Resolution of the Senate of the Military University of Technology

No. 87/WAT/2023 of 22 June 2023

on establishing the conditions, mode and date of commencement and completion of recruitment for studies for the academic year 2024/2025 and the manner of its conduct

Pursuant to Art. 70 sec. 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2023, item 742, as amended), hereinafter referred to as the Act, it is resolved as follows:

Art. 1

- 1. Subject to sec. 2–3, the conditions, mode and date of commencement and completion, and the manner of conducting recruitment for studies shall be established for:
 - 1) long-cycle master's degree and first-degree studies conducted in Polish, which constitute Appendix No. 1 to the Resolution;
 - 2) second-degree studies conducted in Polish, which constitute Appendix No. 2 to the Resolution;
 - 3) first-degree studies conducted in English, which constitute Appendix No. 3 to the Resolution;
 - 4) second-degree studies conducted in English, which constitute Appendix No. 4 to the Resolution.
- 2. The conditions and mode for admission to military universities of candidates for professional military service under voluntary basic military service are established by the Minister of National Defense.
- 3. A separate resolution of the Senate of the Military University of Technology establishes the conditions and mode for admitting persons to studies as a result of confirming the learning outcomes.

Art. 2

The Resolution comes into force on the day of its adoption.

President of the Senate

(-) Brig. Gen. Prof. Przemysław WACHULAK

Appendix No. 3 to the Resolution of the Senate of the Military University of Technology No. 87/WAT/2023 of 22 June 2023

THE CONDITIONS, MODE, DATE OF COMMENCEMENT AND COMPLETION, AND THE MANNER OF CONDUCTING RECRUITMENT FOR THE FIRST YEAR OF LONG-CYCLE MASTER'S STUDIES AND FIRST-DEGREE STUDIES CONDUCTED IN ENGLISH

Art. 1

1. In the academic year 2024/2025, the Military University of Technology, hereinafter referred to as "WAT", shall, subject to sec. 2–3, conduct recruitment for the first year of first-degree studies conducted in English, hereinafter referred to as "studies", for the following fields of study and forms of study:

Field of study	Form of study		
Field of study	Full-time	Part-time	
Aeronautics and Astronautics	YES	NO	
Mechatronics	YES	NO	

- 2. Recruitment for a particular field of study and form of study shall commence after the Rector sets an admission limit for that field of study and form of study.
- 3. The launch of a specific field of study and form of study shall depend on the number of candidates.
- 4. The recruitment procedure shall be conducted by a Recruitment Committee appointed by the Rector.
- 5. During registration, the candidate shall specify the field of study.

Art. 2

Only holders of a secondary school certificate or other documents recognised in the Republic of Poland as documents entitling the holder to apply for admission to studies referred to in Art. 69 sec. 2 of the Act of 20 July 2018 – Law on Higher Education and Science, hereinafter referred to as the "maturity certificate", may be admitted to studies.

- The recruitment procedure, hereinafter referred to as "recruitment", includes:
 registration;
 - 2) a qualification procedure leading to admission to studies through enrolment on the list of students in a specific field of study.

- 2. Recruitment shall commence on *1 April 2024*¹ with the start of registration (which lasts until *15 July 2024*¹) and shall end on *2 August 2024*¹ with the announcement of the list of candidates accepted for studies, i.e. enrolled on the list of students in specific fields of study, subject to Art. 6 sec. 2–5.
- 3. Registration includes:
 - 1) creating an individual account in the Internet Registration of Candidates, hereinafter referred to as "IRK", available on the WAT website;
 - 2) filling out an electronic application/personal questionnaire in the IRK and completing the recruitment application, including the identification of preferred fields of study according to the established priority;
 - 3) uploading, via the IRK, a recent digital colour photograph (taken in compliance with the requirements specified therein);
 - sending, via the IRK, the results included on the secondary school certificate² and information on olympiads and competitions taken into account in the recruitment procedure, as referred to in Art. 4 sec. 11 and 12;
 - 5) paying an application fee of PLN 85³ (regardless of the number of fields of study specified during registration) to an account whose number is generated in the IRK.
- 4. A candidate qualified for admission to studies shallprovide the WAT with the following:
 - 1) a personal questionnaire printed from the IRK;
 - a copy of the secondary school certificate original or copy to be inspected and verified by a WAT employee;
 - copies of the olympiad and competition diplomas to be considered during recruitment as referred to in Art. 4 sec. 11 and 12 – originals for inspection.
- 5. In the case of underage candidates, the documents shall be submitted by the candidate in the presence of the legal representative or a representative appointed by the legal representative. An underage candidate may only submit the documents themselves on condition that they produce a letter of consent from their legal representative, including a signature certified by a notary public.
- 6. A candidate with a secondary school certificate obtained outside the Republic of Poland shall additionally submit a translation of the secondary school certificate prepared by a sworn translator. Unless otherwise stipulated by separate regulations, the candidate shall also submit a recognition certificate of the secondary school certificate issued in line with the relevant regulations. The original of a certificate issued outside the Republic of Poland, which is not recognised, must bear an apostille (certification of the official character of a national document needed if it is to be used abroad) unless specific regulations provide otherwise.
- 7. The candidate shall provide documents certifying English language proficiency at the B2 level.

- 1. The scope of the qualification procedure shall consist of:
 - 1) preparation of rankings for specific fields of study;
 - making decisions on qualifying candidates for admission to specific fields of study;
 - entering the candidates admitted to studies in the lists of students in specific fields of study (after fulfilling the condition referred to in Art. 5 sec. 3).
- 2. Rankings for specific fields of study shall be drawn up after the completion of the registration procedure.
- 3. The basis for calculating the ranking points shall be the results included on the secondary school certificate in the subjects specified in sec. 5, sent via the IRK during registration for studies:
 - for a candidate with a "new maturity exam" certificate only the results⁴ of the written part of the exam (calculated in line with sec. 6);
 - for a candidate with an IB (International Baccalaureate) diploma the grades obtained during the baccalaureate exam (calculated in line with sec. 7);
 - for a candidate with an EB (European Baccalaureate) diploma the grades obtained during the baccalaureate exam (calculated in line with sec. 8);
 - 4) for a candidate with an "old maturity exam" certificate the grades obtained during the maturity exam (calculated in line with sec. 9);
 - 5) for a candidate with a certificate obtained outside the Republic of Poland – ranking points are awarded by the Recruitment Committee after adjusting the results from these exams to the scale of the Polish maturity certificate (the Recruitment Committee enters points based on the foreign secondary school certificate submitted by the candidate).
- 4. The number of ranking points accrued shall determine the candidate's position in the ranking.
- 5. A list of subjects whose results or grades on the secondary school certificate are considered when calculating ranking points shall be established for the following fields of study:

	Subject weight									
Field of study	Mathematics	Physics	Computer Science	Chemistry	Biology	Geography	History	Civic Studies	Foreign Language	Polish
Aeronautics and Astronautics	0.45	0.3	0	0	0	0	0	0	0.2	0.05
Mechatronics	0.45	0.3	0	0	0	0	0	0	0.2	0.05
*Basis for calculation is the subject providing the candidate with the highest number of ranking points										

6. Method of calculating ranking points for the "new maturity exam" certificate (percentage results) – ranking points for a given subject are calculated according to the formula:

PRP = WP * WM * %M

where:

PRP – ranking points for a subject,
WP – subject weight, given in a table in Art. 4 sec. 5,
WM – exam level rate: basic "0.5", extended "1", bilingual "1",
%M – value of the subject in the written part of the exam (without the % sign).

7. Method of calculating ranking points for the IB (International Baccalaureate) diploma – ranking points for a given subject are calculated according to the formula:

$$PRP = WP * WM * %M$$

where:

PRP – ranking points for a subject,

WP – subject weight, given in a table in Art. 4 sec. 5,

WM - exam level rate: basic "0.5", extended "1",

%M – conversion value.

Result included on the certificate	Conversion value	
7	100 %	
6	85 %	
5	70 %	
4	55 %	
3	40 %	
2	25 %	
1	10 %	

8. Method of calculating ranking points for the EB (European Baccalaureate) diploma – ranking points for a given subject are calculated according to the formula:

PRP = WP * WM * %M

where:

PRP – ranking points for a subject,

WP – subject weight, given in a table in Art. 4 sec. 5,

WM – exam level rate: basic "0.5", extended "1",

%M – conversion value.

Result included on the certificate	Conversion value
9.00–10.00	100 %
8.00-8.99	90 %
7.00–7.99	80 %
6.00–6.99	70 %
5.00–5.99	60 %
4.00–4.99	40 %
3.00–3.99	20 %

2.00–2.99	10 %
1.00–1.99	5 %
0.00–0.99	0 %

9. Method of calculating ranking points for the "old maturity exam" certificate – ranking points for a given subject are calculated according to the formula:

PRP = WP * WM * %M

where:

PRP – ranking points for a subject,

WP - subject weight, given in a table in Art. 4 sec. 5,

WM – exam level rate "1",

M - conversion value.

Result included on the certificate	Conversion value
6	100 %
5	80 %
4	60 %
3	40 %
2	30 %

- 10. If a candidate's maturity certificate includes:
 - 1) a specific subject at the basic, extended or bilingual level;
 - 2) two foreign languages;
 - 3) a specified subject passed in writing and orally (applies to a candidate with an "old maturity exam")
 - then the result or grade giving the higher number of ranking points is the basis for calculating ranking points.
- 11. If a candidate is a laureate or finalist of a central-level language olympiad, the candidate shall receive the maximum number of ranking points for a foreign language (or Polish in the case of the Olympiad of Polish Literature and Language).
- 12. The maximum number of ranking points shall be awarded to laureates and finalists of the central-level olympiads and competitions referred to in the Resolution of the Senate of the Military University of Technology No. WAT 134/WAT/2020 of 30 April 2020 on the rules of admission to studies of laureates and finalists of central-level olympiads and laureates of international and national competitions in the academic year 2024/2025.

Art. 5

1. The decision on a candidate's eligibility for admission to a field of study with a fixed limit of places shall be taken by the Recruitment Committee, guided by the candidate's position on the ranking for a particular field of study. The Committee, after analysing the ranking of a particular field of study, shall determine the minimum number of ranking points required to qualify a candidate for admission to that field of study. The number of qualified

candidates for admission to a specific field of study may be less than the established limit of places for that field of study.

- The results of the qualification (lists of qualified candidates for admission to a particular field of study and those who have not been admitted) shall be announced on 19 July 2024¹ by posting relevant information on the candidate's individual recruitment account (in the IRK), subject to sec. 3 and 4.
- 3. Once the documents have been submitted, the candidate shall be admitted to the studies by entering the list of students in the specified field of study. Failure to submit the documents shall be deemed a resignation from candidacy for studies and result in deletion from the list of those qualified for admission to a specific field of study, of which the candidate is informed on their individual recruitment account (in the IRK).
- 4. The Recruitment Committee shall deliver to each unadmitted candidate an admission refusal decision, bearing the signature of its chairperson.
- 5. Within 14 days from the delivery of the decision referred to in sec. 4, the unadmitted candidate has the right to lodge an appeal with the Rector. The Rector's decision shall be final. This decision shall be delivered to the appellant in writing.

- The final results of the qualification (those accepted to study/enrolled in specific fields of study and those not accepted) shall be announced on 2 August 2024¹ by posting the relevant information on the candidate's individual enrolment account (in the IRK).
- 2. In the case of available places, subject to sec. 5, another round of recruitment shall be carried out in specific fields of study. Only candidates not qualified in previous rounds may participate in subsequent rounds.
- 3. Recruitment in the second round shall continue until 18 September 2024¹ or until the limit of places is exhausted.
- 4. Candidates who have obtained at least the minimum number of ranking points, as determined for a specific field of study by the Recruitment Committee, and have provided the required documents shall be admitted in subsequent rounds.
- 5. As part of supplementary recruitment, without observing the condition referred to in sec. 2, candidates who have applied for admission to a field of study specified in the first round but have not been admitted to it due to an insufficient number of ranking points and as a result of the appeal referred to in Art. 44zzz sec. 7 of the Act of 7 September 1991 on the system of education (Dz. U. /Journal of Laws/ of 2022, item 2230) had the result of the maturity exam in a given subject or subjects upgraded and, after counting the ranking points, obtained at least the minimum number of ranking points referred to in sec. 4, shall be admitted to that field of study.

- 1. Foreigners may take up and pursue studies under the rules set forth in the Resolution, subject to sec. 2–6.
- 2. Foreigners must obtain a permit to stay in the restricted area of the Military University of Technology. The Military University of Technology shall apply for such a permit after the Recruitment Committee decides to admit the foreigner to studies. The rules for obtaining the permit are regulated by separate regulations.
- 3. In order to take up studies without payment of fees, it is necessary to present a document specified in Art. 324 of the Act, confirming the possession of such entitlement. If the candidate does not have the document by the enrolment deadline, the candidate shall undertake studies against payment of fees. Once enrolment has taken place, it is possible to change the funding rules after the candidate has applied and presented the entitlement.
- 4. Foreigners may take up studies if they have:
 - 1) a health insurance policy for the period of education in Poland;
 - 2) a European Health Insurance Card;
 - 3) confirmation of the insurer's coverage of medical expenses in the territory of the Republic of Poland for a minimum amount of EUR 30,000;
 - universal health insurance within the meaning of the Act of 27 August 2004 on healthcare services financed from public funds (Dz.U./Journal of Laws/ of 2022, item 2561, as amended).
- 5. Foreigners must have a document confirming the continued compliance with the requirement set out in sec. 5 for the entire period of education in Poland. Successive presentation of subsequent documents to ensure continuity of coverage during the period of education in Poland is acceptable. The student shall present the relevant document each time upon request.

Appendix No. 4 to the Resolution of the Senate of the Military University of Technology No. 87/WAT/2023 of 22 June 2023

THE CONDITIONS, MODE, DATE OF COMMENCEMENT AND COMPLETION, AND THE MANNER OF CONDUCTING RECRUITMENT FOR THE FIRST YEAR OF SECOND-DEGREE STUDIES CONDUCTED IN ENGLISH⁵

Art. 1

1. In the academic year 2024/2025, the Military University of Technology, hereinafter referred to as "WAT", shall, subject to sec. 2–3, conduct recruitment for the first year of second-degree studies conducted in English, hereinafter referred to as "studies", for the following fields of study and forms of study:

Cocord downed field of study	Form of stud	ły
Second-degree field of study	Full-time	Part-time
National Security	YES	NO
Chemistry	YES	NO
Data Science	YES	NO
Electronics and Telecommunications	YES	NO
Geodesy and Geoinformatics	YES	NO
Materials Engineering	YES	NO
Mechanical Engineering	YES	NO
Optoelectronics	YES	NO

- 2. Recruitment for a particular field of study and form of study shall commence after the Rector sets an admission limit for that field of study and form of study.
- 3. The launch of a specific field of study and form of study shall depend on the number of candidates.

Art. 2

1. A candidate who holds a degree in engineering or master of engineering may apply for admission to a specific second-cycle field of study, subject to sec. 2 and 3, in that field of study or one of the related fields of study listed below:

Second-degree field of study	Related field of study
National Security	 Administration Public Administration Occupational Health and Safety Internal Security European Studies Security Engineering Logistics National Defense Political Science Law Emergency Medicine International Relations Management Production Management and Engineering
Chemistry	 Biotechnology Pharmacy Chemical and Process Engineering Environmental Protection Chemical Technology
Data Science	 Data Analysis
Electronics and Telecommunications	 Automation and Robotics Automation, Cybernetics and Robotics Biocybernetics and Biomedical Engineering Electronics Electrical Engineering Power Engineering Computer Science Biomedical Engineering Space and Satellite Engineering Mechatronics
Geodesy and Geoinformatics	 Geodesy and Cartography Geodesy and Cadastre Spatial Management Geospatial Engineering Geoinformatics
Materials Engineering	 Chemistry Power Engineering Physics Technical Physics Mechanical Engineering Mechatronics Metallurgy Nanotechnology Chemical Technology Production Management and Engineering
Mechanics and Machine Construction	 Automation and Robotics Biocybernetics and Biomedical Engineering Bioeconomy Power Engineering Logistics Aeronautics and Astronautics Mechatronics Production Management and Engineering

Second-degree field of study	Related field of study
Optoelectronics	 Electronics and Telecommunications Power Engineering Security Engineering Space and Satellite Engineering Materials Engineering Aeronautics and Astronautics Mechatronics

- 2. Admission to the fields of study of National Security, Chemistry, National Defence, and Management may be applied for by a candidate with a degree of Bachelor of Science, Engineer, Master of Science or Master of Engineering.
- 3. In the case of a candidate who holds a degree in a field of study other than those mentioned in sec. 1 or a degree granted outside the Republic of Poland, the Recruitment Committee shall decide whether the candidate has the necessary competences to continue education in the chosen field of study.
- 4. During registration, the candidate shall specify the field of study.
- 5. To conduct the recruitment procedure, the Rector appoints Recruitment Committees.
- 6. The recruitment procedure, hereinafter referred to as "recruitment", includes:
 - 1) registration;
 - 2) a qualification procedure leading to admission to studies through enrolment on the list of students in a specific field of study.

- 1. Recruitment for studies beginning with:
 - winter semester shall last from 3 June 2024 ¹ with the start of registration, which lasts until 9 September 2024¹, and shall end on 16 September 2024¹ with the announcement of the list of candidates admitted to the studies (entered on the list of students of specific fields of study), subject to Art. 6;
 - 2) summer semester shall last from 1 January 2025¹ with the start of registration, which lasts until 10 February 2025¹, and shall end on 17 February 2025¹ with the announcement of the list of candidates accepted for studies (entered on the list of students of specific fields of study), subject to Art. 6.
- 2. Registration includes:
 - creating an individual account/registration in the Internet Registration of Candidates, hereinafter referred to as "IRK", available on the WAT website;
 - 2) filling out an electronic application/personal questionnaire in the IRK and completing the recruitment application, including the identification of preferred fields of study according to the established priority;

- 3) uploading, via the IRK, a recent digital colour photograph (taken in compliance with the requirements specified therein);
- 4) paying an application fee of PLN 85³ (regardless of the number of fields of study specified during registration) to an account whose number is generated in the IRK.
- 5) submitting to the Military University of Technology, no later than by the end of the registration procedure (by 9 September 2024¹ for studies beginning with the winter semester; by 10 February 2025¹ for studies beginning with the summer semester), the following documents:
 - a) a personal questionnaire printed from the IRK;
 - b) a copy of the diploma of previously completed studies original or copy to be inspected and verified by a WAT employee – or an original other document confirming the completion of studies, including the final result of studies;
 - c) a diploma supplement, a student book or any other document confirming the course of study previously completed;
 - d) a document certifying English language proficiency at the B2 level.
- 3. A candidate who holds a degree awarded outside the Republic of Poland shall additionally submit a translation of the diploma prepared by a sworn translator and, unless otherwise stipulated by separate regulations, an application for the recognition of the diploma. The original of a diploma issued outside the Republic of Poland, which is not recognised, must bear an apostille (certification of the official character of a national document needed if it is to be used abroad) unless specific regulations provide otherwise.

- 1. The scope of the qualification procedure shall consist of:
 - 1) preparation of rankings for specific fields of study after analysis of the submitted documents referred to in Art. 3 sec. 2 point 5;
 - 2) making a decision on admission by enrolment on the list of students in a particular field of study.
- 2. The decision on the admission of a candidate to the second-degree studies by enrolment on the list of students of a specific field of study shall be made by the Recruitment Committee, taking into account:
 - 1) the final result of studies;
 - the correspondence between the learning outcomes achieved by the candidate and the learning outcomes required for second-cycle studies in a particular field of study – S, expressed as a percentage⁶;
 - 3) the competences required to continue education in second-cycle studies in a particular field of study;
 - 4) the results obtained during previously completed studies.
- 3. After analysing the factors referred to in sec. 2, the Committee shall draw up a ranking, according to the scores specified below. The Committee shall determine the minimum number of ranking points, the attainment of which is a condition for

Data underlying the calculation of ranking points		Number of ranking points		
Correspondence of learning outcomes (determined by the Committee)		S		
	5w	Sx0.5		
	5	Sx0.45		
Final result of previously	4+	Sx0.4		
completed studies	4	Sx0.3		
	3+	Sx0.2		
3		Sx0.1		
Competencies necessary to continue education in second-cycle studies and the results obtained during the previously completed studies (decided by the Committee)		0 ÷ 50		

admission of a candidate to studies. The number of accepted candidates may be less than the established limit of places.

Art. 5

- 1. The results of the qualification (lists of those accepted for studies/entered on the list of students of specific fields of study and those not accepted) are announced within the deadline referred to in Art. 3, sec. 1, points 1–2, by posting the relevant information on the candidate's individual recruitment account (in the IRK), subject to sec. 2.
- 2. The Recruitment Committee shall deliver to each unadmitted candidate an admission refusal decision, bearing the signature of its chairperson.
- 3. Within 14 days from the delivery of the decision referred to in sec. 2, the unadmitted candidate has the right to lodge an appeal with the Rector. The Rector's decision shall be final. This decision shall be delivered to the appellant.

- 1. In the case of available places in certain fields of study, another round of recruitment shall be carried out. Only candidates not qualified in previous rounds may participate in subsequent rounds.
- Supplementary recruitment shall be carried out as follows: until 23 September 2024¹ (for the winter semester), 24 February 2025¹ (for the summer semester) or until the limit of places is exhausted.
- 3. The decision on admission of a candidate to a particular field of study in supplementary recruitment shall be made by the Recruitment Committee, guided by the principles set forth in this Resolution.

- 1. Foreigners may take up and pursue studies under the rules set forth in the Resolution, subject to sec. 2–6.
- 2. Foreigners must obtain a permit to stay in the restricted area of the Military University of Technology. The Military University of Technology shall apply for such a permit after the Recruitment Committee decides to admit the foreigner to studies. The rules for obtaining the permit are regulated by separate regulations.
- 3. In order to take up studies without payment of fees, it is necessary to present a document specified in Art. 324 of the Act, confirming the possession of such entitlement. If the candidate does not have the document by the enrolment deadline, the candidate shall undertake studies against payment of fees. Once enrolment has taken place, it is possible to change the funding rules after the candidate has applied and presented the entitlement document.
- 4. Foreigners may take up studies if they have:
 - 1) a health insurance policy for the period of education in Poland;
 - 2) a European Health Insurance Card;
 - 3) confirmation of the insurer's coverage of medical expenses in the territory of the Republic of Poland for a minimum amount of EUR 30,000;
 - universal health insurance within the meaning of the Act of 27 August 2004 on healthcare services financed from public funds (Dz.U./Journal of Laws/ of 2022, item 2561, as amended).
- 1. Foreigners must have a document confirming the continued compliance with the requirement set out in sec. 5 for the entire period of education in Poland. Successive presentation of subsequent documents to ensure continuity of coverage during the period of education in Poland is acceptable. The student shall present the relevant document each time upon request.