



KRAKOW
UNIVERSITY
OF ECONOMICS

CONVERSION OF POINTS FROM FOREIGN SECONDARY SCHOOL CERTIFICATES



CONVERSION OF POINTS FROM FOREIGN SECONDARY SCHOOL CERTIFICATES

A **foreign secondary school certificate** is any document confirming secondary education, issued outside of Poland.

Documents issued abroad are subject to verification to determine whether they entitle the holder to undertake studies. In the case of certificates issued **in the EU, OECD, EFTA, Ukraine and China**, verification is carried out by the Unit for Teaching Administration, and in case of doubt, by the National Agency for Academic Exchange (NAWA). Documents issued **outside the EU, OECD, EFTA, Ukraine and China** are subject to mandatory verification by the National Agency for Academic Exchange (NAWA).

Verification of documents by NAWA is carried out by submitting an electronic application in the SYRENA system: <https://syrena.nawa.gov.pl/#>.

Detailed information on the application procedure can be found on their website:

<https://nawa.gov.pl/en/recognition/how-to-obtain-a-recognition-statement/secondary-school-certificate>.

The guide is intended for candidates who do not have Polish citizenship and who provide a foreign secondary school certificate in the recruitment process.

The guide contains examples of point conversions for countries most frequently represented in the recruitment process at the KUE.

If your document is not listed in the guide, check the **NAWA** website or contact the Unit for Teaching Administration.

Candidates applying for admission on the basis of a foreign secondary school certificate are required to familiarize themselves with the admission rules available on the KUE admission website: study.uek.krakow.pl.

In order to confirm whether the candidate meets the recruitment criteria, please contact the Unit for Teaching Administration – Recruitment Department of the KUE: studiainfo@uek.krakow.pl.

Stages of converting results into recruitment points:

1. In the first stage of recruitment, candidates are required to upload legible scans of documents confirming their results on their secondary school certificate and additional exams to the IRK system.
2. The Unit for Teaching Administration verifies the submitted documents and converts the candidate's grades from the foreign certificate to the scale used in the Polish education system. The converted results are then entered into the recruitment system by a member of the Unit.
3. The entered results are automatically converted by the IRK system in accordance with the applicable point conversion algorithm. The points obtained after this conversion are taken into account in the qualification for a given field of study.
4. With the total number of points obtained from the two subjects covered by the recruitment process, candidates are placed on subject-specific lists and are subject to further qualification.

The conversion of points by the IRK system (point 3) is carried out according to the following algorithm:

- the number of points obtained at the basic level, expressed as a percentage, is multiplied by a factor of **0.6** (e.g., $90\% \times 0.6 = 54$ points),
- the number of points obtained at the advanced level, expressed as a percentage, is converted into qualification points at a ratio of **1:1** (e.g., $90\% = 90$ points).

If the required subject is included at both the basic and advanced levels, the option that gives a more favorable result after conversion is taken into account.

Not all subjects are taken into account in the recruitment process. The list of subjects is available on the recruitment website: **study.uek.krakow.pl**

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INTERNATIONAL BACCALAUREATE (IB)

The **IB** is a secondary school leaving examination, which, once passed, confirms the award of the *International Baccalaureate Diploma*. The document is issued by the International Baccalaureate Organization in Geneva.

NOTE! The IB Certificate is not accepted!

IB exam results are divided into **standard level (SL)** and **higher level (HL)** and are expressed on a scale of 1 – 7, where 2 is the lowest passing grade.

Recruitment points are converted as shown in the table:

IB - SL	KUE recruitment points – basic level
7	60
6	55
5	50
4	45
3	40
2	30
1	0

IB - HL	KUE recruitment points – advanced level
7	100
6	90
5	80
4	70
3	60
2	50
1	0

EUROPEAN BACCALAUREATE (EB)

The **EB** is a secondary school leaving examination, which, once passed, confirms the award of the *European Baccalaureate Diploma*. The document is issued by European Schools in accordance with the Convention defining the Statute of the European Schools, drawn up in Luxembourg on June 21, 1994.

EB exam results are classified at the basic and advanced levels, based on the number of hours of a given subject per week:

1. 2 – 3 hours per week → **basic level**
2. 4 – 5 hours per week → **advanced level**

EB	KUE recruitment points (basic or advanced level, dependable on the number of hours)
9 - 10	100
8 - 8.99	90
7 - 7,99	75
6 - 6,99	60
5 - 5,99	45
< 4,99	0

AUSTRIA

Persons who hold one of the following certificates are eligible to apply for admission to studies:

- **REIFEPRÜFUNGSZEUGNIS**
- **REIFE- UND DIPLOMPRÜFUNGSZEUGNIS**

The applicable grading scale is: 1 (highest passing grade) – 5 (lowest passing grade).

Admission points are calculated from the certificate on an **advanced level**:

Grading scale	KUE recruitment points
1 – sehr gut	100
2 - gut	80
3 - befriedigend	60
4 - genügend	40
5 - nicht genügend	20

BULGARIA

Persons who hold the following certificate are eligible to apply for admission to studies:

- **ДИПЛОМА ЗА СРЕДНО ОБРАЗОВАНИЕ (Diploma za Sredno Obrazovanie).**

After completing the 12th grade of secondary school, students who wish to continue their education at university take the state exam **Държавни зрелостни изпит**. After completing the final grade and passing the exam, students can apply for higher education.

Students who have completed the final grade but have not taken the matriculation exam or have failed the exam receive a secondary school leaving certificate (**Удостоверение за завършен гимназиален етап**), which allows them to continue their education in vocational schools but does not entitle them to pursue higher education.

The grading scale for subjects documented on the secondary school completion certificate ranges from 1 to 6, where 6 is the highest passing grade and 3 is the lowest passing grade (any grade below 3 will be scored as 0 in the recruitment process).

Grades are converted into recruitment points according to the following formula, with the results from the secondary school certificate treated as the **basic level** and the results from the maturity exam as the **advanced level**:

$$\left(\frac{x}{6}\right) \cdot 100 = y$$

where:

x – result obtained on the certificate/exam

6 – maximum possible result

100 – maximum number of points to obtain at KUE

y – KUE recruitment points

CANADA

Persons who hold one of the following certificates are eligible to apply for admission to studies:

- **COMPLETE GRADE 12 STANDING**
- **HIGH SCHOOL DIPLOMA**
- **HIGH SCHOOL GRADUATION DIPLOMA**
- **ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)**
- **DIPLÔME D'ÉTUDES COLLÉGIALES (DEC)**
- **GENERAL EDUCATION DEVELOPMENT (GED)**
- **SECONDARY SCHOOL DIPLOMA/SENIOR SECONDARY GRADUATION DIPLOMA (DOGWOOD DIPLOMA)**
- **SECONDARY SCHOOL GRADUATION DIPLOMA (DOGWOOD DIPLOMA)**

The grading scale used in Canada is 0 – 100, where 100 is the highest score and 50 is the minimum passing grade.

Credits from the secondary school certificate are converted at the **advanced** level at a ratio of 1:1.

CHINA

Persons who hold the following secondary school leaving certificate

- **GAOZHONG BIYE ZHENGSHU (高中毕业证书).**

are eligible to apply for admission to studies once they have taken the exam:

- **GAOKAO, 高考 (National College Entrance Examination).**

During the recruitment process, candidates are required to present both their secondary school certificate and gaokao exam results.

Recruitment points are calculated based on:

1. Secondary school certificate - at the **basic level**, in a 1:1 ratio, with 100 being the highest passing grade and 60 being the lowest passing grade,
2. Gaokao exam - at the **advanced level**, according to the following formula:

$$\left(\frac{x}{150} \right) \cdot 100 = y$$

where:

x – gaokao exam result

150 – maximum number of points possible to obtain on the exam* (depending on the subject!)

100 – maximum number of points to obtain at KUE

y – KUE recruitment points

CZECH REPUBLIC

Persons who hold the following secondary school leaving certificate

- **VYSVĚDČENÍ O MATURITNÍ ZKOUŠCE**

are eligible to apply for admission to studies once they have taken the exam:

- **MATURITA EXAMINATION**

The applicable grading scale is: A (1 – highest passing grade) – F (4 – failing grade), with E being the lowest passing grade.

Admission points are calculated from the secondary school certificate on **an advanced level**:

Grading scale	KUE recruitment points
A (1) / výborně	100
B (1,5) / velmi dobře	80
C (2) / dobře	60
D (2,5) / uspokojivě	40
E (3) / vyhovující	20
F (4) / nevhovující	0

DENMARK

Persons who hold one of the following certificates are eligible to apply for admission to studies:

- **GYMNASIALE INDSLUSNINGSFORLØB FOR FLYGTNINGE OG INDVANDRERE**
- **HØJERE FORBEREDELSESEKSAMEN (ENKELTFAG) / HF-EKSAMEN (2-ÅRIG)**

The applicable grading scale is: 12, 10, 7, 4, 02, 00, -3, where 12 is the highest passing grade and 02 is the lowest passing grade.

Admission points are calculated from the secondary school certificate on an **advanced level**:

Grading scale	KUE recruitment points
12	100
10	80
7	60
4	40
02	20
00	0
-3	0

FRANCE

Persons who hold the following certificate are eligible to apply for admission to studies:

- **DIPLÔME DU BACCALAURÉAT GÉNÉRAL/BACCALAURÉAT DE L'ENSEIGNEMENT DU SECOND DEGRÉ** together with a transcript of grades **RELEVÉ DE NOTES**

The applicable grading scale is 0 – 20, with 10 being the minimum passing grade and 20 the maximum passing grade.

Admission points are calculated from the secondary school certificate on an **advanced level** according to the following formula:

$$\left(\frac{x}{20} \right) \cdot 100 = y$$

where:

x – result from the secondary school certificate

20 – maximum grade to obtain on the certificate

100 – maximum result to obtain at KUE

y – KUE admission points

GERMANY

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **ALLGEMINE HOCHSCHULREIFE**

The results of the secondary **school leaving examination** are taken into account for qualification purposes.

The applicable grading scale is 1 – 15.

Points from the secondary school leaving examination are converted at the **basic** or **advanced level**, depending on the classification (LK/eA), according to the formula:

$$\left(\frac{x}{15} \right) \cdot 100 = y$$

where:

x – result from the secondary school leaving examination

15 – maximum number of points to obtain from the examination

100 – maximum number of points to obtain at KUE

y – KUE recruitment points

GREECE

Persons who hold one of the following certificates are eligible to apply for admission to studies:

- **ΑΠΟΛΥΤΗΡΙΟ ΓΕΝΙΚΟΥ ΛΥΚΕΙΟΥ (Apolytirio Genikou Lykeiou) GEL**
- **ΑΠΟΛΥΤΗΡΙΟ ΕΠΑΓΓΕΛΜΑΤΙΚΟΥ ΛΥΚΕΙΟΥ (Apolytirio Epangekmatikou Lykeiou) EPAL**

The above documents entitle the holder to apply for admission to higher education after passing the **central entrance examinations (Panelladikes Eksetaseis)**.

In order to apply for admission to the UEK, candidates must present both the secondary school certificate and central exam results.

A 20 – point scale is used, where 20 is the highest possible grade and the minimum passing grade is 9.5.

Points are converted from central exams: general subjects at the **basic level**, while major subjects are converted at the **advanced level**. The results are converted according to the following formula:

$$\left(\frac{x}{20} \right) \cdot 100 = y$$

where:

x – exam result higher than 9.5

20 – maximum possible exam result

100 – maximum points to obtain at KUE

y – KUE recruitment points

HUNGARY

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **ÉRETTSÉGI BIZONYÍTVÁNY (Secondary School leaving Examination Certificate)**

The applicable scale ranges from 1 to 5, where 5 is the highest possible grade and 2 is the lowest passing grade.

Exam points are calculated at the **basic or advanced level**, depending on the selected level, based on the table below:

Grading scale	KUE recruitment points
5	100
4	80
3	60
2	40
1	0

IRELAND

Persons who hold the following certificate are eligible to apply for admission to studies:

- **LEAVING CERTIFICATE ESTABLISHED (ARDTEISTIMEIREACHT)**

Grading scale applicable in Ireland: from 2018 O1/H1 (highest passing grade) – O8/H8 (where O7/H7 is the lowest passing grade).

Points from the secondary school certificate marked **ORDINARY** are converted at **the basic level**, while points marked **HIGHER** are converted at the **advanced level**.

Grading scale	KUE recruitment points
O1 LUB H1	100
O2 LUB H2	90
O3 LUB H3	80
O4 LUB H4	70
O5 LUB H5	60
O6 LUB H6	50
O7 LUB H7	40
O8 LUB H8	0

ITALY

Persons holding the following certificate are eligible to apply for admission to studies:

- **DIPLOMA DI ESAME DI STATO CONCLUSIVO DEI CORSI DI ISTRUZIONE SECONDARIA SUPERIORE (also known as Diploma di Maturità) together with a transcript of grades PAGELLA SCOLASTICA.**

The scoring system is 1-10.

The points from the certificate are converted on an **advanced level** using the following formula:

$$\left(\frac{x}{10}\right) \cdot 100 = y$$

where:

x – grade on the certificate

10 – maximum number of points that can be obtained on the certificate

100 – maximum number of points to obtain at KUE

y – KUE recruitment points

LATVIA

Persons who hold one of the following secondary school leaving certificate are eligible to apply for admission to studies:

- **ATESTĀTS PAR VISPĀRĒJO VIDĒJO IZGLĪTĪBU**
- **DIPLOMS PAR PROFESIONĀLO VIDĒJO IZGLĪTĪBU**

together with **VISPĀRĒJĀS VIDĒJĀS IZGLĪTĪBAS SERTIFIKĀTS**.

The applicable grading scale is 1-100 from the exam or 1-10 from the secondary school certificate.

Certificate points are converted at the **basic level** at a ratio of 1:10, while points from the **Vispārējās vidējās izglītības sertifikāts** exam are converted at the **advanced level** at a ratio of 1:1.

LITHUANIA

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **BRANDOS ATESTATAS** with the **PRIEDAS** appendix

Candidates applying for admission to higher education must pass state examinations (**valstybinis egzaminas**) in at least 3 subjects.

The applicable grading scale is from 1 to 100 for the high school diploma exam and from 1 to 10 for the certificate, with a minimum passing grade of 5.

Final exam results are converted at the **advanced level** at a ratio of 1:1, while certificate points are converted at the **basic level** at a ratio of 1:10.

MEXICO

Persons who hold one of the following secondary school leaving certificates are eligible to apply for admission to studies:

- **BACHILLERATO GENERAL**
- **BACHILLERATO TECNOLÓGICO**
- **TITULO DE PROFESIONAL TÉCNICO**

The grading scale ranges from 1 to 100 (less commonly 1 to 10), where 100 is the highest possible score and 60 is the minimum passing grade.

Grades are converted at the **advanced level** and remain at a 1:1 ratio.

For descriptive grades, we use the following table:

Descriptive grade	Explanation	KUE recruitment points
Excelente (E), Muy Bien (MB)	Bardzo dobry	100
Bien (B)	Dobry	89
Satisfactorio, Suficiente (S)	Dostateczny	79
Reprobado (R), No Suficiente (N)	Niedostateczny	0

NORWAY

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **VITNEMÅL FOR VIDEREGÅENDE OPPLÆRING**

The applicable grading scale is 1 – 6.

The points from the certificate are converted at the **advanced level** according to the following formula:

$$\left(\frac{x}{6}\right) \cdot 100 = y$$

where:

x – result from the secondary school certificate

6 – maximum grade to be obtained from the certificate

100 – maximum number of points to obtain at KUE

y – KUE recruitment points

ROMANIA

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **DIPLOMA DE BACALAUREAT**

The results of the secondary school leaving examination are taken into account for qualification purposes.

The applicable grading scale is 1 – 10.

Points from the certificate are converted at the **basic level**, while the results of the high school graduation exams are converted at the **advanced level**, according to the following formula:

$$\left(\frac{x}{10} \right) \cdot 100 = y$$

where:

x – result from the high school diploma/exam

10 – maximum number of points from the diploma

100 – maximum number of UEK points

y – KUE recruitment points

SLOVAKIA

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **VYSVEDČENIE O MATURITNEJ SKÚŠKE**

The applicable grading scale is 1-5, with 1 being the highest passing grade and 4 being the lowest.

The points from the secondary school certificate are converted at the **advanced level** according to the following table:

Grading scale	KUE recruitment points
Excellent/výborný 1	100
Laudable/chvátilebný 2	80
Gooddobrý 3	60
Pass/dostatočný 4	40
Fail/nedostatočný 5	0

SOUTH KOREA

Persons who hold one of the following certificates are eligible to apply for admission to studies:

- **문계 고등학교 졸업장 / GENERAL HIGH SCHOOL CERTIFICATE OF EDUCATION**
- **실업계 고등학교 졸업장 VOCATIONAL HIGH SCHOOL CERTIFICATE OF EDUCATION**

The grades obtained on the transcript of grades from the secondary school certificate are converted to the **advanced level** at a ratio of 1:1. The grading scale ranges from 1 to 100, where 100 is the highest possible grade for a given subject.

In the second stage of recruitment, candidates are obligated to submit their **CSAT (College Scholastic Aptitude Test)** results.

SPAIN

Persons who hold the following certificate are eligible to apply for admission to studies:

- **TÍTULO DE BACHILLER**

Graduates of general secondary schools (holding a Título de Bachiller) and graduates of vocational secondary schools (holding a Técnico title) may continue their advanced vocational education, and after completing 2 years of education, graduates receive the following title, depending on the program:

- **TÍTULO DE TÉCNICO SUPERIOR**
- **TÍTULO DE TÉCNICO SUPERIOR DE ARTES PLÁSTICAS Y DISEÑO**
- **TÍTULO DE TÉCNICO DEPORTIVO SUPERIOR**

The prerequisite for admission to first-cycle studies is obtaining a Bachiller (or Técnico Superior) certificate and passing the following exam:

- **EVALUACIÓN DE BACHILLERATO PARA EL ACCESO A LA UNIVERSIDAD (EBAU); or**
- **EVALUACIÓN PARA EL ACCESO A LA UNIVERSIDAD (EVAU).**

or the equivalent for the selected autonomous community. Before 2018, it was called **Selectividad o Prueba de acceso a la Universidad (PAU)**.

The results obtained on the school transcript are treated as the **basic level**, while the results of the EBAU exam (or equivalent) are treated as the **advanced level**.

Spain uses a 10 – point scale, where 10 is the highest grade and 5 is the minimum passing grade. Grades are converted into admission points according to the following table:

Grading scale	KUE recruitment points
10	100
9	90
8	80
7	70
6	60
5	50
<5	0

SWEDEN

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **HÖGSKOLEFÖRBEREDANDE EXAMEN (HIGHER EDUCATION PREPARATORY DIPLOMA)**

The grading scale ranges from A to F, where A is the highest possible grade and E is the lowest passing grade.

Admission points are converted at the **advanced level** according to the following table:

Grading scale	KUE recruitment points
A	100
B	80
C	60
D	40
E	20
F	0

TURKEY

Persons who hold one of the following secondary school leaving certificates are eligible to apply for admission to studies:

- **LISE DIPLOMASI**
- **TEKNIK LISE DIPLOMASI**
- **MESLEK LISE DIPLOMASI**

Students who have obtained one of the above secondary school leaving certificates take the central exam **YÜKSEKÖĞRETİM KURUMLARI SINAVI (YKS)**, which is the basis for admission to first-cycle studies in Turkey.

The grades obtained on the school certificate are converted to the **basic level** according to the table below,

Numeric grade	Letter grade	Result in points	Written grade
5	A	(85-100)	Excellent
4	B	(70-84)	Good
3	C	(55-69)	Fair
2	D	(45-54)	Satisfactory
1	E	(25-44)	Unsatisfactory
0	F	(0-24)	Poor

In the case of candidates who submit the results of the **YKS** exam in the recruitment process, admission points will still be calculated on the basis of the secondary school leaving certificate, but at the **advanced level**.

UKRAINE

Persons who hold the following secondary school leaving certificate are eligible to apply for admission to studies:

- **СВІДОЦТВО ПРО ЗДОБУТТЯ ПОВНОЇ ЗАГАЛЬНОЇ СЕРЕДНЬОЇ ОСВІТИ (FORMERLY ATESTAT O PEŁNYM ŚREDNIM WYKSZAŁCENIU ATESTAT PRO POWNU ZAĞALNYU SEREDNJU OSBITU).**

In addition, candidates may submit their **NMT** or **Multitest** exam results (in subjects required for admission) for the conversion of admission points. All results above 100 points are taken into account.

The applicable grading scale is 4 – 12 (certificate) and 100 – 200 (NMT/Multitest).

Points from the certificate are converted at the **basic level**, according to the table,

Grading scale	KUE recruitment points
12	100
11	92
10	83
9	75
8	67
7	58
6	50
5	42
4	33

while results from NMT or Multitest exams are converted at the **advanced level**:

NMT subject score – 100 = recruitment points

e.g. 179 (NMT/Multitest exam score) – 100 = **79 (KUE recruitment points)**

UNITED KINGDOM

Persons who hold one of the following secondary school leaving certificates are eligible to apply for admission to studies:

- **3 A-LEVELS (GCE)**
- **3 SQA HIGHERS or SQA ADVANCED HIGHERS**

The applicable scoring system is: A - F/U (fail), with E being the lowest passing grade.

The points from the certificate are converted to the **advanced level** according to the following table:

Grading scale	KUE recruitment points
A*	100
A	89
B	79
C	69
D	59
E	49
F/U	0

UNITED STATES OF AMERICA (USA)

Persons who hold one of the following secondary school leaving certificates are eligible to apply for admission to studies:

- **HIGH SCHOOL DIPLOMA**
- **GED (General Educational Developments) (score above 60%)**

In addition, candidates may submit their **SAT**, **ACT** or **AP** exam results (in subjects required for admission) to convert their admission points.

The grading scale used in the United States is 1 – 100 (secondary school certificate). The grading scale used for additional results may vary depending on the subject.

Secondary school certificate points are converted at the **basic level** at a ratio of 1:1, while SAT, ACT or AP exam results at the **advanced level** are converted according to the following formula:

$$\left(\frac{x}{y}\right) \cdot 100 = z$$

where:

x – result of the additional exam

y – maximum number of points to be obtained

100 – maximum number of UEK points

z – KUE recruitment points