculties and non-university entities.

Art. 10

Qualification of foreign nationals based on the decision of the Rector of CUT

1. Qualification of foreign nationals applying for admission to study programmes at CUT based on the decision of the Rector of CUT is conducted considering documents submitted electronically. The qualification procedure is carried out by the Committee for the Recruitment of Foreign Nationals (hereinafter referred to as the CFR), composed of: the vice-rector competent for international cooperation (head of the CFR) and employees of the International Relations Office (members of the CFR) responsible for the recruitment of foreign nationals for the full cycle of education.
2. The time schedules for the qualification of foreign nationals for study programmes are determined by the Rector of CUT and announced at the website of the International Relations Office before the start of the qualification procedure.
3. In order to participate in the qualification procedure, a foreign national applying for admission to a study programme at CUT based on the decision of the Rector of CUT is required to register electronically in the eHMS/irka system by selecting the programme, entering their personal data, and attaching scans of the following documents in the electronic form (pdf or jpg files):
 - 1) documents concerning the completed level of education referred to in Art. 4,
 - 2) a document certifying proficiency in the language of instruction of the study programme referred to in Art. 5,
 - 3) an academic transcript or other official document specifying the courses completed by the candidate if they are not indicated in the document confirming the education level referred to in Art. 4:
 - a) in secondary school, along with obtained grades – for admission to 1st cycle study programmes,
 - b) as part of the hitherto completed studies, including – in particular – lectures, auditory classes, laboratory classes, seminars and projects, along with obtained grades – for admission to 2nd cycle study programmes,
 - 4) a document presenting the applicable grading scale if it is not indicated in the document certifying the education level referred to in Art. 4, confirmed by:
 - a) the secondary school the candidate graduated from – for admission to 1st cycle study programmes,
 - b) the university the candidate graduated from – for admission to 2nd cycle study programmes,
 - 5) a signed application for admission to a study programme,
 - 6) the page from the passport with the photo and personal data, or – in the absence thereof – another document confirming their identity.
4. The link to the eHMS/irka system is provided at the website of Cracow University of Technology and the International Relations Office.
5. A foreign national may register for a maximum of two primary 1st or 2nd cycle study programmes. The indicated study programmes may not include the programme that the individual is currently studying at the same faculty of Cracow University of Technology.
6. During electronic registration for study programmes (subject to paragraphs 7, 8, 9, and 9a), candidates have the option to select an alternative programme offered by the same faculty, in addition to the primary programme. Candidates may be admitted to the alternative programme should the primary programme fail to be launched due to an insufficient number of candidates, or the candidate fails to meet the requirements for the primary programme, providing that they meet the requirements for the alternative programme.
7. Candidates for Architecture and Landscape Architecture at the Faculty of Architecture do not have the option to choose an alternative programme.
8. Candidates for study programmes at the Faculty of Mechanical Engineering cannot choose Industrial Design Engineering as an alternative programme.
9. Candidates for the inter-faculty programme of Spatial Management, offered jointly by the Faculty of Architecture, the Faculty of Civil Engineering, and the Faculty of Environmental Engineering and Energy, have the right to choose an alternative programme from among the programmes offered by the Faculty of Environmental Engineering and Energy and the Faculty of Civil Engineering.
- 9a. Candidates for the inter-faculty programme of Clean Air Engineering, offered jointly by

the Faculty of Environmental Engineering and Energy, the Faculty of Civil Engineering, and the Faculty of Mechanical Engineering, have the right to choose an alternative programme from among the programmes offered by the Faculty of Environmental Engineering and Energy and the Faculty of Civil Engineering.

10. After completing the electronic registration, the foreign national referred to in para. 1 is required to pay the recruitment fee in the amount of:

- 1) 150 PLN (35 euros) – Architecture and Landscape Architecture programmes at the Faculty of Architecture and Industrial Design Engineering at the Faculty of Mechanical Engineering,
- 2) 85 PLN (20 euros) – other programmes.

11. Separate recruitment fees are required for each selected primary programme.

12. The recruitment fee is paid into the CUT bank account, the number of which will be provided to the candidate on the pro forma invoice after successful registration in the eHMS/irka system, or by online payment by clicking the *Przelewy24* icon in the *Payments* tab after logging into the eHMS/irka account. The online payment regulations are available at the website:

https://www.pk.edu.pl/images/PK18/wspolpraca/Regulamin_patnoci_w_walucie_Euro_dla_zagranicznych_kandydatow_i_studentow_Politechniki_Krakowskiej.pdf

13. The recruitment fee is non-refundable.

14. The International Relations Office verifies the submitted documents formally, and they are subsequently forwarded to the dean of the faculty where the foreign national is applying for admission to a study programme.

14a. In the case of candidates applying for a 1st cycle study programme based on a certificate, diploma, or other document issued outside Poland, as referred to in Art. 69(2) points 4–7 of the Act of 20th July 2018 Law on Higher Education and Science, the score obtained in mathematics is converted into points on a 200-point scale by the Committee for Recruitment of Foreign Nationals.

14b. The recruitment indicator for candidates for 1st cycle study programmes who took the International Baccalaureate (IB) is established by converting the grades obtained in the written part of the exam on the subjects mandatory for candidates who took the "new matura" exam using the table below:

Descriptive grade	Numerical grade	Number of points for candidates taking the standard level exam (SL)	Number of points for candidates taking the higher level exam (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 indicator for candidates for 1st cycle study programmes who took the matura exam (the "new matura") is determined by the following formula:

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

where P and R denote the percentage result indicated on the matura certificate, obtained from the written part of the matura exam in mathematics at the basic or advanced level, respectively.

To the number of points constituting the value of the recruitment indicator, calculated according to the appropriate recruitment procedure, points for results on the certificate confirming vocational qualifications or results on the vocational diploma are added, as referred to in Art. 69(2) of the Law on Higher Education and Science (J. of L. of 2022,

item 572, as amended). Points awarded for results on the vocational diploma correspond to their percentage value. Points awarded for results on the certificate confirming vocational qualifications are converted according to the provisions in the table below. Where a candidate holds more than one documented qualification on the certificate confirming vocational qualifications, results from the written and practical parts of the qualification are taken into account from which the candidate obtained the highest score.

faculty	programme	educational fields/names of professions	points possible to obtain based on the exam results (max. 100 pts.)
Faculty of Civil Engineering	Civil Engineering	building technician road construction technician railroad and engineering structures technician	$0,3 \times W_P + 0,7 \times W_{PR}$ where W_P i W_{PR} indicate the percentage result obtained from the written and practical part of the exam, respectively
	Transportation	road transportation technician rail transportation electrical technician railway traffic control automation technician rail transportation technician technician in the operation of ports and terminals logistics technician freight forwarding technician	
Faculty of Chemical Engineering and Technology	Biotechnology Chemical and Process Engineering Chemical Technology	analytical technician technician of environmental protection technician of chemical technology	
Faculty of Mechanical Engineering	Automation and Robotics	automation technician mechatronics technician	
	Applied Computer Science	teleinformatics technician IT technician	
	Security Engineering	security and work safety technician	
	Production Engineering	mechanical technician economic technician logistics technician	
	Mechanics and Machine Design	mechanical technician refrigeration and air conditioning technician	
	Motor Vehicles	mechanical technician automotive technician	
	Industrial Systems and Equipment	Power engineering technician	
	Means of Transportation and Logistics	road transportation technician rail transportation technician logistics technician	

14d. The recruitment indicator for candidates applying for 1st cycle study programmes who took the matura exam ("the old matura") assessed on a six-point scale from 1 to 6, is determined by converting the grade in mathematics obtained in the written part of the matura 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 indicator for candidates applying for 1st cycle study programmes who took the matura exam ("the old matura") assessed on a four-point scale from 2 to 5, is determined by converting the grade in mathematics obtained in the written part of the matura 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 applying for 2nd cycle study programmes based on a completed 1st cycle degree, the recruitment process takes into account the average grade obtained during the 1st cycle study programme.

15. The Dean or another person authorized by them verifies the submitted documents in terms of substance and proposes to the Rector of CUT, through the International Relations Office, to grant or refuse admission to the foreign national referred to in para. 1.

16. The foreign national qualified for a study programme at CUT based on the decision of the Rector of CUT receives the decision on admission, with the reservation that failure to enrol in the study programme at the relevant dean's office within the time limit specified in the decision of the Rector of CUT will initiate the procedure to revoke the decision on admission.

17. The foreign national admitted to a study programme at CUT based on the decision of the Rector of CUT must complete the following formalities at the International Relations Office before the commencement of education:

- 1) present for inspection the originals of all documents confirming the level of education, along with translations as referred to in Art. 4(9),
- 2) submit the originals of the remaining documents referred to in para. 3,
- 3) submit a medical certificate (in compliance with the template developed by the International Relations Office), confirming the absence of contraindications to undertaking education in the chosen programme and form of education – applies to candidates admitted to programmes offered by the Faculty of Chemical Engineering and Technology of CUT and the programmes of Nanotechnology and Nanomaterials,
- 4) present a document confirming the right to health insurance referred to in Art. 6,
- 5) present, if required, in the case of enrolment into a 1st cycle study programme – an administrative decision issued by the competent chief education officer confirming

their eligibility to apply for admission to study programmes.

18. Where it is impossible to obtain an administrative decision from the competent chief education officer or a certificate referred to in para. 17 point 5 letter b, in order to enrol into a 1st cycle study programme, it is necessary to submit to the International Relations Office, by 31st October of a given year, a certificate confirming the submission to the chief education officer of the documents required for the recognition of the certificate or other document obtained abroad as confirming the eligibility to apply for admission to a study programme.
19. Should a candidate fail to submit the documents referred to in para. 17 within the specified time limit, or should the foreign national qualified for a study programme based on the decision of the Rector of CUT fail to enrol, the competent dean is required to:
 - 1) immediately notify the Rector of CUT through the International Relations Office,
 - 2) remove the student from the list of students,
 - 3) register the removal of the student in the POL-on system.
20. The conditions for admission to a specific study programme are determined by the entity offering the programme. These conditions are published at the website of the International Relations Office.

Art. 11

Charging fees for educational services

1. CUT charges fees for educational services related to:
 - 1) providing education to part-time students,
 - 2) retaking individual courses by full-time students due to unsatisfactory academic performance,
 - 3) providing education in study programmes with a foreign language of instruction,
 - 4) offering courses not covered by the programme curriculum,
 - 5) providing education to full-time foreign students in study programmes in Polish.
2. A foreign national may be exempted from the fees referred to in para. 1 points 2, 3, and 5 under the terms specified in an agreement between universities or an international agreement. Exemption of a foreign national from these fees may also occur based on:
 - 1) an administrative decision of the rector,
 - 2) a decision of the minister or the director of NAWA, in relation to its scholarship holders.
3. No tuition fees are charged for full-time study programmes in Polish to:
 - 1) foreign nationals - citizens of a European Union member state, the Swiss Confederation, or a member state of the European Free Trade Association (EFTA) - parties to the agreement on the European Economic Area and their family members residing in the territory of the Republic of Poland,
 - 2) foreign nationals who have been granted a permanent residence permit, or long-term residents of the European Union,
 - 3) foreign nationals who have been granted a temporary residence permit in connection with circumstances referred to in Art. 159(1) or Art. 186(1)(3) or (4) of the Act of 12th December 2013 on Foreign Nationals (J. of L. of 2023, item 519, as amended),
 - 4) foreign nationals who have refugee status granted in the Republic of Poland or benefit from temporary protection or complementary protection on the territory of the Republic of Poland,
 - 5) foreign nationals - holders of a certificate confirming proficiency in Polish as a foreign language referred to in Art. 11a(2) of the Act of 7th October 1999 on the Polish Language (J. of L. of 2021, item 672), at least at the language proficiency level C1,
 - 6) holders of the Polish Card or persons who have been granted a decision confirming Polish descent,
 - 7) foreign nationals who are a spouse, ascendant, or descendant of a Polish citizen residing on the territory of the Republic of Poland,
 - 8) foreign nationals who have been granted a temporary residence permit in

connection with circumstances referred to in Art. 151(1) or Art. 151b(1) of the Act of 12th December 2013 on foreign nationals, or who stay on the territory of the Republic of Poland based on short-term mobility related to research under the conditions specified in Art. 156b(1) of this Act, or holding a national visa for carrying out scientific research or development work.

4. Foreign nationals not mentioned in para. 3 pts 2-8 are not eligible to apply for welfare support or student loans.
5. Family members of individuals referred to in para. 3 pt. 1 are considered persons listed in Art. 2, point 4 of the Act of 14th July 2006 on the terms of entry into, stay in, and departure from the Republic of Poland for citizens of EU Member States and their family members (J. of L. of 2021, item 1697, as amended).
6. Foreign nationals undertaking studies at CUT based on international agreements or agreements concluded by CUT with foreign entities pay fees for educational services specified in those agreements.
7. Foreign nationals undertaking studies on a fee-paying basis are required to pay fees for educational services in compliance with the provisions of Art. 12 and Art. 13. The amount of fees for study programmes for foreigners is determined by a separate regulation of the Rector of CUT.
8. The Rector of CUT, upon a written request from a foreign national admitted based on the decision of the Rector of CUT, may change the financial conditions of studies if circumstances arise during the course of studies justifying a change in these conditions, particularly due to obtaining a document entitling the student to study free of charge.
9. The application referred to in para. 8, along with a statement of reasons and the opinion of the competent dean, must be submitted through the International Relations Office.
10. Regardless of the financial terms of study:
 - 1) where the curriculum for a given study programme, level, and profile requires mandatory internships, the costs associated with their implementation (particularly travel, accommodation, meals) are borne by the student, unless CUT or the faculty has funding from external sources to cover internship costs,
 - 2) a foreign national is required to have accident insurance during internships specified in the curriculum if the organisation where the student is to undertake the internship requires such insurance as a condition for accepting the student for the internship,
 - 3) a foreign national bears the costs of insurance and mandatory medical examinations required by legal provisions,
 - 4) a foreign national is required to provide documentation as proof that they have the insurance referred to in point 2 before being placed for an internship at a specific organisation.
11. Regardless of the financial terms of study, CUT charges fees for issuing the following documents related to the course of studies:
 - 1) electronic student ID card - 22 PLN (5 euros), 33 PLN (7.5 euros) for a duplicate,
 - 2) copy of the diploma of completion of studies in a language other than that in which it was issued under Art. 77(2) of the Law on Higher Education and Science - 20 PLN (4 euros),
 - 3) diploma supplement in a language other than that in which it was issued under Art. 77(2) of the Law on Higher Education and Science - 20 PLN (4 euros),
 - 4) duplicate of the diploma of completion of studies - 20 PLN (4 euros),
 - 5) duplicate of the diploma supplement - 20 PLN (4 euros),
12. Fees for issuing individual documents related to the course of studies should be paid into the CUT bank account before they are issued to the student. These fees are non-refundable.

Art. 12

Tuition fee payment regulations

1. Foreign nationals undertaking studies at CUT on a fee-paying basis are required to pay fees for:

- 1) pursuing education in the chosen study programme, level, and profile of education conducted in accordance with the educational plan, including the programme curriculum and study plan,
 - 2) pursuing education in the chosen study programme, level, and profile of education where it is necessary to compensate for curriculum differences,
 - 3) retaking individual courses due to unsatisfactory academic performance,
 - 4) participation in classes not covered by the curriculum, including supplementary classes necessary to undertake a specific 2nd cycle study programme.
2. The fee referred to in para. 1 pt. 1 is paid per semester as a semester fee.
 3. In the event of the need to compensate for curriculum differences resulting from changing universities (transferring to CUT), faculties, study programmes, mode of study, or resuming studies, the foreign student is required to pay the tuition fee referred to in para. 1 pt. 2, proportionally to the amount of the semester fee applicable in the academic year in which the curriculum differences are being addressed and to the number of teaching hours constituting the curriculum differences. The individual fee amount paid by the student is determined by the dean.
 4. In the case of resuming studies, a foreign national pays the following fees:
 - 1) for the semester, or
 - 2) for retaking individual courses due to unsatisfactory academic performance, or
 - 3) for curriculum differences – depending on the academic progress prior to the last removal from the list of students, as determined by the dean.
 5. In the case of completing some of the courses scheduled in the current curriculum for a given study programme, level, and profile of education for a higher semester or year of study, the student pays a fee proportionate to the applicable semester fee, within the time limits and procedures specified in this regulation. In the following year, the semester fee is reduced proportionately to the amount paid.
 6. The fee for retaking individual courses due to unsatisfactory academic performance is charged if it is necessary to participate in classes of a given course (retake the course) for which the student did not get credit despite the obligation to do so according to the curriculum and study plan applicable to the given programme, level, and profile of education, thus obtaining an unsatisfactory learning outcome.
 7. The fee referred to in pt. 6 is charged both if the student is able to register for the next semester or year of study (registration with a credit balance) and when they have to register for the same semester (as part of the semester retake).
 8. The rules, conditions, and procedure for determining unsatisfactory academic performance (retaking a course or a semester) are specified in the Study Regulations at Cracow University of Technology.
 9. If a student is not allowed by the dean to take a course that is a sequence of a course they have failed to obtain credit for, the student pays a fee proportionate to the courses actually taken in that semester. The amount of the fee is determined by the dean.
 10. In order to determine the amount of fee referred to in para. 1 pts 3 and 4, the Rector of Cracow University of Technology determines the rate for one teaching hour in a regulation.
 11. The individual fee referred to in para. 1 pts 3 and 4 to be paid by a foreign student is determined by the dean based on the rate specified in the regulation issued by the Rector of Cracow University of Technology, as referred to in para. 10, multiplied by the number of teaching hours that the foreign student is required to retake or will additionally attend.
 12. A foreign student is required to pay the semester fee referred to in para. 1 pt. 1 for a given semester of study no later than the date when classes are due to commence according to the curriculum.
 13. The fee for:
 - 1) retaking individual courses due to unsatisfactory academic performance
 - 2) participation in classes not covered by the curriculum, including supplementary
 - 3) classes necessary to undertake a specific 2nd cycle study programme.is to be paid as a one-time payment in advance by 15th October for classes conducted in the winter semester and by 15th March for classes conducted in the summer

semester.

14. Fees related to pursuing studies are to be transferred into the bank account specified on the first page of the tuition fee agreement concluded between the foreign student and CUT, represented by the dean of the relevant faculty. Payments can be made online by clicking the *Przelewy24* icon in the *Payments* tab after logging into the eHMS/dsys account (Virtual Dean's Office).
15. The timeliness and correctness of fee payments are monitored by the relevant faculty.
16. In the case of retaking individual courses due to unsatisfactory academic performance or participating in classes not covered by the curriculum, including supplementary classes necessary for undertaking a specific 2nd cycle study programme in a department other than the student's home faculty, the fees referred to in para. 1 pts 3 and 4 are transferred into the bank account of that department, in compliance with the rates specified in the Rector's regulation applicable in that department.
17. Payment receipts should include the following information: bank account number, amount paid, student's full name, faculty name, residential address, payment title.
18. The foreign student is required to submit a copy of the fee payment receipt to the dean's office of the faculty before the planned date of using a specific educational service.
19. The date of payment of the fee is considered to be the date on which the specified amount is credited to the bank account specified on the first page of the tuition fee agreement.
20. Any delay in payment of tuition fees or payment of an incomplete amount results in CUT charging statutory interest rates for late payment.
21. CUT is not responsible for the consequences of incorrect payment allocation resulting from circumstances resting with the payer, especially due to entering an incorrect bank account number or other information referred to in para. 17, or similar reasons.
22. If the tuition fees are not paid within the specified period, the dean or another authorized person sends a written request for payment, which is to be made within 7 days of the date of receipt of the request.
23. Following the expiration of the time limit referred to in para. 12, 13 and 22
 - 1) the dean of the faculty may remove the student from the list of students due to non-payment of fees related to the course of studies,
 - 2) CUT initiates debt collection proceedings to recover the amounts proportionate to the attended classes specified in the curriculum and study plan, as well as the costs incurred by CUT.
24. Fees for educational services are non-refundable, with the exception of para. 25.
25. Fees for educational services are subject to refund for the period of not receiving education if the foreign national:
 - 1) has been granted leave from classes or has been given another break in studies in accordance with the study regulations, or
 - 2) resigns from pursuing education due to health considerations confirmed by a medical certificate or due to other valid and documented reasons, or
 - 3) has received a decision refusing a visa within the meaning of the provisions of the Act of 12th December 2013, on foreign nationals, or
 - 4) has been informed by the International Relations Office of CUT that the given study programme has not been launched due to an insufficient number of candidates.
- 25a. The refund of the fee referred to in Art. 12(25) is done upon a written request from the interested party, with the reservation of Art. 25b.
- 25b. Due to the fact referred to in para. 25 pts 3 and 4, the request for a refund of the fee for educational services must be submitted to the International Relations Office by 31st October (applies to study programmes starting in the winter semester) or 31st March (applies to study programmes starting in the summer semester) respectively. Requests submitted after this time will be rejected.
26. The conditions for collecting fees related to studies are determined by the agreement between the foreign student and Cracow University of Technology, the template of which is specified in a separate regulation issued by the Rector of CUT.

27. In justified cases, the Rector of CUT, upon the request of a foreign student and with the endorsement of the dean of the faculty, may extend the time limit for payment of the fee or agree to have the fee paid in installments.

Art. 13

Exemption from payment of tuition fees

1. The Rector of CUT may exempt foreign students undertaking studies at CUT on a fee-paying basis from the payment of the tuition fee in total or reduce its amount, upon a written documented request, endorsed by the competent dean, if:
 - 1) they are in a difficult financial situation, or
 - 2) they undertake, on a fee-paying basis, another study programme or another form of study, or
 - 3) they have been granted complementary protection in the territory of the Republic of Poland, or
 - 4) actively promote study programmes at CUT as part of the *CUT International Ambassadors* initiative conducted by the International Relations Office, and as a result of their efforts, at least one (1) foreign student has enrolled into a study programme at CUT and has successfully completed at least one (1) semester of studies by the time of submitting the aforementioned request.
2. The request referred to in para. 1, along with a statement of reasons and the dean's opinion, must be submitted through the International Relations Office.
3. Exemption from the fee in total or in part for the first semester of studies is not permitted, with the exception of paragraph 4.
4. It is admissible to apply for a reduction of the fee for the first semester of studies in the case of foreign students in a difficult financial situation:
 - 1) graduates of the 1st or 2nd cycle study programmes at CUT continuing their studies at CUT whose average grade for studies was not less than 4.0,
 - 2) graduates of the 1st or 2nd cycle study programmes at foreign universities with which CUT has signed cooperation agreements specifying detailed conditions for undertaking studies at CUT.
5. Applications for exemption from the fee in full or for its reduction must be submitted no later than 14 days of the date of enrollment for the next semester.
6. The application must be accompanied by all documents confirming the foreign student's financial hardship, in particular certificates of income obtained by the student or their family members, death certificates of immediate family members, and employment contracts of the student or their family members. In the case of applying for a reduction of the fee for the first semester of studies, documents confirming the circumstances referred to in paragraph 4 must also be provided.
7. Documents referred to in para. 6 must be submitted in original form along with a translation into Polish or English, with the exception of para. 8.
8. In exceptional, particularly justified, cases, the submission of copies of documents referred to in para. 6 is allowed, including in electronic form, provided that the student is required to submit the original documents for inspection to the International Relations Office no later than 14 days of the submission of the application referred to in para. 1. Failure to submit the original documents within the specified time limit deprives the student of the right to exemption from the fee in full or reduction thereof.
9. Documents referred to in para. 6 must be issued no earlier than three months before the date of submitting the application referred to in para. 1.
10. In the event of a positive decision by the Rector of CUT, the change in the rules of payment for studies is effective for the semester following the date of issuance of the aforementioned decision.

Art. 14

Rights and obligations of foreign nationals

1. The organization and course of studies, as well as the related rights and obligations of

students, including foreign nationals, are determined by the Study Regulations at Cracow University of Technology, with the exception of paras 2 and 3.

2. Resumption of studies takes place based on the decision of the dean.
3. Transfer may be made based on the decision of the dean of the receiving faculty.
4. Undertaking studies in another study programme is permissible only through the recruitment procedure as specified in this regulation.
5. Foreign students are required to submit for inspection to the competent dean's office valid documents entitling them to legal residence in the territory of the Republic of Poland, pursuing free education at a full-time study programme in Polish, as well as certifying the right to health insurance in the territory of the Republic of Poland when the previous documents have expired.
6. CUT delivers correspondence intended for foreign students to the correspondence address specified in the agreement. A foreign student is required to inform CUT in writing, by registered mail or by submitting a written notice personally at the dean's office with the receipt confirmed by a dean's office employee, of any change in the address and email address within 7 days of changing this address.

Art. 15

Responsibilities of the CUT faculties regarding the matters related to foreign nationals

The dean is obliged to notify the rector of CUT in writing, through the International Relations Office, of any changes concerning the course of studies of a foreign student, in particular regarding completion of studies, removal from the list of students, resumption of studies, granted leave of absence from classes, retaking courses or a semester, changing university, study programme, or mode of studies.

Art. 16

The rector of CUT may authorize the competent vice-rector to make decisions and resolutions on their behalf regarding matters concerning foreign nationals, within the scope defined in these regulations.