

**Conditions and procedure of recruitment for studies conducted in English
at the Medical University of Silesia in Katowice
in the academic year 2024/2025**

I. General provisions

§1

1. The terms used in the Resolution shall mean:
 - 1) Act - the Higher Education and Science Act of July 20, 2018,
 - 2) University, SUM - Medical University of Silesia in Katowice,
 - 3) Admission limit - the maximum number of persons who can be admitted to the first year of a given field of study within a specific degree and form of study,
 - 4) URB - University Recruitment Board.
2. The University conducts recruitment for the first year of study for the academic year 2024/2025, for the following fields of study conducted in English:
 - 1) uniform Master's study in:
 - **pharmacy,**
 - **physiotherapy,**
 - **medicine,**
 - **medicine and dentistry.**
 - 2) first cycle degree program in:
 - **medical biotechnology,**
 - **nursing,**
 - **obstetrics,**
 - **public health.**
 - 3) second cycle degree program in:
 - **medical biotechnology,**
 - **dietetics,**
 - **nursing,**
 - **obstetrics,**
 - **public health.**
3. Studies conducted in English shall be subject to a fee.

§2

1. Admission limits for studies in English in medicine and medicine and dentistry in the academic year 2024/2025 shall be determined by the minister responsible for health matters in consultation with the minister responsible for higher education.
2. Admission limits to other fields of study conducted in English referred to in § 1 shall be determined by an internal act of the University.
3. For the winter semester, admission is determined up to 65% of the admission limit specified in paragraphs 1 and 2.

§3

1. The recruitment procedure shall be conducted by the URB, the composition, rules and procedures of which shall be determined by the Rector.
2. The admission procedure consists of a qualification procedure and a procedure deciding on the admission to studies.
3. Admission to studies shall be effected by enrolment in the register of students, whereas refusal of admission to studies shall be effected by an administrative decision, subject to par. 5.
4. The decision of the URB may be appealed against to the Rector within 14 days of the delivery of the decision. The Rector's decision shall be final.

5. In the cases specified in the Act, decisions on admission to studies shall be taken by the Rector. A student shall have the right to apply for reconsideration of the Rector's decision referred to in the preceding sentence within 14 days from the date of the delivery of the decision.

II. Rules and procedures of recruitment to studies conducted in English.

1. §4

1. The recruitment procedure for studies in English may be conducted twice during the academic year,
 - a) for the winter semester: it begins on April 01, 2024 and runs until September 30, 2024.
 - b) for the summer semester: it begins on October 18, 2024 and runs until January 10, 2025.
2. In justified cases, the recruitment procedure for studies at the University may be extended by a decision of the Rector.
3. The detailed timetable and deadlines in the recruitment procedure for the academic year 2024/2025 shall be set by URB and published on the University's website.

§5

1. All information related to the recruitment procedure for studies in English shall be posted on the University's website: www.sum.edu.pl and <https://admission.sum.edu.pl>.
2. The candidates are required to keep up to date with the information provided by the University or otherwise suffer the ensuing negative consequences.
3. The URB shall publish the results of the qualification procedure by posting the list of admitted candidates on the University's website indicated in par. 1.
4. The university reserves the right not to open a field of study if the number of students admitted to a given field of study is less than 20.

§6

1. The following person may be admitted to a qualification procedure for first-year studies for fields of study conducted in English:
 - 1) a person who has graduated from a secondary school and has obtained a certificate giving access to higher education in the country of issue;
 - 2) a person who has a command of English of at least a higher intermediate level (B2) in line with the Common European Framework of Reference for Languages. In the case of candidates from countries where English is not their mother tongue, evidence of English language proficiency shall be:
 - a) certificates or attestations demonstrating language proficiency at the required level,
 - b) certificates of graduation from a school in which the language of instruction was English,
 - c) certificate of successful completion of an English language course at an intermediate level during higher education.
 - 3) a person who has submitted the application together with the required documents referred to in paragraph 2 by the deadline set by URB;
 - 4) a person who has paid the recruitment fee by the deadline set by the URB, in the amount set by the minister responsible for higher education and made public on the University's website;
2. Candidates applying for admission to study in English are required to submit the following documents:
 - 1) a personal questionnaire according to the specimen established by the University,
 - 2) the original or a notarised copy of a secondary school leaving certificate entitling the holder to apply for admission to higher education in the country of issue,
 - 3) certification in the form of an "apostille" when the document referred to in item 2) was issued by an institution operating in the educational system of a State which is a party to the Hague Convention of October 5, 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents,
or
a certificate of recognition of the certificate or diploma referred to in item 2) in the case of a document not recognised in Poland by law or issued in a country with which the Republic of Poland has not concluded an agreement on the mutual recognition of education documents, and in the case of a document from a country with which the Republic of Poland has concluded the abovementioned agreement, but the document is not covered by it.
 - 4) identity document (for viewing),

- 5) two colour photographs, meeting the requirements for a ID card or passport photo, signed on the back with the student's given name and surname,
 - 6) a document confirming the knowledge of the English language referred to in paragraph 1 item 2),
 - 7) proof of payment of the recruitment fee,
 - 8) the original or a notarised copy of the diploma of the first-cycle degree program (applies to candidates applying for admission to the second-cycle degree program).
3. Documents originally issued in a language other than Polish or English should be accompanied by a sworn translation into Polish or English.
 4. The deadline for payment of the recruitment fee is considered to have been met if the funds are received in the University's bank account within the required deadline.
 5. The fee referred to in par. 1 item 4) shall not be refunded, subject to paragraph 6.
 6. The University shall only refund the recruitment fee if:
 - 1) the field of study has not been launched,
 - 2) a double fee was paid for the same field of study,
 - 3) the candidate has resigned from the recruitment process before undertaking an activity by URB.
 7. The refund of the recruitment fee referred to in paragraph 6 shall be made only at the written request of the candidate.
 8. The university does not exempt from the application fee.
 9. Candidates applying for admission to studies conducted in English shall submit documents in person at the place and date designated by URB or by post.
 10. Only documents received at the University within the given deadline shall be accepted for the qualification procedure. Failure to submit the documents by the deadline shall constitute grounds for a refusal of admission to the studies.

IV. Rules of recruitment to studies taught in English.

§7

1. Candidates applying for admission to studies conducted in English who have a school leaving certificate or a secondary school leaving certificate issued outside the Republic of Poland (other than the IB and EB certificates) issued in a Member State of the European Union (EU), the Organisation for Economic Cooperation and Development (OECD), the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or the Swiss Confederation, shall be qualified on the basis of the results of the secondary school leaving examination in the subjects covered by the recruitment procedure, converted into qualifying points.
2. The grades entered in the school leaving certificate or a secondary school leaving certificate obtained abroad, as referred to in section 1, shall be calculated using the grade-point conversion factor for a given subject according to Appendix 1 to these Conditions.
3. Candidates who hold a certificate referred to in par. 1 and do not have the grades from the secondary school leaving certificate in the subjects required for the chosen field of study may take an entrance examination organised by the Medical University of Silesia in English at a date designated by URB, during which the candidate's knowledge of the subjects covered by the recruitment procedure, as defined in §8, shall be assessed.
4. Candidates applying for admission to studies conducted in English with a school leaving certificate or a secondary school leaving certificate issued outside the Republic of Poland in countries other than member states of: the European Union (EU), the Organisation for Economic Cooperation and Development (OECD), the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or the Swiss Confederation, shall be qualified on the basis of the results of an entrance examination conducted by the University in subjects covered by the recruitment procedure, converted into qualifying points.
5. The examination referred to in paragraphs 3 and 4 may be conducted online. Decision about the possibility, rules and manner of conducting such an examination shall be taken by the URB and it shall be communicated to the relevant candidates.
6. The examination referred to in paragraphs 3 and 4 shall be graded on a 0-100 point scale, for each subject required for the recruitment process referred to in § 8.
7. Candidates applying for admission to studies conducted in English, with a secondary school leaving certificate issued in the Republic of Poland shall be qualified on the basis of the results of the secondary school leaving examinations in the subjects covered by the recruitment procedure and converted into qualifying points.

8. The result of the secondary school leaving examination referred to in paragraph 7, expressed as a percentage, shall be given by the candidate as a score expressed in points according to the rule 1%=1 point.
9. Candidates holding the International Baccalaureate IB diploma (International Baccalaureate) and the European Baccalaureate (EB) diploma shall be subject to the qualification procedure according to the same rules as the candidates holding the new secondary school leaving certificate in Poland.
10. Grades entered in the International Baccalaureate (IB) diploma shall be converted by the candidate using the following conversion factor for the points obtained in a given subject:

Grade for the subject entered in the IB diploma	Points to the	
	basic level	extended level
7	100	100
6	90	90
5	80	80
4	60	60
3	45	45
2	30	30

11. The result of the European Baccalaureate (EB) examination should be converted into points by the candidate according to the following rule: result x 10.
12. Candidates who have undertaken the secondary school leaving examination as referred to in paragraph 9, in the event of the necessity to convert scores from the advanced level to the basic level, shall calculate the point total from the matriculation exam according to the following principle:
 - Score on the matriculation exam from 0-29 points - conversion 1% x 1,
 - Score on the matriculation exam from 30-100 points - conversion 1% x 1.5.
 The maximum number of points attainable must not exceed 150.
13. Individuals intending to undergo the International Baccalaureate (IB), European Baccalaureate (EB), or any other foreign secondary school leaving examination in the academic year 2024 are obligated to submit, within the timeframe stipulated by the university, an attestation of their examination outcomes duly issued by the competent authorities. Failure to promptly furnish the original certificate of maturity immediately upon its reception, and no later than the 20th of September 2024, shall result in the non-admission of candidates to the academic pursuits.

§8

1. Admission to uniform Master's studies in **pharmacy** shall be based on the results from the secondary school leaving examination or from the entrance examination organized by the Medical University of Silesia in the following subjects taken at the extended level:
 - 1) biology, or chemistry (obligatory subject to be chosen by the Candidate)
and
 - 2) chemistry (where the candidate has chosen biology as the obligatory subject), or biology (where the candidate has chosen chemistry as the obligatory subject), or mathematics, or physics
- one subject of the candidate's choice.
2. Admission to uniform Master's studies in **physiotherapy** shall be based on the results from the secondary school leaving examination or from the entrance examination organized by the Medical University of Silesia in biology, in the basic or extended scope converted to the basic level.
3. Admission to uniform Master's studies in **medicine** and **medicine and dentistry** shall be based on the results from the secondary school leaving examination or from the entrance examination organized by the Medical University of Silesia from the following subjects taken at the extended level:
 - 1) biology - obligatory subject
and
 - 2) chemistry, or physics, or mathematics
- one subject of the candidate's choice.

4. Applicants may apply to study medicine or medicine and dentistry if they have obtained at least 100 points in the required subjects, including at least 40 points in biology, however the Rector may lower this threshold if the limit of places referred to in § 2 has not been exhausted.
5. Admission to the first cycle degree program in **medical biotechnology** shall be based on the results from the secondary school leaving examination or from the entrance examination organized by the Medical University of Silesia in one of the following selected subjects taken at an extended level:
 - biology, or
 - chemistry, or
 - mathematics, or
 - physics
 -one subject of the candidate's choice.
6. Admission to the first cycle degree program in **nursing** and **obstetrics** shall be based on the results from the secondary school leaving examination or from the entrance examination organized by the Medical University of Silesia in biology in the basic or extended scope converted to the basic level.
7. Admission to the first cycle degree program in **public health** shall be based on the results from the secondary school leaving examination or from the entrance examination organized by the Medical University of Silesia in one of the following subjects:
 - biology, or
 - chemistry, or
 - mathematics, or
 - physics, or
 - civics
 -one subject of the candidate's choice in the basic scope.
8. The qualification procedure for the second-cycle degree program in **medical biotechnology** shall be based on the grade point average obtained during the whole period of the first cycle degree program in biotechnology, or medical biotechnology, or biology (the grade point average calculated as an arithmetic average of the results of all examinations, credits ending a subject, obtained throughout the study period).
9. The qualification procedure for the second-cycle degree program in **dietetics** shall be based on the grade point average obtained during the whole period of the first cycle degree program in dietetics, or human nutrition, or human nutrition and food assessment, or food and nutrition technology (the grade point average calculated as an arithmetic average of the results of all examinations, credits ending a subject, obtained throughout the study period).
10. The qualification procedure for the second-cycle degree program in **public health** shall be based on the grade point average obtained during the whole period of the first cycle degree program (the grade point average calculated as an arithmetic average of the results of all examinations, credits ending a subject, obtained throughout the study period).
11. The qualification procedure for the second-cycle degree program in nursing and obstetrics shall be based on the grade point average obtained during the whole period of the first cycle degree program in nursing and obstetrics (the grade point average calculated as an arithmetic average of the results of all examinations, credits ending a subject, obtained throughout the study period).
12. The candidates shall be admitted to studies in English within the limits of admission referred to in § 2, based on the established ranking list. The place on the ranking list shall be determined by the sum of points obtained in the qualification procedure.
13. The number of points required for admission, as well as the reduction in the number of points if there are still vacancies available, shall be determined by the University Recruitment Board.
14. Information obtained from the candidate during the recruitment process - may be processed for statistical purposes in an anonymised form - to which the candidate agrees by entering the recruitment process.

§9

A prerequisite for the commencement of studies is a place on the ranking list referred to in § 8 par. 11 and the fulfilment of the following requirements:

- 1) providing the Medical University of Silesia with a medical certificate stating that there are no contraindications to undertaking studies in the chosen field and form of study,
- 2) holding a sickness or accident insurance policy for the duration of the studies in Poland, or the European Health Insurance Card or enrolment for insurance with the National Health Fund,
- 3) holding a visa or permanent residence card or any other document entitling to stay in the territory of the Republic of Poland;

Attachment no. 1
to the conditions, procedure and deadlines for commencement and termination of recruitment for individual fields of study conducted in English at the Medical University of Silesia in Katowice in the academic year 2024/2025.

Converting the results of the secondary school leaving examination taken abroad for particular countries*:

Secondary school leaving certificate awarded in the Czech Republic

Grade entered in the school leaving certificate (basic level)	Number of points (basis level)	Grade entered in the Vysvedcenie o maturitnej skúške (Maturita) (extended level)	Number of points (extended level)
Excellent	100	Excellent	100
Very Good	80	Very Good	80
Good	60	Good	60
Satisfactory	40	Satisfactory	40
Fail	0	Fail	0

Secondary school leaving certificate awarded in Austria

Grade entered in the school leaving certificate (basic level)	Number of points (basis level)	Grade entered in the Reifeprüfungszeugnis (extended level)	Number of points (extended level)
1	100	1	100
2	80	2	80
3	60	3	60
4	40	4	40
5	0	5	0

Secondary school leaving certificate awarded in Slovakia

Grade entered in the school leaving certificate (basic level)	Number of points (basis level)	Number of points (R) from Vysvedcenie o maturitnej skúške (Maturita) (extended level, average of two parts of the examination - internal and external, scale 1-100)
5	100	R = result from the subject <i>Vysvedčenie o maturitnej skúške(Maturita)</i>
4	80	
3	60	
2	40	
1	20	

Secondary school leaving certificate awarded in Kazakhstan, Sweden

Grade entered in the certificate			Number of points for the grades
5-2 scale 5	5-1 scale 5	Letter scale MVG	100
4	4	VG	70
3	3	G	40
2	2-1	IG	0

Secondary school leaving certificate awarded in Germany

Grade entered in the Zeugnis der allgemeinen Hochschulreife (basic level, scale 1-6)	Number of points (basis level)	Number of points (R) from the secondary school leaving examination (extended level, scale 1-15)
1	100	R= (result of the secondary school examination : 15) · 100
2	83	
3	67	
4	50	
5	33	
6	0	

Secondary school leaving certificate awarded in Russia

Grade entered in the Atestat secondary school leaving examination (basic level)	Number of points (basis level)	Number of points (R) from the EGE secondary school leaving examination (extended level, scale 1-100)
5	100	R = result from EGE subject
4	80	
3	60	
2	40	
1	20	

Secondary school leaving certificate awarded in Ukraine

Grade entered in the Atestat secondary school leaving examination (basic level)	Number of points (basis level)	Number of points (R) from the ZNO/NMT secondary school leaving examination (extended level, scale 100-200)
12	100	R = result from ZNO/NMT subject - 100
11	90	
10	80	
9	70	
8	60	
7	50	
6	40	
5	30	
4	20	

Secondary school leaving certificate awarded in Belarus

Grade entered in the Atestat secondary school leaving examination (basic level)	Number of points (basis level)	Number of points (R) from the CT secondary school leaving examination (extended level, scale 1-100)
10	100	R = result from CT subject
9	90	
8	80	
7	70	
6	60	
5	50	
4	40	
3	30	

Secondary school leaving certificate awarded in Lithuania

Grade entered in the Atestat secondary school leaving examination (basic level)	Number of points (basis level)	Number of points (R) from the Brandos Atestat secondary school leaving examination (extended level, scale 1-100)
10	100	R = result from Brandos Atestat subject
9	90	
8	80	
7	70	
6	60	
5	50	
4	40	
3	30	

Secondary school leaving certificate awarded in France

Grade entered in the secondary school leaving examination - <i>Baccalauréat</i>	Number of points
20	100
19	94
18	87
17	80
16	74
15	67
14	60
13	54
12	46
11	40
10	33

Secondary school leaving certificate awarded in Great Britain

Grade entered on AS-Levels (basic level)	Number of points (basis level)	Grade entered on AS-Levels (extended level)	Number of points (extended level)
A	100	A*	100
B	80	A	83
C	60	B	67
D	40	C	50
E	20	D	33
-	-	E	20

Secondary school leaving certificate awarded in the United States

Grade entered in the High School Diploma secondary school leaving examination (basic level)	Number of points (basis level)	Number of points (R) from the SAT / ACT examination (extended level)
A plus	100	R - the result depends on the taken examination and on the applied grading scale
A	94	
A minus	88	
B plus	83	
B	77	
B minus	71	
C plus	65	
C	60	
C minus	54	
D plus	48	
D	42	
D minus	38	
F	0	

Secondary school leaving certificate awarded in Greece

Greece	Conversion into the Polish scale		
Numerical scale	Numerical scale	Verbal scale	Percentage scale
18.00 – 20.00	6	Άριστα	100%
16.00 – 17.99	5	Πολύ καλός	80%
13.00 – 15.99	4	Καλός	75%
10.00 – 12.99	3	Πέρασε	50%
0.00 – 9.99	1	Ανεπαρκής	0%

Secondary school leaving certificate awarded in Ireland

By 2018		From 2018		to 2018		Since 2018	
Grade entered in the Ardteist Ordinary (basic level)	Number of points (basic level)	Grade entered in the Ardteist Ordinary (basic level)	Grade entered in the Ardteist Ordinary (basic level)	Grade entered in the Ardteist Higher (extended level)	Number of points (extended level)	Grade entered in the Ardteist Higher (extended level)	Number of points (extended level)
A1	100	O1	100	A1	100	H1	100
A2	89	O2	89	A2	89	H2	89
B1	84	O3	79	B1	84	H3	79
B2	79	O4	69	B2	79	H4	69
B3	74	O5	59	B3	74	H5	59
C1	69	O6	49	C1	69	H6	49
C2	64	O7	39	C2	64	H7	39
C3	59	O8	0	C3	59	H8	0
D1	54	-	-	D1	54	-	-
D2	49	-	-	D2	49	-	-
D3	44	-	-	D3	44	-	-
E	39	-	-	E	39	-	-
F	24	-	-	F	24	-	-
NG	0	-	-	NG	0	-	-

Secondary school leaving certificate awarded in Norway

Norway	Conversion into the Polish scale	
Numerical scale (1-6)	Numerical scale	Percentage scale
1	6	100%
2	5	80%
3	4	75%
4	3	50%
5	2	30%
6	1	0%

*In the case of a different grading scale or a country not covered by the Attachment, the conversion of grades into qualifying points shall take place according to rules equivalent to those used in the tables.