

## **Applying for studies in the Karol Szymanowski Academy of Music in Katowice on terms applicable to Polish citizens**

Legal basis: article no. 43 of the Act *Law on Higher Education* (Journal of Laws 2017 item 2183) and Ordinance of the Minister for Science and Higher Education published on 12<sup>th</sup> October 2006 on foreigners' studying and their participation in scientific research and development work (Journal of Laws 2016 item 1501).

In the Polish law, a person who is not a Polish citizen, is a **foreigner**. A person who is a citizen of Poland and of another country (countries) at the same time is treated as a Polish citizen in Polish territory.

### **I. Foreigners listed below may apply for studies, scientific research and development works on terms applicable to Polish citizens:**

1. foreigners who were allowed to be a permanent resident in the territory of the Republic of Poland;
2. foreigners who have the status of a refugee in the Republic of Poland;
3. foreigners who benefit from a temporary protection in the territory of the Republic of Poland
4. migrating workers – citizens of the European Union member countries, citizens of the Swiss Confederation or citizens of the European Free Trade Association (EFTA) member countries – parties to the European Economic Area (EEA) agreement (Iceland, Lichtenstein, Norway), as well as members of their family, if they live on the territory of the Republic of Poland;
5. foreigners who were allowed, in the territories of the Republic of Poland, to be a long-term resident on the EU
6. foreigners who were allowed to be a temporary resident in the territory of the Republic of Poland in connection with the condition mentioned in the article 127, in the article 159 section 1 or in the article 186 section 1 point 3 or 4 of the Act of 12<sup>th</sup> December 2013 on Foreigners (Journal of Laws 2016 items 1990, 1948 and 2066 and Journal of Laws 2017 items 60, 858 and 1543);
7. foreigners who benefit from a complementary protection in the territory of the Republic of Poland
8. citizens of the European Union, EFTA-EOG and Swiss Confederation member states, as well as members of their family who were allowed to be a permanent resident

Foreigners who have a residence card annotated 'dostęp do rynku pracy' ('access to the labour market') or a Schengen visa or a visa issued in order to work in the territory of the Republic of Poland, may apply for studies, doctoral studies, other forms of education, scientific research or development works for a payment. They do not have the right to apply for social benefits such as social allowances, special grants for the disabled, and financial aid for contingencies.

Foreigners who have a residence card annotated 'dostęp do rynku pracy' ('access to the labour market') or a Schengen visa or a visa issued in order to work in the territory of the Republic of Poland, admitted for studies, scientific research or development works on the basis of international contracts (on terms defined in these contracts) or decisions of the minister competent for higher education or the minister as written in article 33 section 2 of the Act Law on Higher Education, may study free of charge. They do not have the right to apply for social benefits such as social allowances, special grants for the disabled, and financial aid for contingencies.

**II. Holders of a valid Karta Polaka** ('Pole Card') have the right to apply for studies on terms applicable to Polish citizens (having the right to get all types of social benefits dedicated for students who are Polish citizens). They also have the right to apply for studies following other procedures and on other terms than applicable to Polish citizens.

### **Documents required during the admission process:**

A foreigner, who would like to undertake studies on terms applicable to Polish citizens, is required to submit in the Karol Szymanowski Academy of Music the following documents:

- a. **application letter addressed to the Rector** (a template is available in the online registration system, see: [www.am.katowice.pl/rekrutacja](http://www.am.katowice.pl/rekrutacja)), **to be submitted no later than on 25<sup>th</sup> May 2018**
  - b. **photocopy of identity document** (a xerox, enlarged copy of both sides of the document)
  - c. **two photographs** (35x45 mm) in colour, one plain, bright colour in the background, the image should show the head (from the top of the head to the upper part of one's shoulders), without any headwear, eyes full open, looking directly at the camera (requirements as for a biometric passport photo)
  - d. **confirmation of payment** – a printed document certifying that payment for entrance examination has been made
  - e. **photocopy of Karta Polaka** ('Pole Card) or other document authorizing the candidate to study on terms applicable to Polish citizens (the original document should be presented upon request)
  - f. **document certifying the good command of the Polish language** (one of the following):
    - certificate confirming the completion of a one-year preparation course for studying in Polish
    - certificate confirming the good command of the Polish language, issued by the State Commission of Certification of the Proficiency in Polish as a Foreign Language
    - another document certifying the proficiency in Polish (certificate, diploma)
- If the candidate cannot submit one of the documents certifying his/her good command of the Polish language, the candidate may apply for such a certificate to the host institution.

**g. certificate of secondary education issued abroad (applies to the candidates for Bachelor studies as well as candidates for Master studies) \***

Candidates with a certificate of secondary education issued abroad should submit a notarized certificate, or including the apostille, along with its sworn translation into Polish, confirmed by an authorized person. The candidates should also submit a document which confirms that the certificate of secondary education allows them to apply for studies in Poland – if it is not recognized by law or by an international agreement. Candidates who finish their secondary school and take the final exams this year are obliged to submit the certificate of secondary education before **6<sup>th</sup> July 2018 (the postmark is NOT decisive)**.

**h. diploma (applies to the candidates for Master studies) \*\***

A diploma, or another document certifying the graduation from a higher education institution abroad, allowing the candidate to apply for studies in the country where it was issued. The diploma should be legalized or should include the apostille. Along with the diploma issued abroad, the candidate should submit its sworn translation into Polish confirmed by an authorized person. The candidate should also submit a document concerning the course of their previous study, such as the diploma appendix or a transcript of records, in English, or translated by a sworn translator into Polish. Candidates who finish their studies this year are obliged to submit the diploma **before 6<sup>th</sup> July 2018 (the postmark is NOT decisive)**.

**\* Certificate of secondary education**

The secondary education and the right to applying for higher studies may be confirmed in the Republic of Poland by the following documents:

- a) certificates or other documents issued by a school or an educational institution existing within the educational system of the European Union member countries, Organization for Economic Co-operation and Development (OECD) member countries, European Free Trade Association (EFTA)

member countries – parties to the European Economic Area (EEA) agreement, allowing the candidate to apply for studies in the country where it was issued.

It applies to certificates of secondary education issued in the following countries: *Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Mexico, the Netherlands, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Switzerland, Sweden, Turkey, UK, USA.*

b) IB diplomas (International Baccalaureate), issued by the International Baccalaureate Organization in Geneva

c) EB diplomas (European Baccalaureate), issued by one of the European Schools, according to the Convention defining the Statute of the European Schools, published in Luxembourg on 21<sup>st</sup> June 1994 (Journal of Laws 2005 no. 3, item 10)

d) certificates mentioned in international agreements (a list is available on the website of the Ministry of Higher Education and Science)

**The certificates listed in points a) – d)** are recognized in Poland by law. Therefore, a candidate may submit such a certificate without any additional opinions or documents, apart from the sworn translation of the certificate into Polish.

**In other cases**, the decision on recognizing the certificate as document allowing its holder to apply for higher studies is made by the Board of Education – appropriate to the candidate's place of residence, or – if not possible – appropriate to the seat of the institution to which the candidate applies. In case of candidates applying to the Karol Szymanowski Academy of Music in Katowice, the appropriate institution is the **Board of Education in Katowice (Kuratorium Oświaty w Katowicach)**.

### **\*\* Diploma**

If the diploma allows its holder to continue the education at a higher level or to start doctoral proceedings in the country where the issuing higher school operates, it allows the candidate to continue the education at an appropriate level (Master studies, postgraduate studies or doctoral studies) or to start doctoral proceedings in the Republic of Poland. Thus, the diploma may be recognized on the basis of the article 191a sections 3 and 4 of the Act of 27 July 2005 *Law on Higher Education* (Journal of Laws 2017, item 2183). A diploma issued abroad may allow its holder to continue the education in the Republic of Poland also on the basis of an international agreement. If the diploma obtained abroad does not give its holder direct access to higher level of studies in the country of issue, and the foreigner wants to continue education in Poland, prior to enrolment, the diploma shall be subject to recognition, according to the Regulation of the Minister of Science and Higher Education published on 19<sup>th</sup> August 2011 on the recognition of higher education diplomas obtained abroad and on confirming the graduation from higher studies on a determined level (Journal of Laws 2015, item 1467).

## **Applying for studies in the Karol Szymanowski Academy of Music in Katowice on other terms than applicable to Polish citizens**

Foreigners may apply for studies and other forms of education following other procedures and on other terms than those applicable to Polish citizens. It applies mainly to citizens of non-EU and non-EFTA-EEG countries. It may apply also to the holders of Karta Polaka ('Pole Card') and to the citizens of the EU, EFTA-EEG member countries and citizens of Switzerland who renounced their right to apply for studies on terms applicable to Polish citizens.

### **Documents required during the admission process:**

A foreigner, who would like to undertake studies on terms applicable to Polish citizens, is required to submit in the Karol Szymanowski Academy of Music the following documents:

- g. **application letter addressed to the Rector, to be submitted no later than on 25<sup>th</sup> May 2018**
- h. **photocopy of identity document** (an enlarged xerox copy)
- i. **medical certificate** confirming that there are no obstacles for studying, with its translation to Polish
- j. **two photographs** (35x45 mm) in colour, one plain, bright colour in the background, the image should show the head (from the top of the head to the upper part of one's shoulders), without any headwear, eyes full open, looking directly at the camera (requirements as for a biometric passport photo)
- k. **document certifying the good command of the Polish language** (one of the following):
  - certificate confirming the completion of a one-year preparation course for studying in Polish
  - certificate confirming the good command of the Polish language, issued by the State Commission of Certification of the Proficiency in Polish as a Foreign Language
  - another document certifying the proficiency in Polish (certificate, diploma)

If the candidate cannot submit one of the documents certifying his/her good command of the Polish language, the candidate may apply for such a certificate to the host institution.

- i. **photocopy of a document confirming an insurance policy**, covering illness or accidents, during the studies in Poland
- j. **certificate of secondary education issued abroad (applies to the candidates for Bachelor studies as well as candidates for Master studies) \***

Candidates with a certificate of secondary education issued abroad should submit a notarized certificate, or including the apostille, along with its sworn translation into Polish, confirmed by an authorized person. The candidates should also submit a document which confirms that the certificate of secondary education allows them to apply for studies in Poland – if it is not recognized by law or by an international agreement.

- k. **diploma (applies to the candidates for Master studies) \*\***

A diploma, or another document certifying the graduation from a higher education institution abroad, allowing the candidate to apply for studies in the country where it was issued. The diploma should be legalized or it should include the apostille. Along with the diploma issued abroad, the candidate should submit its sworn translation into Polish confirmed by an authorized person. The candidate should also submit a document concerning the course of their previous study, such as the diploma appendix or a transcript of records, in English, or translated into Polish.

**\* Certificate of secondary education**

The decision on recognizing the certificate as document allowing its holder to apply for higher studies is made by the Board of Education – appropriate to the candidate’s place of residence, or – if not possible – appropriate to the seat of the institution to which the candidate applies. In case of candidates applying to the Karol Szymanowski Academy of Music in Katowice, the appropriate institution is the **Board of Education in Katowice (Kuratorium Oświaty w Katowicach)**.

**\*\* Diploma**

If the diploma allows its holder to continue the education at a higher level or to start doctoral proceedings in the country where the issuing higher school operates, it allows the candidate to continue the education at an appropriate level (Master studies, postgraduate studies or doctoral studies) or to start doctoral proceedings in the Republic of Poland. Thus, the diploma may be recognized on the basis of the article 191a sections 3 and 4 of the Act of 27 July 2005 *Law on Higher Education* (Journal of Laws 2017, item 2183). A diploma issued abroad may allow its holder to continue the education in the Republic of Poland also on the basis of an international agreement. If the diploma obtained abroad does not give its holder direct access to higher level of studies in the country of issue, and the foreigner wants to continue education in Poland, prior to enrolment, the diploma shall be subject to recognition, according to the Regulation of the Minister of Science and Higher Education published on 19<sup>th</sup> August 2011 on the recognition of higher education diplomas obtained abroad and on confirming the graduation from higher studies on a determined level (Journal of Laws 2015, item 1467).