

RECRUITMENT PROCEDURE - FOREIGNERS

The rules of taking up and pursuing studies at the Silesian University of Technology by foreigners are set out in the Regulation of the Rector of the Silesian University of Technology of March 30, 2017, No. 63/16/17.

Under the rules applicable to Polish citizens, they can undertake and conduct studies:

1. foreigners who have been granted a permanent residence permit,
2. foreigners who have been granted refugee status in the Republic of Poland or enjoy temporary protection on the territory of the Republic of Poland,
3. migrant workers who are nationals of a European Union Member State, the Swiss Confederation or a member state of the European Free Trade Association (EFTA) – parties to the Agreement on the European Economic Area, as well as members of their families if they reside in the territory of the Republic of Poland,
4. foreigners who have been granted a long-term resident's EU residence permit on the territory of the Republic of Poland,
5. foreigners who have been granted a temporary residence permit on the territory of the Republic of Poland in relation to the following circumstances: for the purpose of highly qualified employment (Article 127), for family reunification (Article 159 (1)) or in connection with long-term resident's EU residence permit granted by another EU Member State (Article 186 (1) (3) or (4) of the Act of 12 December 2013 on foreigners (Journal of Laws of 2016, item 1990, as amended),
6. foreigners who have been granted subsidiary protection on the territory of the Republic of Poland,
7. citizens of European Union member states, member states of the European Free Trade Agreement (EFTA) – parties to the agreement on the European Economic Area or the Swiss Confederation and members of their families who have the right of permanent residence,
8. EU / EFTA citizens and their family members who have the financial means necessary to cover their subsistence costs during studies confirmed by an appropriate statement,
9. holders of a valid Polish Card, unless the Card was obtained during the course of studies – then the Rector decides on the change in the method of financing at the request of the interested party.

Foreigners who meet one of the conditions presented above can take up and complete studies under the rules applicable to Polish citizens as well as under the conditions other than applicable to Polish citizens (ie. on the basis of payment, by recruiting through the Dream Apply form). Choosing the mode and conditions of taking up studies applicable to Polish citizens, they have rights and obligations as Polish citizens, and therefore are subject to the recruitment rules described in the section: RECRUITMENT PROCEDURE – POLISH CITIZENS. General recruitment rules:

- Candidates apply to the faculties of the Faculty of Architecture through the SOREK Recruitment Service System: <https://sorek.polsl.pl/kandydat>; during registration, the help of the Faculty Recruitment Committee is necessary due to the necessity of individual PESEL number generation,
- Candidates pay a recruitment fee of PLN 150.00 to an individual account generated during electronic registration,

- Candidates participate in the prediction test for architectural studies or for studies in the field of interior design, in accordance with the recruitment schedule,
- Applicants who apply for studies in Polish must have a proven knowledge of the language through:
 - a) external certificate,
 - b) the result of the language proficiency examination conducted at the Foreign Languages College of the Silesian University of Technology,
 - c) talking to the Examination Board during the entrance examination; The Commission may issue a statement: "Qualified for studying in Polish",
- Applicants who apply for the study in English should have an international certificate of at least B2 language level according to the European System of Language Description. Documents confirming the knowledge of the language are also certificates, diplomas or other documents confirming the completion of a post-primary school abroad, in which classes in English were conducted.
- All documents submitted by applicants who apply for studies taught in Polish must be translated into Polish by a sworn translator certified by authorized persons, stamped with an apostille,
- All documents submitted by applicants who apply for studies taught in English (secondary school-leaving certificate, matriculation exam certificate, identity document) issued in a language other than English or Polish should be translated by a sworn translator into English or Polish, confirmed (legalized) by authorized units, stamped with an apostille,
- Students do not pay for studies at the Faculty of Architecture.

Foreigners not entitled to use the SOREK recruitment system can apply to the forms of studies at the Faculty of Architecture in Polish or to the first-cycle (Bachelor) study conducted in the field of Architecture in English, via the form: <https://apply.polsl.pl/>. General recruitment rules:

- Candidates pay a recruitment fee of EURO 40,
- Candidates participate in the qualification procedure in accordance with the recruitment schedule for foreigners, specified in the DreamApply form, i.e. until July 08, 2018,
- Candidates are required to present a portfolio of works depending on the type of studies they apply for:
 - **Bachelor degree study** in the field of **Architecture** (conducted in **Polish**) – a portfolio of drawings in any technique, in the number of 10 pieces (5 works on a general theme, 5 on topics related to architecture). Work format 50 cm x 70 cm. The portfolio should be accompanied by references signed by two drawing teachers: one from the completed secondary school and one of the training course in the field of drawing. Documents issued by employees of institutions and enterprises should be labeled with an appropriate stamp. Candidates who are laureates of finalists or those awarded in competitions similar to the field of study should include scans of documents confirming this fact.
 - **Bachelor degree study** in the field of **Interior Design** (conducted in **Polish**) – portfolio of artistic works, 10 items (5 drawings, 5 paintings). Work format 50 cm x 70 cm. The portfolio should be accompanied by references signed by two drawing teachers: one from the completed secondary school and one from the training course in the field of drawing. Documents issued by employees of institutions and enterprises should be labeled with an appropriate stamp.

Candidates who are laureates of finalists or those awarded in competitions similar to the field of study should include scans of documents confirming this fact.

- **Master degree study** in the field of **Architecture** (conducted in **Polish** or **English**) – portfolio in A3 format of project works and other achievements, as described:

Portfolio in A3 format, in a horizontal layout, in a soft binding, stapled permanently along the short side, should contain: title page with candidate data: name(s), surname and three legibly separated thematic parts.

- in part I – three selected course projects completed during the first-cycle studies (it is acceptable to present course projects made as a team-work; be aware of stating the percentage share of each co-author) and the graphic part of the Bachelor diploma project,
- in part II –
 - competition projects, the results of participation in workshops, projects prepared during professional practices (together with stating the percentage share of the candidate the scope of work that he performed in presented projects),
 - other achievements related to the discipline of architecture and urban planning, including: participation in the Erasmus program, presentations at conferences, publications of scientific articles, etc.
- in part III – organizational and other achievements (activities in science clubs, student organizations, students' government, volunteering etc.).

The portfolio should be prepared in Polish or in English.

Note: Awards and prizes in competitions and achievements in other areas should be documented with copies of diplomas obtained by the candidate. The portfolio should be accompanied by references signed by the Dean of the candidate's first-cycle study University or two university teachers. Documents issued by employees of institutions and enterprises should be labeled with an appropriate stamp.

- **Master degree study** in the field of **Interior Design** (conducted in **Polish**) – portfolio in A3 format of project works and other achievements, as described:

Portfolio in A3 format, in a horizontal layout, in a soft binding, stapled permanently along the short side, should contain: title page with candidate data: name(s), surname and four legibly separated thematic parts. The portfolio should present the achievements of the candidate, which include documentation of design and artistic works. It is required to present the works done during the Bachelor studies:

- BA project,
- semester projects (interior design, exhibition, furniture and others),
- artistic works (painting, drawing, graphics or other),
- competition works (if any).

Documentation included in the portfolio should not be a direct reprint of project boards, but an original choice and graphic composition of project achievements. Number of works documenting creative activity: 10-15. The portfolio should be prepared in Polish or in English.

Note: Awards and prizes in competitions and achievements in other areas should be documented with copies of diplomas obtained by the candidate. The portfolio should be accompanied by references signed by the Dean of the candidate's first-cycle study University or two university teachers. Documents issued by employees of institutions and enterprises should be labeled with an appropriate stamp.

Scans of the above documents and works for recruitment needs to be attached in JPG or PDF format (10% compression, 300 dpi resolution) via the form: <https://apply.polsl.pl/>. Original works should be submitted to the Faculty of Architecture Dean's Office together with original certificates and diplomas, before the beginning of the academic year.

- Applicants who apply for studies in Polish must have a proven knowledge of the language through:
 - external certificate,
 - the result of the language proficiency examination conducted at the Foreign Languages College of the Silesian University of Technology,
 - talking to the Examination Board during the entrance examination; The Commission may issue a statement: "Qualified for studying in Polish",
- Certificates and diplomas* issued in a language other than English or Polish should be translated by a sworn translator into English or Polish, confirmed (legalized) by authorized units, stamped with an apostille,
- Students pay for studies according to the price list for individual forms and fields of study indicated in the recruitment form.

Applications submitted in the Dream Apply system and accepted by the Faculty Coordinator for the Recruitment of Foreigners constitute the basis for issuing a certificate of admission to studies. The decision on admission to studies is taken by the rector.

The authorities of the Faculty of Architecture reserve the right to verify the authenticity of submitted documents and the work of candidates in the form chosen by them (for example, the candidate performs a given enclosed exercise), after applying for a candidate at the Faculty.

In case of any questions, please send an e-mail to the address of the Academic Exchange Office: study@polsl.pl.

* If the diploma of a foreigner entitles him to continue education at a higher degree in a country in whose higher education system the university that issued the diploma operates, it also entitles him to continue his education at an appropriate level (second degree studies, postgraduate studies, etc.) in Poland. A foreign diploma may authorize further education in Poland also on the basis of an international agreement. If the diploma of a foreigner does not give direct access to higher education studies in the country of obtaining it, and yet the foreigner wants to continue education in Poland, then before commencing studies he must submit his diploma to the nostrification procedure, according to the regulation of the Minister of Science and Higher Education of September 1, 2011 *on the nostrification of diplomas of higher education obtained abroad*.

RECRUITMENT PROCEDURE – POLISH CITIZENS

Recruitment at the Silesian University of Technology is conducted with the help of the Recruitment Service System (called SOREK). To use the system, an Internet connection is required, a web browser (with enabled cookies and unblocked pop-ups), a document reader in pdf format (Adobe Acrobat Reader recommended) and a printer.

During the registration, candidates will be required to provide an e-mail address and contact telephone number. Candidates who do not have the technical means of electronic registration may register at the premises of the Faculty Recruitment Commission.

Within one recruitment fee, the candidate may apply for more than one field of study at the Silesian University of Technology, as part of one call. By registering in the SOREK Recruitment Service System, one can choose one field of study - basic - for the admission of which he cares the most, as well as up to three other fields of the so-called "further choice". In order to be eligible for a qualification at the Faculty of Architecture, the choice of Architecture or Interior Architecture (also in the subsequent choice) involves paying a fee of PLN 150.00 and participating in entrance examinations in accordance with the recruitment schedule.

1. A candidate is submitted to the recruitment procedure at the Faculty of Architecture by:

a) Registering in the online SOREK recruitment system **in the deadlines:**

○ **For the first-cycle study (Bachelor) - until June 25, 2018.**

○ **For the second-cycle study (Master) - until July 02, 2018.** (NOTE: the deadline for registration and payment of recruitment fees for candidates in the field of Architecture, graduates of the Faculty of Civil Engineering of the Silesian University of Technology, in the Construction and Architectural specialization and, therefore, candidates for architectural examination – **June 25, 2018**)

Only one individual account in the system is assumed for each registering candidate. Remember the account name and access password because only in this way can the candidate access his account. If you lose your account name or password, please use the password recovery procedure available through the website: <https://sorek.polsl.pl/kandydat.rejestracja/RecoverPasswd.aspx>.

When creating an account, please pay special attention to correctly give your name, surname and PESEL number. These data cannot be edited later. Changes can be made only by writing to the address: pomoc.kandydat@polsl.pl.

During registration, the candidate completing his personal questionnaire gives his personal data, address of residence and e-mail address, contact telephone number and indicates the field of study for which he wants to apply.

and:

b) Payment of the examination fee to an individual account generated during electronic registration in the SOREK system **by deadlines: until June 25, 2018 or July 2, 2018.** (the proof of the recruitment fee must be presented on the day of admission to the qualifying exam and then attached to the set of documents submitted to the Recruitment Committee if the candidate is qualified for admission).

c) Participation in competitive examinations **on dates set for particular fields and types of studies**, according to the RECRUITMENT SCHEDULE.

d) Supplementation in the online SOREK recruitment system for grades from the matriculation examination or from the diploma of completion of the first-cycle study. Candidates under registration in the SOREK system have the opportunity to enter their grades from the matriculation examination after receiving the certificate. The grades from Polish matriculation examination taken according to the new rules will be verified in the National Register of Grades (KReM). Candidates are required to introduce grades based on the received certificate.

e) If the candidate is qualified for admission – submission of documents required in the qualification procedure **within the deadlines** set by the recruitment schedule of the Silesian University of Technology.

2. The SOREK system of online registration for candidates operates from May 7, 2018 (at 12:00) at the following address: <https://sorek.polsl.pl/kandydat>.
 - a) Candidates use Internet access on their own.
 - b) For registration, the candidate completes and approves the questionnaire and consents to the processing of personal data, selects the field of study.
 - c) Electronic registration is considered binding after the candidate has entered all necessary data.
 - d) The Faculty of Architecture of the Silesian University of Technology is not responsible for the impossibility of registering caused by network failures or periodic server overloads. In case of any problems with registration, the candidate can register personally at the premises of the Faculty Recruitment Commission (Gliwice, 7 Akademicka street, room 07).

3. The documentation mentioned in item 1.e) (above) **shall be submitted by the candidate in person** and shall contain:
 - a) Application, generated in the electronic registration system.
 - b) A photocopy of the ID card (enlarged photocopy of both sides) or (in the case of foreigners) of another document confirming the identity - the candidate submits the original document for inspection.
 - c) Current photograph of the candidate - the photograph will be printed on the application form. More information about the photo that should be entered into the SOREK system on the websites: <http://rekrutacja.polsl.pl/Strony/Zdjecia.aspx> and <https://obywatel.gov.pl/wyjazd-za-granice/zdjecie-do-dowodu-lub-paszportu>.
 - d) Proof of payment for admission to the University (if the fee was not automatically entered into the system).
 - e) A photocopy of the matriculation certificate (the original matriculation certificate is submitted for inspection). Candidates who obtained a secondary school-leaving certificate abroad submit a photocopy of their secondary school-leaving certificate together with his sworn translation into Polish. In addition, they submit a certificate confirming that the matriculation certificate of the candidate entitles them to apply for admission to higher education to any type of higher education institution in the country in whose education system the certificate issuing institution operates. The certificate is not needed if the information is on the certificate. Candidates with the so-called "old matriculation examination" certificate should submit a photocopy of the secondary school-leaving certificate (the original of the certificate is submitted for inspection), if it is a separate document (as the "old matriculation examination" should be understood the secondary school-leaving examination until 2004 in common high schools and until 2005 in technical high school).
 - f) Candidates for Master degree studies are required to provide a photocopy of the diploma of completion of first-cycle study (the original of the diploma is submitted by the candidate for review). Candidates who obtained a diploma of the first-cycle study abroad in a language other than Polish or English, submit the original diploma with an apostille and its translation into Polish, confirmed by authorized persons or institutions. These candidates also submit a document about the course of study (supplement or list of grades and credits) in the English version or its translation into Polish.

NOTE: Documents are submitted only by persons qualified for acceptance. Documents should be placed in a plastic A4-size dust jacket, closed off at the longer side, with the

possibility of attaching it to a file binder. Certification for the compliance of documents, after verification, is carried out on-site by the Faculty Recruitment Commission on the day the candidate submits a complete set of documents. **In justified cases** (in particular when the candidate is recruited by a proxy) it is possible to confirm the documents on an earlier date or by an employee of **any dean's office** at the Silesian University of Technology. In the case when the candidate uses the procedure of recruitment by a proxy, a full power of attorney should be attached to the set of documents. If the candidate does not submit the documents within the required time limit, he/she is removed from the list of persons qualified for admission for the given form of study.

The candidate for the second-cycle (Master) studies should know the foreign language at the B2 proficiency level of the European System of Language Description of the Council of Europe, which should be confirmed in the description of learning outcomes or the supplementary diploma of the first-cycle study.