

# **ORDINANCE**

## **of the Rector of the Krakow University of Economics**

**No. R.0211.14.2026**

**of March 16, 2026**

**on**

### **the rules for admission to and pursuit of studies by foreigners at the Krakow University of Economics**

Acting on the basis of Articles 323–327 of the Act of July 20, 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), in conjunction with the Act of December 12, 2013 on Foreigners (consolidated text: Journal of Laws of 2025, item 1079, as amended), the following is ordered:

#### **§ 1. General Provisions**

1. The terms used in this Ordinance shall mean:
  - 1) the HAS Law – the Act of July 20, 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended);
  - 2) the Act on Foreigners – the Act of December 12, 2013 on Foreigners (consolidated text: Journal of Laws of 2025, item 1079, as amended);
  - 3) the Education System Act – the Act of September 7, 1991 on the Education System (consolidated text: Journal of Laws of 2025, item 881, as amended);
  - 4) KUE – the Krakow University of Economics (Uniwersytet Ekonomiczny w Krakowie);
  - 5) SSC – the KUE Student Service Center (Centrum Obsługi Studentów);
  - 6) studies – first-cycle studies, second-cycle studies, or long-cycle Master's degree studies;
  - 7) Study Regulations – the Study Regulations in force at KUE.
2. Foreigners may be admitted to and pursue studies at the KUE on the basis of:
  - 1) international agreements, under the rules specified therein;
  - 2) agreements concluded by the KUE with foreign entities, under the rules specified therein;
  - 3) decisions of the Minister;
  - 4) decisions of the Director of NAWA (Polish National Agency for Academic Exchange) regarding its scholarship holders;
  - 5) administrative decisions of the Rector of the Krakow University of Economics.
3. A foreigner is defined as any person who does not hold Polish citizenship.
4. Persons holding multiple citizenships, including Polish citizenship, may only be admitted to and pursue studies at KUE under the rules applicable to Polish citizens.

#### **§ 2. Formal Requirements**

A foreigner may be admitted to and pursue studies at the KUE provided they hold:

- 1) a valid passport or another identity document with a photograph;
- 2) documents confirming the eligibility to apply for admission to studies, including (if applicable) information on the document issued by NAWA;
- 3) documents confirming proficiency in the language in which the studies will be conducted (if applicable);

- 4) documents authorizing the pursuit of studies free of charge (if applicable);
- 5) documents confirming the right to health insurance in the territory of the Republic of Poland;
- 6) documents confirming the legalization of stay in the territory of the Republic of Poland;
- 7) sufficient financial resources to cover the cost of living and the return journey to the country of origin or residence from which the foreigner arrived.

### **§ 3. Eligibility to Apply for Admission to First-Cycle and Long-Cycle Master's Studies**

1. Admission to first-cycle or long-cycle Master's studies may be sought by foreigners who hold:
  - 1) a certificate or another document issued by a school or educational institution operating within the education system of a European Union Member State, an OECD Member State, an EFTA Member State – party to the EEA Agreement, which entitles the holder to apply for admission to higher education in those countries;
  - 2) an IB (International Baccalaureate) diploma issued by the International Baccalaureate Organization in Geneva;
  - 3) an EB (European Baccalaureate) diploma issued by the European Schools in accordance with the Convention defining the Statute of the European Schools, signed in Luxembourg on June 21, 1994;
  - 4) a certificate or another document issued abroad by schools or educational institutions recognized by the state in whose territory or in whose education system they operate, covered by the provisions of international agreements.
2. If a certificate or document referred to in section 1, point 1 or point 4, entitles the holder to apply for admission to first-cycle or long-cycle Master's studies in a specific field in the country of issuance, it confirms in the Republic of Poland the eligibility to apply for admission to the same or similar studies in terms of the curriculum, or it may be recognized as a document confirming such eligibility.
3. A certificate or document not mentioned in section 1 entitles the holder to apply for admission to first-cycle or long-cycle Master's studies if it entitles them to apply for studies in the country whose education system includes the institution that issued it.
4. Foreigners may apply for admission based on a foreign document that is not a document confirming eligibility (as mentioned in section 1) after presenting written information from the Director of NAWA confirming eligibility to apply for admission, as referred to in Art. 70, section 5b, point 1 of the HAS Law.
5. If proceedings for the recognition of a foreign document regarding eligibility for higher education were initiated before June 30, 2025, foreigners may apply for admission after presenting an administrative decision of the Board of Education (*Kurator Oświaty*) confirming this right.

### **§ 4. Eligibility to Apply for Admission to Second-Cycle Studies**

1. Admission to second-cycle studies may be sought by foreigners who hold:
  - 1) a first-cycle, second-cycle, or long-cycle Master's degree diploma obtained in the Republic of Poland;
  - 2) a foreign diploma authorizing the continuation of education in the Republic of Poland under the rules specified in Art. 326, section 1 of the HAS Law, or a diploma recognized as equivalent to a relevant Polish diploma on the basis of an international agreement referred to in Art. 327, section 1 of the HAS Law, or a diploma recognized through recognition proceedings.

2. Foreigners may apply for admission based on a foreign document not confirming eligibility for second-cycle studies (as mentioned in section 1) after presenting written information from the Director of NAWA confirming eligibility to apply for admission, as referred to in Art. 70, section 5d, point 1 of the HAS Law.

### **§ 5. Additional Requirements**

1. In case of doubts regarding a foreign certificate, diploma, or other document recognized abroad, KUE may require the candidate to submit an additional document confirming eligibility to continue education and the recognition of qualifications related to the education obtained.
2. Foreigners holding a certificate, diploma, or another document that has been legalized or affixed with an apostille (not applicable to documents issued in Poland) may apply for admission to studies.
3. The University may require a translation into Polish of the documents confirming eligibility for admission, prepared by:
  - 1) a person entered by the Minister of Justice on the list of sworn translators;
  - 2) a person registered as a sworn translator in a Member State of the EU, EFTA (EEA party), or OECD;
  - 3) a Consul of the Republic of Poland competent for the country in which the certificate was issued;
  - 4) a diplomatic mission or consular office of the country in whose territory or system the certificate was issued, accredited in the Republic of Poland.

### **§ 6. Documents Confirming Language Proficiency**

1. For foreigners applying for first-cycle or long-cycle Master's studies:
  - 1) who are not EU citizens applying based on a foreign document confirming eligibility as per Art. 326a, section 1 of the HAS Law;
  - 2) applying based on a foreign document that does not confirm eligibility as per Art. 326a, section 1 of the HAS Law; proficiency in the language of instruction for the specific field, level, and profile shall be verified at a level of proficiency no lower than B2.
2. For foreigners applying for second-cycle studies:
  - 1) who are not EU citizens applying based on a foreign diploma authorizing education continuation as per Art. 326, section 1 of the HAS Law, or a diploma recognized as equivalent via international agreement or nostrification;
  - 2) applying based on a foreign diploma that does not authorize education continuation as per Art. 326, section 1 of the HAS Law and has not been recognized as equivalent via international agreement or nostrification; proficiency in the language of instruction for the specific field, level, and profile shall be verified at a level of proficiency no lower than B2.
3. Language proficiency verification is conducted based on the documents listed in the regulation of the Minister responsible for higher education and science, issued pursuant to Art. 70, section 5f of the HAS Law.

## § 7. Qualification of Foreigners for Admission to Studies

1. According to Senate Resolutions regarding recruitment, the qualification of foreigners applying to the KUE takes place:
  - 1) for first-cycle and long-cycle Master's studies:
    - a) based on the results obtained on the secondary school leaving certificate (maturity certificate), or
    - b) based on an entrance examination – applies to foreigners applying on the basis of a foreign document not confirming eligibility under Art. 326a, section 1 of the HAS Law;
  - 2) for second-cycle studies: based on the grade point average from the course of first-cycle, second-cycle, or long-cycle Master's studies or an examination (in cases indicated in the Senate Resolution on recruitment).
2. Foreigners are admitted within a separate limit of places set by the Rector. Recruitment dates are set by the Rector and announced on the University website before the start of recruitment.
3. Qualifications are performed by the University Recruitment Commission, and the process is coordinated by the Unit for Teaching Administration.
4. In the case of recruitment based on section 1, point 1, letter a, the University Recruitment Commission calculates maturity exam results individually in each case and makes the final decision on the number of points.
5. To enter the qualification procedure, the foreigner must register in the Online Candidate Registration (IRK) system, pay the recruitment fee, and submit:
  - 1) documents confirming eligibility to apply for admission;
  - 2) a document certifying proficiency in the language of instruction;
  - 3) a supplement or other official document indicating subjects and grades (if not in the diploma):
    - a) from secondary school (for first-cycle/long-cycle studies);
    - b) from previous studies (for second-cycle studies);
  - 4) a document showing the grading scale (if not in the diploma), confirmed by the school or university:
    - a) the secondary school (for first-cycle/long-cycle studies);
    - b) the university (for second-cycle studies);
  - 5) a photocopy of the page with the photo and personal data from the passport or other travel document;
  - 6) a current photograph uploaded to the IRK system.
6. The candidate is obliged to pay the recruitment fee according to the number of selected fields of study. Otherwise, unpaid fields will not be considered. The fee amount is determined by a separate Rector's Ordinance.
7. The fee is paid to the KUE bank account found in the candidate's IRK account.
8. The university may refund the recruitment fee upon the candidate's request in cases of:
  - 1) overpayment, if the applicant pays a fee higher than the amount calculated in the IRK system; in such cases, the applicant is responsible for any processing fees associated with the refund,
  - 2) failure to launch the program (a refund is only available if none of the programs selected by the applicant were launched and the applicant did not consent to transfer to another launched program),
  - 3) withdrawal of the application, provided that the withdrawal must occur no later than the last day of the admissions process,

- 4) payment and posting of the fee after the deadlines specified in the admissions schedule.
9. The fee is non-refundable if the candidate is not qualified for the first year of studies.
10. After the fee is paid, the Unit for Teaching Administration verifies the documents formally.
11. To be entered on the student list, the candidate must present:
  - 1) originals of the documents mentioned in section 5;
  - 2) original and photocopy of the health insurance document;
  - 3) original and photocopy of the visa or residence card;
  - 4) NAWA information document (if required);
  - 5) document for fee exemption (if applicable);
  - 6) parental consent (for minors);
  - 7) declaration of citizenship.
12. Failure to submit documents listed in section 11 is equivalent to resigning from admission.
13. Foreigners are admitted to studies via recruitment based on an administrative decision of the KUE Rector.
14. A foreigner may be admitted via transfer from another university (including foreign ones). Decisions and financial terms are set by the Rector. Curricular differences are determined by the Institute Director.

#### **§ 8. Fees for Educational Services, Material Assistance**

1. Foreigners pay fees for educational services in amounts specified by separate Rector's Ordinances.
2. Rules for charging and exempting foreigners from fees are set by separate Rector's Ordinances and the HAS Law.
3. Rules for material assistance are set by separate Rector's Ordinances and the HAS Law.

#### **§ 9. Obligations of Foreign Students**

1. Foreigners must present valid stay and health insurance documents to the SSC within 2 weeks of the expiry of previous documents.
2. Foreigners must inform KUE of changes to contact details (address, email, phone). Correspondence sent to the last known address is deemed delivered.

#### **§ 10. Obligations of KUE regarding Foreigners**

1. SSC enters and updates data in the POL-on system.
2. The scope and deadlines for data changes are determined by Ministerial regulations.
3. The Institute Director informs authorities of the removal of a foreigner from the student list as per the Act on Foreigners.
4. The Institute Director informs NAWA of status changes for scholarship holders.
5. The International Programmes Office informs authorities of the foreigner's intent to use student mobility in another EU state.
6. SSC supervises data correctness for POL-on and GUS purposes.

#### **§ 11. Final Provisions**

1. The Study Regulations determine the organization of studies and the rights and obligations of foreign students.

2. Undertaking an additional field of study is possible only under § 1, section 2.
3. The Rector may authorize the relevant Vice-Rector to act on his behalf.
4. The Ordinance enters into force on the date of signing.
5. Upon entry into force, Rector's Ordinance No. R-0201-30/2020 is repealed.

RECTOR

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