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Resolution No. 3072
of the Senate of the University of Białystok of 29 June 2022
on the conditions and procedure of recruitment conducted electronically for
long-cycle, first-cycle, and second-degree programmes in the academic year
2023/2024

Pursuant to Article 70(1) of the Act of 20 July 2018 The Law on Higher Education and Science (JoL of 2022, item 574, unified text, as amended), hereinafter referred to as the Act, the Senate of the University of Białystok determines the following conditions and recruitment procedures for long-cycle master's studies, first-cycle studies and second-cycle studies in the academic year 2023/2024.

§1

1. The University of Białystok recruits candidates for long-course master's programmes, first-cycle programmes and second-cycle programmes in the Online Candidate Registration system, hereinafter referred to as IRK, using the website: irk.uwb.edu.pl.
2. Online registration is available 24 hours a day during the registration period, laid out in the recruitment schedule, in a mode that allows registration and modification of made entries.
3. The University Recruitment Center at the head office of the University of Białystok at ul. Świerkowa 20B, Białystok, Poland provides access to computer workstations where candidates can register in the IRK system.
4. Candidate registration in the IRK is a prerequisite for the admission procedure.
5. All personal data provided by the candidate is processed and stored for the purposes of registration in accordance with the applicable regulations and are protected. If a candidate is entered on the student list, the data used in the recruitment process will be transferred to the USOS system and will be processed in accordance with other applicable regulations for the purposes of the organization and ensuring the proper course of the education process.
6. To register in the IRK system, the candidate follows the IRK instructions:

- 1) set up a personal registration account (the account identifier is the e-mail address entered by the candidate),
- 2) complete and approve the personal questionnaire, including, but not limited to:
 - a) provide information about the completed school, university and a document entitling to take up studies,
 - b) if the candidate holds a secondary school diploma/maturity exam diploma, they should indicate the subjects and their levels of examination included in the maturity examination,
 - c) if the candidate is required to pass entrance examinations, the candidate indicates the examinations they will take,
 - d) select courses of study and forms of study, specifying their preferences,
 - e) upload a file with a recent ID photo that meets the requirements for applying for an ID card,
 - f) pay a fee in the amount specified in the IRK system to an individual bank account generated by the IRK system; payment of the fee for conducting recruitment after the deadline results in the candidate not being taken into consideration in the admissions procedure.
7. Online registration is considered binding when the candidate has entered all the necessary and correct data, selected the course and form of study, paid the fee for the admission procedure and received confirmation of the receipt of this fee in the personal registration account.
8. The candidate is obliged to keep the password for accessing the personal registration account confidential. The University is not responsible for the consequences of making this password available to third parties, in particular for changes to records authorised by this password.
9. The University is not responsible for inability to register or make changes due to network failures beyond the control of the University or periodic overloading of the University of Białystok's servers.
10. The candidate's personal registration account is used for:
 - 1) entry and confirmation of personal data by the candidate,
 - 2) uploading scans (if required) of: documents confirming the title of the winner or finalist of an competition or contest, issued by the organisational committee of the competition or contest, the Polish Card [Karta Polaka], a document obtained abroad, constituting the basis for application for admission to studies, a document confirming knowledge of the Polish

- language or the language of classes in a given field of study,
- 3) Selection and possible changes of courses and forms of study,
 - 4) communication by the admissions committee of information concerning the successive stages of the admissions procedure, including the results of the successive stages of the procedure and the date and place of submission of documents.
11. The personal registration account is the only source of information provided to the candidate. This means that messages posted on the candidate's personal account are considered delivered and binding. Information on the admission for studies and the place and date of submission of documents shall be forwarded to the candidate to the candidate's registration account.
12. The University is not responsible for the consequences of a candidate's failure to familiarise himself/herself with the messages posted on his/her personal registration account.
13. IRK keeps an archive of changes made to the candidate's personal registration account with a record of the date of subsequent updates.

§2

Recruitment for studies at all levels of education and forms of study will start no later than 1 June 2023 and will end no later than 29 September 2023, provided that a detailed schedule of recruitment, including supplementary recruitment in the IRK system will be established by Order of the Rector in accordance with Article 70(2) of the Act.

§3

1. The admission procedure is carried out by a committee appointed by the Rector. The University Recruitment Committee, hereinafter referred to as UKR [from the Polish *Uniwersytecka Komisja Rekrutacyjna*]. The Chair of the UKR is appointed by the Rector. The committee consists of one person from each faculty/institute as designated by the dean/director. Deans/Directors in consultation may appoint a joint person to the UKR.
2. The admission procedure at the Vilnius Branch of the University of Białystok, Faculty of Economics and Information Technology is carried out by an recruitment committee appointed by the Director, which carries out the tasks of the UKR. The branch director appoints the chair of the committee.

3. Admission to the studies takes place by way of enrolment on the list of students, and refusal to accept the candidate for studies takes place by means of an administrative decision. Decisions are signed by the chair of the UKR.
4. The tasks of the UKR include in particular:
 - 1) Conducting the recruitment process,
 - 2) approval of lists of candidates qualified for admission to studies within the number of places,
 - 3) to decide on matters of admission to studies by means of enrolment in the list of persons admitted to studies,
 - 4) printout of the collective recruitment reports for the course in question,
 - 5) giving opinions on appeals to the Rector.
5. The tasks of the faculty/institute representative include, in particular:
 - 1) calculation in the IRK system of the candidates' qualifying scores separately for each field of study conducted in the faculty/institute,
 - 2) marking in the IRK system of candidates qualified for admission to a course of study/module of specialisation within the number of places specified for the course,
 - 3) sending, via the IRK system, messages to candidates about their eligibility for admission to degree programmes in the faculties/institutes and about the deadline and place for the submission of documents,
 - 4) marking in the IRK system those who have submitted a complete set of documents,
 - 5) printing and sending rejections to candidates applying for admission to a faculty/institute.
7. Verification and receipt of the complete set of documents required from candidates qualified for admission to the degree programme and import of data from the IRK system into USOS are carried out by a faculty/institute representative, and faculty/institute staff appointed by the dean/director, assisting in the technical activities of this representative. The faculty/institute representative shall inform the UKR chair of the number of applicants by the date set by the UKR chair. The faculty/institute will issue a certificate of enrolment to the candidate upon request.
8. Where the detailed rules of admission to a course of study provide for an entrance examination/interview, the dean/director will appoint persons responsible for conducting them.

9. The following documents are required from qualified candidates for admission:
- 1) a personal questionnaire (printed from the IRK system), including first name(s) and last name, date and place of birth, PESEL number or, if there is no PESEL number, name and number of the identity document, address of residence and address for correspondence,
 - 2) certified by the university (based on the original submitted):
 - a copy of the maturity certificate or a copy of the maturity certificate and the certificate of the results of the maturity examination in the case of a first-degree candidate or a uniform master's degree,
 - a copy of the diploma of completion of first-cycle studies, second-cycle studies or long-cycle studies, together with a supplement in the case of a candidate for second-cycle studies, or a certificate of completion of studies including information on the level, field and profile of studies, the degree obtained and the written result of the studies (the person, within 30 days of the date of issue of the diploma of completion of studies, submits the diploma to the university, under pain of removal from the list of students);

in the case of obtaining a document entitling to study abroad, applicants attach legalised or apostille documents together with their certified translation into Polish,
 - 3) a certificate from an occupational physician stating that there are no contraindications to studying in the chosen field of study (applies to the following programmes: biology, chemistry, forensic chemistry, environmental quality and safety, microbiology),
 - 4) for inspection of the applicant's own identity document, and where the applicant's documents are provided by his representative, he shall produce his own identity document and a copy of the applicant's identity document,
 - 5) application for student identity card (printed from IRK system) [colour photo for ELS [Electronic Student's ID Card] in JPG format, file size 300x375 px (20x25mm) at 300 dpi],
 - 6) language declaration - applies to fields of study in which the foreign language course is compulsory from the first year of study,
 - 7) a power of attorney to submit documents if the candidate's documents are submitted by a third party,
 - 8) consent of parents or legal guardians to take up studies in the case of

minors,

- 9) a copy of a document certifying possession of the title of winner or finalist of competition or contest issued by the Organising Committee of the Competition or contest (with the original available for inspection),
- 10) candidates qualified for admission to the Vilnius Branch of the University of Białystok, Faculty of Economics and Information Technology are additionally required to have a medical certificate stating that there are no contraindications to taking part in physical education classes or a document releasing them from taking part in such classes (first-cycle studies), as well as a copy of their identity document.

§4

1. Rejecting decisions made by the UKR on matters of enrolment may be appealed to the Rector within 14 days of the date of delivery of the decision in writing.
2. The appeal should, in particular, contain an indication of the provisions which have been breached, together with a brief statement of the grounds of appeal.
3. A decision on refusal of admission is delivered by registered letter with return receipt to the correspondence address provided by the applicant in the IRK system.

§5

1. A candidate who is a person with special needs may apply for the admission procedure to be adapted to his/her health needs in the form of the granting of alternative forms of support indicated in the relevant resolution of the Senate on the determination of detailed rules for the introduction and application of alternative arrangements for students with disabilities.
2. A candidate who is a person with special needs in order to obtain additional support must apply to the UwB Rector's Spokesperson for persons with disabilities no later than 14 days before the date of commencement of the entrance exam/interview.
3. The decision to grant alternative solutions shall be taken by the Chair of the UKR.

§6

The winners and finalists of the Central Competitions and the winners of international

and national competitions are accepted for studies on the basis of a separate resolution of the Senate.

§7

1. The rules for the recruitment of candidates for studies at the University of Białystok set out in Paragraphs 8-18 and Paragraph 25 are applied when recruiting candidates for all programmes, unless the detailed rules for recruitment set out in the annexes to the resolution provide otherwise.
2. Foreigners are admitted under the terms of Articles 323-327 of the Act and in accordance with the provisions of Paragraphs 20-24.
3. Admission to studies may also be based on the results obtained by confirming the learning outcomes. The way of confirming learning outcomes is determined by a separate resolution of the Senate.

§8

Recruitment of candidates for first-cycle and long-cycle master's degree programmes is based on:

- 1) the results of the written part of the maturity examination/ secondary school final examination obtained in the subjects indicated in the admission procedure,
- 2) the entrance examination/interview set for candidates in the detailed recruitment rules set out in the annexes to the resolution.

§9

The maximum number of points which may be obtained as a result of the admission procedure for first-cycle and long-cycle programmes is 100. The number of points obtained by a candidate during the procedure shall be determined in accordance with the following rules where:

- 1) recruitment rules provide for only one qualifying subject, the number of points obtained in that subject will be taken as the final result,
- 2) the results of the matriculation/maturity examination in more than one subject are taken into account, the results of the individual subjects of the matriculation/maturity examination (from the subjects included in the recruitment) are added up and then divided by the number of subjects,
- 3) the recruitment rules provide for the possibility of choosing a subject, the system automatically qualifies the subject with the more favourable score from among

those whose results the candidate has entered.

§10

Recruitment of candidates with a maturity diploma obtained under the new maturity examination system takes place according to the following rules:

- 1) the numerical value of the result of the final examination expressed as a percentage shall be taken as the basis for calculating the number of points obtained in the admission procedure (1% = 1 points),
- 2) the test result obtained at the basic level is multiplied by a factor of 0.65,
- 3) the test result obtained at the extended level is multiplied by a factor of 1.0,
- 4) the candidate's exam result obtained at the level of bilingual classes is multiplied by a factor of 1.3, provided that if the result obtained after applying the coefficient exceeds the number 100, it is assumed that the candidate has obtained 100 points,
- 5) Candidates who have applied for first-degree studies in a given field of study and have not been qualified for it, and whose final examination of a given subject or subject has been increased as a result of an appeal filed with OKE (according to Article 44zzz, paragraph 7 of the education Act of 7 September 1991), they will be re-qualified according to the criteria adopted on the date of qualification in which these candidates participated.

§11

Recruitment of candidates with a maturity certificate obtained in the old maturity examination system is carried out in accordance with the principle that the assessment from the maturity exam subjects taken into account for admission are converted into points in the admission procedure as follows:

on a 6-point scale: on a 4-point scale:

6,0	- 90 pts	5,0	- 80 pts
5,0	- 75 pts	4,0	- 60 pts
4,0	- 55 pts	3,0	- 40 pts
3,0	- 40 pts		
2,0	- 20 pts		

§12

Recruitment of candidates with an IB (*International Baccalaureate*) diploma from the International *Baccalaureate* programme is carried out according to the following rules:

- 1) the maximum number of points possible in the admission procedure for one subject passed at higher level (HL) is 100,
- 2) the maximum number of points available in the admission procedure for one subject passed at the lower (standard) level (SL) is 65,
- 3) grades (points on the IB Diploma) will be converted into points in the admission procedure as follows:
 - a) Extended Level (HL): 7 - 100 pts, 6 - 85 pts, 5 - 70 pts, 4 - 55 pts, 3 - 45 pts, 2 - 30 pts, 1 - 15 pts,
 - b) basic (standard) level (SL): 7 - 65 pts, 6 - 60 pts, 5 - 50 pts, 4 - 40 pts, 3 - 30 pts, 2 - 20 pts, 1 - 0 pts,
- 4) In the case of foreign languages, the basic level – SL is the level *Ab initio*, and the level B SL, and the level extended – HL is the level: A1 (SL or HL), A2 (SL or HL) and B HL.

§13

Recruitment of candidates with EB (*European Baccalaureate*) diplomas issued by the European Schools follows the following rules:

- 1) the maximum number of points available in the admission procedure for one subject passed at advanced and extended level is 100,
- 2) the maximum number of points possible to be obtained in the admission procedure in one subject passed at primary level is 70,
- 3) grades (points on the EB Diploma) will be converted into points in the admission procedure as follows:
 - a) extended and advanced level: (9.0 - 10) - 100 points, (7.5 - 8.99) - 85 points, (7.0 - 7.49) - 70 points, (6.0 - 6.99) - 55 points, (5.0 - 5.99) - 45 points, (0 - 4.99) - 0 points,
 - (b) basic level: (9.0 - 10) - 70 points, (7.5 - 8.99) - 60 points, (7.0 - 7.49) - 50 points, (6.0 - 6.99) - 40 points, (5.0 - 5.99) - 30 points, (0 - 4.99) - 0 points,
- 4) for Polish and foreign languages, the basic level is considered to be L1, L4, L5, the extended level is considered to be L1+3, L2 and L3, and the advanced level is considered to be L2+3,
- 5) for other subjects, 2 and 3 (number of hours per week) are considered as basic

level, 4 and 5 as extended level and 5+3 as advanced level.

§14

Recruitment of candidates for second-cycle studies is based on the following principles:

- 1) if the basis for enrolment is the final result of the studies (grade on the diploma) or the final result of the studies and the arithmetic mean of the grades of the first-cycle studies (second-cycle studies or uniform master's studies), then:
 - a) the diploma grade for recruitment is converted into points as follows:
 - 5.0 - 100 points
 - 4.5 - 80 points
 - 4.0 - 60 points
 - 3.5 - 40 points
 - 3.0 - 20 points

The maximum number of points obtained for the grade on the diploma is 100.

- b) the arithmetic mean of the grades for first-cycle studies, second-cycle studies or long-cycle studies shall be converted into points in the recruitment process at a ratio of 1:1. The maximum number of points that can be obtained from the grade point average is 5.0.
 - c) the maximum number of points available in the admission procedure is 105 (total points: the grade on the diploma and the average for the first-cycle programme, the second-cycle programme or the single-master programme),
- 2) if admission is based on the result of an entrance examination/interview - the maximum number of points obtained from the examination/interview is 100.

§15

If the recruitment of candidates for first-degree studies, second-cycle studies and long-cycle master's studies takes place on the basis of an interview, in special cases, the representative of the faculty/institute may, at the applicant's request, agree to conduct an interview in a remote form using the tools available on the platform used by the University of Białystok, by providing the candidate with a link to the interview.

§16

1. A candidate who fails to appear at the entrance examination/interview at a specified date and time shall be excluded from the admission procedure.

2. A candidate who has presented a medical certificate stating that there are health contraindications to study in the chosen field of study may not be admitted to that field of study.

§17

1. If the number of places is not exhausted as a result of candidates resigning, the UKR fills the vacant places, qualifying the persons next in line on the summary recruitment record for admission.
2. If more than one applicant obtains the same number of points in the admission procedure as the last-ranked applicant in a fixed number of places, the decision to admit all candidates with the same number of points is taken by the Rector on the proposal of a faculty/institute representative.
3. The decision to carry out additional recruitment is taken by the Rector on the basis of a proposal from the Dean of the Faculty/Director of the Institute, with the opinion of the UKR.

§18

1. In the event that the number of candidates qualified for admission to a given field of study is lower than the minimum number, specified in the Rector's decree on the limitation of admissions to individual fields of study, at which a field of study may be opened, the Rector, on the proposal of the dean of a faculty/director of an institute and with the opinion of the UKR, decides to open the course.
2. If the rector decides not to open a course of study, the UKR offers candidates admission without further recruitment to another - related - course of study, if the university has vacancies in that course.

§19

A summary recruitment record is drawn up from the enrolment procedure conducted in the IRK system, containing a list of all candidates in order of their scores (points). The reports are signed by the chairman and the UKR members. Deletions and changes made to the summary recruitment record are confirmed by the signature of the UKR Chair.

§20

1. The procedure for admission of a foreigner to a degree programme conducted in

Polish and a foreign language is conducted by the UKR.

2. The Rector makes an administrative decision on admitting or refusing to admit a foreigner to a degree programme on the basis of the opinion presented by the UKR.
3. A rector's decision to refuse admission to a course of study may be appealed against within 14 days of the date of delivery of the decision. The application should be drawn up in Polish and include a justification. The Rector's decision is final.
4. Foreigners, upon their application, will be issued with a certificate of enrolment within 7 days of their application.

§21

1. Foreigners register in the IRK system, create personal accounts, fill in a personal questionnaire, pay the enrolment fee referred to in § 1, and enclose the following documents, legalised or provided with an apostille, together with their certified translation into Polish if applying for a degree programme conducted in Polish, or with a certified translation into the foreign language in which the degree programme is conducted, or, if a translation is obtained abroad other than certified, with a translation legalised in a Polish diplomatic posts:
 - 1) in the case of applying for admission to first-cycle studies or long-cycle studies – a scan of the document constituting the basis for the application for admission to studies referred to in Article 69(2) of the Act,
 - 2) in the case of applying for admission to second-degree – studies, a scan of the diploma of graduation, entitling to apply for admission to studies, confirming the education held, as referred to in Article 326–327 of the Act.
2. Certified translation of documents into Polish should be made by:
 - 1) a person entered by the Minister of Justice on the list of sworn translators or
 - 2) a person registered as a person exercising a function corresponding to that of a sworn translator in Poland in a Member State of the European Union, Iceland, Norway, Liechtenstein or Switzerland, or
 - 3) the consul of the Republic of Poland competent for the country on whose territory or in whose legal system the document was issued, or
 - 4) the diplomatic representation or consular post accredited in Poland of the country on whose territory or in whose legal system the document was issued.

§22

1. The rules for charging fees for educational services related to the education of foreigners in degree programmes are defined by the Rector by means of an Ordinance.
2. Fees for full-time studies conducted in the Polish language shall not be charged from:
 - 1) a foreigner – a citizen of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) – a Party to the Agreement on the European Economic Area and their family members residing in the territory of the Republic of Poland,
 - 2) a foreigner who has been granted a permanent residence permit or is a long-term resident of the European Union,
 - 3) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in article 159(1) or article 186(1)(3) or (4) of the Act of 12 December 2013 on foreigners (JoL of 2021, item 2354, unified text, as amended),
 - 4) a foreigner who has refugee status granted in the Republic of Poland or is under temporary protection or subsidiary protection on the territory of the Republic of Poland,
 - 5) a foreigner – holder of a certificate certifying knowledge of Polish as a foreign language, referred to in article 11a(2) and (3) of the act of 7 October 1999 on the Polish language (JoL of 2021, item 672, unified text), at least at C1 level,
 - 6) a holder of the Polish Card [Karta Polaka] or person who has been issued a decision confirming their Polish origin,
 - 7) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland residing in the territory of the Republic of Poland.
3. A foreigner may be exempted from the fees referred to in Article 79(1)(2), (3) and (5) of the Act on the basis of:
 - 1) administrative decision of the Rector,
 - 2) Minister's decision,
 - 3) the decision of the Director of the Polish National Agency for Academic Exchange, hereinafter referred to as NAWA, with regard to its scholarship holders,
 - 4) an inter-university or international agreement.

4. If a foreigner has a document that entitles them to exemption from fees for educational services, they are obliged to include a scanned copy in their account in the IRK system.

§23

1. The number of points obtained by a foreigner in the enrolment procedure for studies conducted in the Polish language shall be calculated according to the rules set out respectively in:
 - 1) Annex 5 in the case of candidates with a document obtained abroad entitling them to study; if the statements do not take into account the country from which the candidate holds the document or in the case of a different grading scale, the number of points obtained in the admission procedure is determined individually for each candidate by the UKR on the basis of this document, subject to Paragraph 9–14.
 - 2) Annex 6 in the case of candidates with a higher education diploma obtained abroad; where there is no grade on the higher education diploma, the grade/points from the specialised examination or the best grade or the best score obtained in the major subject are scored; if the statements do not take into account the country from which the candidate has a higher education diploma or in the case of a different grading scale, the number of points obtained in the admission procedure is determined individually for each candidate by UKR on the basis of the diploma.
2. If the number of points obtained in the recruitment procedure cannot be determined on the basis of a document obtained abroad, entitling to undertake studies, the basis for recruitment is a preliminary written or oral examination or an interview – in accordance with the provisions of the detailed recruitment rules set out in the Annexes to the resolution.
3. In the case of Polish citizens who hold a document obtained abroad entitling them to take up studies, the rules set out in paragraphs 1-2 shall apply.

§24

1. In the event of qualifying for a degree programme, a candidate who is a foreigner shall submit the following documents:
 - 1) a personal questionnaire printed out from the IRK system,
 - 2) an application form for a student ID card printed out from the IRK system, including a recent 35 mm x 45 mm photograph of the applicant,
 - 3) Copies of documents certified by the University (based on the submitted originals):

- a) a copy of the document obtained abroad, entitling to take up studies, together with an apostille or otherwise legalized together with the certified translation referred to in Paragraph 21, in the case of a candidate applying for admission to first-cycle studies,
 - b) a copy of the diploma of completion of first-cycle studies, second-cycle studies or long-cycle studies with an apostille or a legalised diploma together with a certified translation as referred to in Paragraph 21, in the case of a candidate applying for admission to second-cycle studies,
- 4) in the case of persons referred to in Paragraph 22(2), present a valid Polish Card [Karta Polaka], permanent residence permit or long-term EU resident's permit, temporary residence permit, a decision on establishing Polish origin, a document confirming refugee status granted in the Republic of Poland or the use of temporary or subsidiary protection, a document confirming the type and degree of relationship with a citizen of the Republic of Poland, provided they reside on the territory of Poland,
- 5) if applying for studies in Polish, a copy of a document certified by the university (based on the original submitted) confirming the command of the Polish language at the level of at least B1 confirmed by a certificate, diploma of graduation, school education, completed language course or a confirmation of the university obtained during the recruitment process that the command of the Polish language is sufficient for undertaking studies in this language; NAWA scholarship holders and candidates possessing:
- a) permanent residence permit,
 - b) Polish Card [Karta Polaka],
 - c) a maturity diploma issued in the Polish education system,
 - d) a diploma of higher education studies conducted in the Polish language,
- 6) If the candidate applies for studies in a foreign language, a copy of the document (based on the original submitted), certified by the University, confirming the knowledge of a foreign language at least at B2 level confirmed by a certificate, a diploma of graduation, school education, a completed language course or a confirmation from the university obtained

during the recruitment process that the candidate's knowledge of a foreign language is sufficient for them to study in that language; candidates are exempted from having to produce the document when:

- a) the foreign language was the language of instruction at the secondary school or completed university programme,
 - b) the foreign language is their mother tongue,
 - c) The candidate passed the maturity exam in a foreign language at extended level with a minimum of 80% score,
 - d) The candidate passed a foreign language examination at B2 level during their studies and this is shown in the diploma supplement,
- 7) a copy of evidence of possession (on the basis of the original submitted):
- a) a health insurance policy for a given academic year of education in Poland, or
 - b) The European Health Insurance Card, or
 - c) public health insurance, or
 - d) confirmation of the insurer's coverage of the costs of treatment on the territory of the Republic of Poland for a minimum amount of €30,000, and in the absence of the documents referred to in points a–d, he/she will declare that a copy will be provided before the first class begins,
- 8) a medical certificate stating that there are no contraindications to study in fields where students are exposed to harmful, strenuous or hazardous factors to health,
- 9) consent of parents or legal guardians to take up studies in the case of minors.
2. A candidate who is a foreigner shall provide the set of documents referred to in section 1:
- 1) to the faculty/institute in the event of qualifying for studies conducted in Polish,
 - 2) to the University Recruitment Centre if you qualify for a degree programme conducted in a foreign language.
3. An applicant who is a foreigner should present an identity document for inspection when submitting the documents.

4. If the candidate's documents are submitted by a third party, he/she should present a power of attorney to submit the documents and his/her own identity document and a copy of the candidate's identity card for inspection.

§25

Detailed recruitment rules are set out in:

- Annex 1 – for full-time studies: first-cycle studies and long-cycle master's studies,
- Annex 2 – for full-time studies: second-cycle studies,
- Annex 3 – for part-time studies: first-cycle studies, long-cycle master's degree, second-cycle studies,
- Annex 4 – for full-time studies in foreign languages,

- Annex 5 – rules for the conversion of grades from documents obtained abroad, entitling to take up studies,

- Annex 6 – Rules for the conversion of grades/credits from diplomas obtained abroad.

§26

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

**President of the Senate of the University of Białystok
Prof. dr hab. Robert W. Ciborowski**