

Appendix No 1
to Resolution No 62/2018
of the Senate of the Medical University of Silesia
of May 30th, 2018
constituting
Appendix No 1
to Resolution No 20/2019
of the Senate of the Medical University of Silesia
of April 24th, 2019

**Terms and procedures of admission to the English language program
offered at the Medical University of Silesia in Katowice
in the academic year 2019/2020**

Unified text

I. General provisions

§ 1

1. English language program admission procedure is conducted by the University Admission Committee.
2. The admission limit for English language program is specified by the Senate, subject to item 4.
3. The admission limit for English language medical and medical-dental programs is specified by the Ministry of Health in agreement with the Ministry of Science and Higher Education.
4. Candidates can apply for the following English language programs offered by the Medical University of Silesia: medical program, medical-dentistry, pharmacy, medical biotechnology (undergraduate program), medical biotechnology (graduate program), nursing, midwifery (undergraduate programs), nursing, midwifery and physiotherapy (graduate programs), physiotherapy (unified master's degree program), public health (undergraduate program), dietetics and public health (graduate programs).

II. Terms and procedures of admission

§ 2

1. Admission procedure consists of qualification procedure and procedure of issuing the decision of acceptance or the decision of refusal to admit a candidate.
2. Admission procedure results are open to public.

III. Qualification procedure

§ 3

1. Admission to the English language program may be processed twice an academic year – for winter and summer semesters.

2. Only those candidates who submitted all required documents by the deadline established by the University Admission Committee and made payment of the registration fee by the deadline set by the University in the amount established by the Minister of Science and Higher Education, open to the public on the university website, shall be taken into account in the admission process for the English language program.
3. The fee specified in item 2 is non-refundable, subject to item 4.
4. The University shall refund the registration fee only if:
 - a) the program was not launched,
 - b) candidate made double payment of the registration fee for the same program,
 - c) candidate resigned from applying for admission before the University Admission Committee has taken any action.
5. Candidates seeking admission to the English language program shall bring or mail their documents to the place stated by the University Admission Committee. .
6. The date of receiving admission documents to the University is crucial for the qualification procedure. Documents submitted or received by the University after the deadline established by the University admission Committee will not be considered for the admission purpose.
7. Candidates seeking admission to the English language program should demonstrate a high level of English language proficiency. Candidates from countries with a native language other than English must document their fluency in English language with certificates, diplomas or other official documents stating that they completed education in English language at previous school or with one of the certificates listed in Appendix No 1 to these terms and procedures.
8. University Admission Committee will make the admission procedure results open to the public by announcing the list of approved candidates on the university website at www.sum.edu.pl.
9. University Admission Committee will notify candidates whether they were or were not enrolled to the program. Each candidate will receive an official written decision forwarded to the mailing address indicated by this candidate.
10. All information pertaining to the admission process, including admission deadlines, will be announced on the university website at www.sum.edu.pl. Candidates are obliged to become familiar with the information updated by the University on a regular basis, under pain of adverse effects for candidate.
11. Foreign citizens enrolled to the program will meet the following requirements:
 - 1) have obtained visa or permanent residency card or other document entitling them to stay in Poland,
 - 2) stay in good health condition confirmed with an appropriate health certificate stating no objections to take up education in appropriate field of study,
 - 3) have obtained the insurance certificate against disease or accidents for the period of their education in Poland or the European Health Insurance Certificate or will get an appropriate insurance certificate from the National Health Fund in Poland immediately upon starting their education.

12. Information obtained from the candidate through the admission procedure can be processed for statistical purposes in an anonymous form for which the candidate consents by entering the admission.

IV. Admission procedure for English language programs

§ 4

1. English language programs admission proceedings can be instituted only for those candidates who graduated from high school and obtained an appropriate diploma/certificate qualifying its holder to take up higher education studies in the country of its issuing.
2. To documents originally issued in a different language than Polish or English a certificated translation to English should be attached.
3. Candidates seeking admission to the English language program are required to submit the following documents:
 - 1) original or notarized copy of high school diploma,
 - 2) original copy of high school transcript (applies to candidates who completed high school outside Poland),
 - 3) application form (sample approved by the University),
 - 4) identification document (to be presented for verification),
 - 5) 3 photos – required ID or passport photos, with candidate’s name and surname signed on the back of the photo,
 - 6) certificate documenting English language fluency level specified in § 3 item 7,
 - 7) receipt of registration fee payment,
 - 8) health certificate confirming no objections to take up studies in respective fields,
 - 9) original or notarized copy of college diploma (applies to candidates who apply for graduate programs).
 - 10) Apostille – in the case when the document specified in item 1 or 9 was issued by an institution operating in the educational system of a Hague Convention Contracting country, as of October 5th, 1961, which waives the requirement of legalization of foreign government documents.
 - 11) an approval of high school transcript or diploma specified in item 1 or 9 – in the case of documents not recognized in Poland by operation of law, issued in a country with which Republic of Poland did not signed a mutual educational document recognition contract, or a document from a country with which Poland has the above-mentioned contract but the document is not covered in it.
4. Upon satisfactory verification of the above listed admission documents, candidates who graduated from foreign high schools and apply for *medical program*, *medical-dentistry program*, *pharmacy* or *medical biotechnology* undergraduate program will attend an oral examination in English language. The date of the examination will be established by the University Admission Committee. During the examination candidate’s knowledge on Polish high school level will be evaluated in the following fields of study, as per candidate’s choice:
 - a) biology and chemistry, or
 - b) biology and physics, or
 - c) chemistry and physics.

5. Oral examination specified in item 3 for candidates who apply for *medical, medical-dentistry program, pharmacy or medical biotechnology undergraduate program* may be conducted on-line. Rules regarding the examination are established and announced to all those interested by the appropriate University Admission Committee.
6. Final result in the oral examination determines candidate's admission to the English language program.
7. Candidates specified in item 4 will be admitted to the English language program based on a ranking list. Candidate's position in the ranking list will depend on the oral examination result.
8. In case of candidates who completed high school in Poland their position in the ranking list will depend on baccalaureate scores (so-called "nowa matura" – examination introduced in 2005) obtained in: biology (required) and chemistry or physics or mathematics (optional) taken on advanced level. Obtaining minimum scoring required for admission to the first year of extramural studies in Polish language at the Medical University of Silesia is the condition to be granted admission to the English language *medical program, medical-dentistry program and pharmacy*. Admission to *medical biotechnology undergraduate program* requires the candidate to obtain a minimum of 30 points from each of the requested subjects.
9. Admission process for candidates who graduated from foreign high schools and apply for undergraduate programs in: *nursing and midwifery* is based on the final score obtained in biology course completed on medium level as well as on successful evaluation of the admission documents specified in item 2.
10. Admission process for candidates who graduated from foreign high schools and apply for *physiotherapy unified master's degree program* is based on the final score obtained in biology course completed on medium level as well as on successful evaluation of the admission documents specified in item 2.
11. Candidates specified in item 8, 9 and 10 will be admitted to the English language program based on a ranking list. Candidate's position in the ranking list will depend on the outcome of the qualification procedure.
12. In case of candidates who completed high school in Poland their position in the ranking list will depend on baccalaureate scores (so-called "nowa matura") obtained in biology taken on basic level or on advanced level converted to basic level. Obtaining minimum scoring required for admission to the first year of intramural studies in Polish language at the Medical University of Silesia is the condition to be granted admission to the English language undergraduate programs in *nursing, midwifery and physiotherapy unified master's degree program*.
13. Admission process for candidates who graduated from foreign high schools and apply for undergraduate program in *public health* is based on the final score obtained in one of the following courses, as per candidate's choice: biology, chemistry, mathematics, physics or civics, completed on medium level as well as on successful evaluation of the admission documents specified in item 2.
14. Candidates specified in item 12 will be admitted to the English language program based on a ranking list. Candidate's position in the ranking list will depend on the outcome of the qualification procedure.

15. In case of candidates who completed high school in Poland their position in the ranking list will depend on baccalaureate scores (so-called “nowa matura”) obtained in one of the following courses, as per candidate’s choice: biology, chemistry, mathematics, physics or civics, taken on basic level or on advanced level converted to basic level. Obtaining minimum scoring required for admission to the first year of intramural studies in Polish language at the Medical University of Silesia is the condition to be granted admission to the English language undergraduate program in *public health*.
16. Qualification procedure for graduate program in *public health* is based on the contest of grade point average (GPA) earned during undergraduate program study period (average grade is calculated as arithmetic mean score for all exams and final evaluations in courses obtained during entire study period).
17. Candidates who apply for graduate program in *dietetics* should hold undergraduate program degree in: dietetics, human nutrition, human nutrition and food evaluation, food and nutrition technology.
18. Qualification procedure for graduate program in *dietetics* is based on the contest of grade point average (GPA) earned during undergraduate program study period (average grade is calculated as arithmetic mean score for all exams and final evaluations in courses obtained during entire study period).
19. Candidates who apply for graduate program in *medical biotechnology* should hold undergraduate program degree in the field of biotechnology, medical biotechnology or biology, and have significant knowledge and skills in the field of life sciences.
20. Admission proceedings for the *medical biotechnology* graduate program includes an interview conducted in English. The ranking list will be based on the result of the oral examination.
21. Candidates who apply for graduate program in *nursing, midwifery and physiotherapy* graduate programs should hold respectively undergraduate program degree in the field of *nursing, midwifery and physiotherapy*. Qualification procedure is based on the contest of grade point average (GPA) earned during undergraduate program study period (average grade is calculated as arithmetic mean score for all exams and final evaluations in courses obtained during entire study period).
22. Candidates specified in item 21 will be admitted to the English language program based on a ranking list. Candidate’s position in the ranking list will depend on the outcome of the qualification procedure.

V. Appeal procedure

§ 5

1. The Rector is an appeal body for issues concerning English language program admission.
2. Candidates who were not admitted to the English language program have the right to appeal against the decision of refusal to the Rector within 14 days of its receiving. The decision made by the Rector is binding.

Appendix No 1
to terms and procedures of admission
to the English language programs
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in the academic year 2018/2019

List of certificates documenting English language fluency level

1. First Certificate in English (FCE),
2. Certificate in Advanced English (CAE),
3. Certificate of Proficiency in English (CPE),
4. Business English Certificate (BEC) Vantage – at least Pass,
5. Business English Certificate (BEC) Higher,
6. Certificate in English for International Business and Trade (CEIBT) – certificates issued by the University of Cambridge Local Examinations Syndicate and the University of Cambridge ESOL Examinations,
7. International English Language Testing System IELTS – above 6 points – certificates issued by the University of Cambridge Local Examinations Syndicate, the British Council and Education Australia,
8. Certificate in English Language Skills (CELS) – levels “Vantage” (B2) and “Higher” (C1),
9. Test of English as a Foreign Language (TOEFL) – at least 510 points obtained on the test (in electronic system at least 180 points) and at least 3,5 points in written part TWE – issued by Educational Testing Service, Princeton, USA,
10. English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level – issued by City & Guilds Pitman Qualifications (Pitman Qualifications Institute),
11. International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level, “Mastery” level – issued by City & Guilds (City & Guilds Pitman Qualifications),
12. City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening), Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6 – issued by City & Guilds,
13. Spoken English Test (SET) for Business - Stage B “Communicator” level, Stage C “Expert” level, Stage C “Mastery” level – issued by City & Guilds (City & Guilds Pitman Qualifications),
14. English for Business Communications (EBC) - Level 2, Level 3 – issued by City & Guilds (City & Guilds Pitman Qualifications),
15. English for Office Skills (EOS) - Level 2 – issued by City & Guilds (City & Guilds Pitman Qualifications),
16. Test of English for International Communication (TOEIC) – at least 700 points obtained on the test – issued by Educational Testing Service, Princeton, USA,
17. London Chamber of Commerce and Industry (LCCI): English for Business Level 2, English for Business Level 3, English for Business Level 4 – certificates issued by London Chamber of Commerce and Industry Examinations Board,
18. London Chamber of Commerce and Industry (LCCI) - Foundation Certificate for Teachers of Business English (FTBE) – certificate issued by London Chamber of Commerce and Industry Examinations Board,
19. B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2) - examinations TELC (The European Language Certificates) administered by WBT Weiterbildungs-Testsysteme GmbH or telc GmbH; telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1 – issued by telc GmbH.