

Appendix No. 1 - The method of converting grades from diplomas equivalent to the certificate of the Polish secondary education, issued to candidates qualified for first-cycle programmes conducted in English

§1

1. Candidates who register in the available electronic admission system and submit the following documents to the relevant Dean's Office within an applicable time frame may be admitted to the admission procedure for the academic year 2024/2025:
 - a) **an application** for admission, with a candidate's photograph, generated from the accessible electronic admission system (personal questionnaire);
 - b) candidate's declaration of his/her proficiency in the English language;
 - c) **a statement by the candidate about the possession of an insurance policy** in the event of illness or accident (for the period of education in Poland), the European Health Insurance Card or a statement by a foreigner applying for admission that he will join the insurance in the National Health Fund immediately after starting the programme,
 - d) **a Polish matura certificate** (a copy or a copy of an authenticated copy of the matura certificate drawn up by the issuer); or
 - e) **a legalized or apostilled foreign certificate** (a copy or a copy of a duplicate drawn up by the issuer of the foreign certificate or an entity authorized to do so); or
 - f) **other document obtained abroad** which entitles to apply for admission to higher education institutions of any type in the country in whose system the institution issuing the certificate operated, recognized as equivalent to the corresponding Polish matura certificate, in accordance with the provisions on the nostrification of school certificates and matura certificates obtained abroad, or recognized under an international agreement as equivalent to a corresponding Polish matura certificate or as authorizing to take up such studies in the Republic of Poland (the legalization requirement does not apply to the International Baccalaureate diploma and the European Baccalaureate diploma),
 - g) **translation of the secondary school leaving certificate into Polish** by a sworn translator or certified by the consul of the Republic of Poland in the country in which the document was issued (the translation requirement does not apply to the International Baccalaureate diploma and the certificate/diploma of universities from Austria, for which – on the basis of a separate agreement on legal cooperation – no apostille is required);

- h) **a medical certificate** on no contraindications to study the chosen programme and form of study in the year of admission, together with a sworn translation into Polish or confirmed by the consul of the Republic of Poland,
 - i) **a statement** on the choice of the rules for admission and completion of programmes (if applicable),
 - j) **a consent of parents** or legal guardians to study in the case of minors.
2. Foreign candidates are obliged to:
- a) present for viewing** by an employee of the Dean's Office of the Polish Card or a permanent residence permit or a long-term residence permit of the European Union or a temporary residence permit or a decision on the determination of Polish origin or a document confirming the refugee status granted in the Republic of Poland or the use of temporary or subsidiary protection or a document confirming the type and degree of relationship with a citizen of the Republic of Poland, provided that they reside in Poland (if applicable);
 - b) present for viewing a passport** or other official identity document to the Dean's Office employee;
 - c) present for viewing the visa** (if applicable) to the Dean's Office employee;
 - d) present for viewing a document confirming legal residence in Poland.**
3. **All documents must be submitted in Polish**, and in the case of documents in a foreign language, a sworn translation into Polish is required prepared by:
- a) a sworn translator entered on the list of sworn translators of the Ministry of Justice of the Republic of Poland,
 - b) a person registered as a sworn translator in a country of the European Union, a member state of the European Free Trade Agreement (EFTA) – a party to the agreement on the European Economic Area or a member state of the Organisation for Economic Cooperation and Development (OECD),
 - c) the consul of the Republic of Poland, competent for the country – the place of issue of the certificate.
 - d) by an accredited diplomatic agency in the Republic of Poland or a consular office of the country in whose territory or in whose education system the document was issued.
4. Acceptance of documents takes place within the deadlines specified in the admission procedure dates contained in Appendix No. 1 to Senate Resolution No. 44/23 of 29 June 2023.

§2

Method of converting grades from foreign certificates:

1. Ukraine

The results obtained at *Atestat* (АТЕСТАТ), expressed on a scale of 1–12, are calculated as a matura exam at the standard level, the results at ZNO (ЗНО, УКРАЇНСЬКИЙ ЦЕНТР ОЦІНЮВАННЯ ЯКОСТІ ОСВІТИ) (100–200 scale)) – as a matura exam at the higher level

| Grade on the certificate (scale 1-12) | AL Points |
|--|------------------|
| 12 | 100 |
| 11 | 90 |
| 10 | 80 |
| 9 | 70 |
| 8 | 60 |
| 7 | 50 |
| 6 | 40 |
| 5 | 35 |
| 4 | 30 |
| | |

Results obtained on ZNO (100–200 scale): from the result obtained by the candidate subtract 100 and then multiply the obtained number by 1.5 and enter as points from the matura exam at the higher level.

2. Belarus

The results obtained on *Atestat* (АТЕСТАТ), expressed on a scale of 1–10, are converted as a matura exam at the standard level, the results on CT (ЦТ) (1–100 scale) – as a matura exam at the higher level.

| Grade on the diploma, scale 1-10 | AL Points |
|---|------------------|
| 10 | 100 |
| 9 | 90 |
| 8 | 80 |
| 7 | 70 |
| 6 | 60 |
| 5 | 50 |
| 4-1 | 0 |

The CT scores (scale 1–100) should be multiplied by 1.5 and entered as points from the matura exam at the higher level.

3. Lithuania

The results obtained on the school-leaving certificate, expressed on a scale of 1–10, are converted as a matura at the standard level, the results at Brandos Atestatas (1–100 scale) – as a matura at the higher level.

| Grade on the diploma, scale 1-10 | AL Points |
|---|------------------|
| 10 | 100 |

| | |
|-----|-----|
| 9 | 90. |
| 8 | 80 |
| 7 | 70 |
| 6 | 60 |
| 5 | 50 |
| 4-1 | 0 |

The results obtained at Brandos Atestatas should be multiplied by 1.5 and entered as points from the matura exam at the higher level.

4. USA

The results obtained at the *High School Diploma*, expressed on the A–F scale, are converted as a matura at the standard level, the results from the SAT/ACT/AP exam – as a higher level matura (exam-dependent scale).

| Grade on the certificate (letter scale) | AL Points |
|---|-----------|
| A plus | 100 |
| 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 |

In the case of a candidate presenting the results of *the SAT/ACT/AP* exam – the decision on the recognition of grades in the admission procedure is made by the Faculty Admissions Committee.

5. United Kingdom

The results obtained by AS-Levels, expressed on the A–E scale, are converted as a matura at the standard level, the results on A-Levels expressed on the A*–E scale – as a higher level matura.

Results obtained from AS-Levels (standard level)

| Grade on the certificate (letter scale) | AL Points |
|---|-----------|
| A | 100 |
| B | 80 |
| C | 60 |
| D | 40 |
| E | 20 |

Results from A-Levels (higher level)

| Grade on the certificate (letter scale) | AL Points |
|---|-----------|
| A* | 150 |
| A | 125 |
| B | 100 |
| C | 75 |
| D | 50 |
| E | 30 |

6. Germany

The results obtained on the Zeugnis der allgemeinen Hochschulreife, expressed on a scale of 1-6, are converted as a matura exam at the standard level, the results on the matura exam (scale 1–15) – as a matura exam at the higher level.

| Grade on the certificate (1-6 scale) | AL Points |
|--------------------------------------|-----------|
| 1 | 100 |
| 2 | 80 |
| 3 | 60 |
| 4 | 40 |
| 5 | 20 |

The results obtained on the matura exam (1–15 scale) should be multiplied by 10 and entered as points from the matura exam at the higher level.

7. Russia

The results obtained on Atestat (АТЕСТАТ), expressed on a scale of 1–5, are converted as a matura exam at the standard level, the results on EGE (СВИДЕТЕЛЬСТВО) (1–100 scale) – as a matura exam at the higher level.

| Grade on the certificate (1-6 scale) | AL Points |
|--------------------------------------|-----------|
| 5 | 100 |
| 4 | 75 |
| 3 | 50 |
| 2 | 0 |

The EGE scores (1–100 scale) should be multiplied by 1.5 and entered as points from the matura exam at the higher level.

§3

1. In order to enable the University Admissions Committee to convert qualification points, candidates from countries other than the above-mentioned ones submit to the Commission certificates translated into Polish issued in individual countries equivalent to the certificates of the Polish secondary school. The translation should include the subjects and the grade obtained. The decision on the recognition of grades in the admission procedure is made by the University Admissions Committee.

2. In the case of a foreign candidate who presents a document other than the above-mentioned in the admission procedure, the decision on the number of points awarded and the rules for their conversion is made by the University Admissions Committee.
3. The condition for taking into account the grades in the admission procedure is the provision of the apostille of documents confirming education issued abroad, their legalization or nostrification.