

Recruitment rules at International Centre of Education Cracow University of Technology

International Centre of Education Cracow University of Technology (ICE CUT) is state (*public*) Higher Education Institution¹ and provides Preparatory/ Bridging Courses for studies in Polish² and English in addition to Polish and English Language Courses.

After being accepted to the Preparatory/ Bridging Courses and completing all of the formal requirements, the candidates will receive academic student rights³. After graduation from the Preparatory Course the student is entitled to undertake studies in the given language. We are here to help students to find the next best step in Poland, in Europe⁴

Anyone who has acquired the right to undertake University level studies or continue their academic studies within or outside their own country, may obtain recognition of academic qualification in Poland as well.

The Language Courses improve the use of the chosen language. Completion of the Language Course will result in a certificate of the knowledge of a language at a certain level.

All adults⁵ can be participants of the Courses in ICE CUT. The minor person may be accepted when they have a legal guardian residing in Krakow and have parents written permission.

The financial requirements of the Courses are:

- payment in full⁶,
- the exemption from tuition fees under international agreements,
- under Polish Government scholarship⁷.

All of the required charges should be transferred into the account of Cracow University of Technology, Warszawska Street 24; 31-155 Kraków,
Alior Bank S.A. bank account number: 60 2490 0005 0000 4600 9706 6858;
IBAN: PL60 2490 0005 0000 4600 9706 6858 SWIFT: ALBPPLPW

The transfer must include the candidates full name which matches their passport

I. General Application Information:

1. Application for admission:

- A. The application form is available on our website.⁸
- B. Attach scanned documents to the website application form.⁹
- C. The processing of the application form for admission to ICE CUT takes no more than 10 working days.¹⁰
- D. ICE CUT reserves the right to refuse the acceptance of the candidate.
- E. After successful acceptance, the candidate will receive an admission letter.¹¹
- F. After Course payment to the ICE CUT account, the candidate will receive a acceptance letter.¹²
- G. The candidate must arrive for the Course by the appointed date.¹³

2. Required documents

- A. Documents required for every type of a Course:
 - a) A copy of the passport page with the holders photo and the expire date
 - b) A photo¹⁴,
 - c) Confirmation of the application fee payment¹⁵.
- B. Documents required for the admission to the Preparatory Course:
 - a) a copy of a high school documentation with information regarding qualifications to undertake University level studies or a copy of a University diploma with information regarding qualifications for further education at a relevant level, in the language in which the certificate was issued.
 - b) A transcript of marks/grades earned
 - c) Certified information about the range of marks in high school or university.

3. Any questions regarding the recruitment process should be directed to: ice@pk.edu.pl. We can answer in Polish or English language.

- II. Additional requirements:
1. Every foreigner is obliged to legalize their stay in Poland.
A foreigner may stay in Poland on the basis of: international agreements, visa-free travel, residence permit for a fixed period or they may obtain a visa or a refugee title.¹⁶
 2. Any formal document issued in a language other than Polish, must be translated into Polish by a recognized institution in Poland:
 - A. By a sworn translator entered on the list of sworn translators of the Minister of Justice in Poland¹⁷,
 - B. By a person registered as a sworn translator in a member state of:
 - a) the European Union¹⁸,
 - b) member state of the European Free Trade Association (EFTA)¹⁹
 - c) party to the Agreement on the European Economic Area²⁰
 - d) or a member state of the Organisation for Economic Cooperation and Development (OECD)²¹;
 - C. a consul of the Republic of Poland appointed by the state on whose territory or in whose educational system the document was issued;
 - D. diplomatic mission or consular office, accredited in the Republic of Poland, of the state on whose territory or in whose educational system the document was issued.
 3. Any formal document issued outside of Poland must bear the apostille or be legalized.
 - A. An apostille should be placed on documents issued by educational institution from a state participating in the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, established at the Hague on 5 October 1961 /Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents/²²
 - B. Documents from the countries that are not party to the Hague Convention, should be legalised by:
 1. A consul of the Republic of Poland appointed by the state on whose territory or in whose educational system the documents were issued;
 2. The educational authorities of the state on whose territory or in whose educational system the documents were issued;
 3. The diplomatic mission or consular office of the state on whose territory or in whose educational system the documents were issued, accredited in the Republic of Poland or another member state of:
 - a) the European Union,
 - b) a member state of the European Free Trade Association (EFTA),
 - c) a party to the Agreement on the European Economic Area,
 - d) or a member state of the Organisation for Economic Cooperation and Development (OECD).
 4. The right to undertake University level studies without having to obtain recognition of education, are those with any of the documentation below:
 - A. IB (International Baccalaureate) diplomas issued by the International Baccalaureate Organization in Geneva;
 - B. EB (European Baccalaureate) diplomas issued by European schools in accordance with the Convention Defining the Stature of European Schools;

- C. Documents issued by a school or educational institution from the educational system of a member state of:
- a) the European Union,
 - b) member state of the European Free Trade Association (EFTA),
 - c) a party to the Agreement on the European Economic Area or
 - d) a member state of the Organisation for Economic Cooperation and Development (OECD).
- D. Documents covered by international agreements.²³

5. University level studies requiring the recognition of education - NOSTRIFICATION²⁴

- A. Nostrification can be done only in Poland. The Polish Government has defined the terms of the nostrification process.
1. The Ministry of National Education of Poland issues directives regarding the recognition of high school documents.²⁵
 2. The Ministry of Science and Higher Education issues directives on the recognition of higher (university) education documents and degrees²⁶
- B. To obtain a recognition of education, an application form should be submitted to the corresponding institution:
1. Province Education Superintendents have been appointed for the high school documents,
 2. A nostrification commission at the appropriate universities have been appointed for the higher (university) education diplomas and degrees²⁷
- ICE CUT assists in submitting a nostrification application form to the appropriate institution.
- C. The ICE CUT students are obligated to submit the appropriate documents at the ICE CUT office (secretariat):
1. From a high school:
 - a) A diploma and transcripts with high school final results
 - b) Certificates and other documents that contain the following information regarding the completed curriculum:
 - The curriculum's content
 - The period of study
 - The grading scale
 - c) Documentation stating confirmation of completion of all necessary requirement and allowing for applying for admission to higher education (universities), and the scope of such qualifications.

These documents should be issued or confirmed by the school or educational institution which issued the certificate, or by educational authorities of the state on whose territory or in whose educational system the certificate was issued.

2. From the university:
 - a) a document confirming the completion of higher education studies
 - b) documents allowing the continuation of studies and duration of studies (a diploma supplement, a list of passed subjects and records or transcript).

¹ <http://www.nauka.gov.pl/en/higher-education-system/>

² Preparatory/ Bridging Courses for study in Polish lasts the whole academic year. It starts on the 1st of October and finishes in June the following year. There are 30 weeks of studying. A week consists of 22 hours of Polish language and 9 hours of extra classes depending on the future studies. Candidates for architecture studies are given 13 hours of extra classes.

³ Receiving University level student ID because of Regulation of the Minister of Science and Higher Education of 12 October 2006 on the acceptance, studiem, and training by foreigners at the University level including their participation in scientific research and development work (Dz. U. Nr 190 poz. 1406)

<http://isip.sejm.gov.pl/DetailsServlet?id=WDU20061901406>

<http://www.go-poland.pl/polish-your-polish>

<http://www.nauka.gov.pl/en/law-on-higher-education/>

⁴ ICE CUT helps to get into chosen university

<http://www.go-poland.pl/>

<http://www.go-poland.pl/higher-education-institutions>

⁵ According to the Polish civil law, the person is an adult when they have reached 18 years old (Dz.U. 2017 poz. 459)

⁶ The Preparatory course to studies in Polish costs € 3000. There is no possibility of making a payment in installments. It is possible to receive a discount. Tuition fee is refundable if candidate will not receive visa, health does not allow him to begin studies, will be drafted into the army, etc. When candidates resign from the Course after receiving the visa or after beginning of study, tuition fee will not be refunded. Tuition fee is not refundable also when the student does not pass the exams or are not be admitted to them.

⁷ Candidates who are admitted to the ICE CUT by of international agreements and decisions of the Ministry of Science and Higher Education and the The Ministry of Culture and National Heritage are exempt from fees for studies

⁸ <http://www.mck.pk.edu.pl/en>

⁹ Depending on the type of course you applying for, you will need specific documents.

¹⁰ According to Polish Law, Monday through Friday are considered working days.

¹¹ Candidate will receive conditional admission letter. The admission letter will contain necessary information regarding required documents.

¹² Candidate will receive acceptance certificate for Visa application.

¹³ If candidate does not arrive by appointed date additional fees will be required.

¹⁴ should be up to date - taken not earlier than 6 months before the application, shouldn't be wearing a headgear, black glasses, or anything else that could make it difficult to recognize a person should represent the entire head, should represent the image no further than the upper part of the shoulders, face should occupy 70-80% of the photo.



¹⁵ Application fee is € 200. Application fee is non-refundable. Candidates who are admitted to the ICE CUT by of international agreements and decisions of the Ministry of Science and Higher Education and the The Ministry of Culture and National Heritage do not pay application fee

¹⁶ <http://www.migrant.info.pl/>
<http://www.msz.gov.pl/pl/>
<https://udsc.gov.pl/>
<https://poland.iom.int/>

¹⁷ <https://ms.gov.pl/en/about-the-ministry-of-justice/>

¹⁸ <http://europa.eu/>

¹⁹ <http://www.efta.int/>

²⁰ http://www.europarl.europa.eu/atyourservice/pl/displayFtu.html?ftuid=FTU_6.5.3.html

²¹ <http://www.oecd.org/>

²² <https://www.hcch.net/en/states/hcch-members>

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

²³ http://www.nauka.gov.pl/uznawanie-wykształcenia/akty-prawne.html#Umowy_miedzynarodowe

²⁴ <http://www.nauka.gov.pl/en/recognition-of-academic-qualifications/nostrification.html>

²⁵ <http://en.men.gov.pl/2015/10/30/recognition-of-foreign-school-certificates-and-diplomas-in-poland/>

²⁶ Directives for nostrification of University level diploma

http://www.nauka.gov.pl/g2/oryginal/2015_10/793a27442c36c4773f91dea86e1b5ac3.pdf

- Directives for nostrification of Academic degrees:

http://www.nauka.gov.pl/g2/oryginal/2013_05/9462b24c09283794d8264737cfa20647.pdf

²⁷ This is a council appointed by a university authorized to confer degrees in a specific field of study or field of art that conducts education in the area of higher education completed by a diploma obtained abroad.