

Resolution no. 31/2021 of the Senate of Wrocław University of Environmental and Life Sciences of 25 June 2021

LEGAL ACT AS AMENDED

on the conditions, mode and deadlines for recruitment procedures for candidates for the first year of full-time and part-time studies at the Wrocław University of Environmental and Life Sciences in the academic year 2022/2023

Pursuant to Art. 28 sec. 1 point 10, Art. 69 sec. 1 point 1, sec. 2 and sec. 3, Art. 70 sec. 1, sec. 2, sec. 3 and sec. 5, sec. 3 and sec. 5, Art. 72, Art. 323 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 478 as amended) and Art. 12, sec. 1 point 9, Art. 89 sec. 1 point 1, sec. 2, Art. 90 and Art. 91 of the Statutes of the Wrocław University of Environmental and Life Sciences constituting an appendix to Resolution No. 56/2019 of the Senate of the University of Environmental and Life Sciences of 28 June 2019 on the adoption of the Statutes of the Wrocław University of Environmental and Life Sciences, as amended it is resolved as follows:

CHAPTER I GENERAL PROVISIONS

Art. 1

The Resolution concerns the conditions, mode and deadlines for recruitment procedures for first-cycle and second-cycle studies as well as for long-cycle Master's degree studies in veterinary medicine, conducted as full-time and part-time studies, with an academic or practical profile.

Art. 2

Whenever this Resolution refers to:

1) Admissions Committee – this should be understood as a committee appointed by the Rector to conduct and organise admissions for degree programmes;

2) full-time studies – this shall be understood as degree programmes as defined in Art. 63 sec. 1 point 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 487 as amended);

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3) part-time studies – this shall be understood as degree programmes as defined in Art. 63 sec. 1 point 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 478 as amended);

4) Online Registration of Candidates (hereinafter referred to as "IRK" – Internetowa Rejestracja Kandydatów) – this should be understood as an electronic system for registration of candidates for studies;

5) Dream Apply – this should be understood as an electronic system for registration of candidates who are not Polish citizens for studies;

6) admission limit – should be understood as the maximum number of persons who may be admitted to the first year of study in a given field, for a given level, profile and mode of study;

7) candidate – this should be understood as a person who applies for admission to a first-cycle programme, second-cycle programme or a long-cycle Master's degree programme;

8) Matura exam (the so-called "new Matura exam") – this should be understood as the examination referred to in Art. 70 sec. 3 point 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 487 as amended);

9) the matriculation exam (the so-called "old Matura exam") – this should be understood as the examination referred to in Art. 70 sec. 3 point 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 487 as amended);

10) IB diploma (International Baccalaureate) – this should be understood as an examination under the International Baccalaureate programme, the passing of which is confirmed by the IB diploma issued by the International Baccalaureate Organisation, referred to in Art. 93 sec. 1 point 2 of the Act of 7 September 1991 on the system of education (Dz. U. /Journal of Laws/ of 2020, item 1327);

11) EB diploma (European Baccalaureate) – this should be understood as an examination under the European Baccalaureate programme, the passing of which is confirmed by the EB diploma, issued by the European Schools in accordance with the Convention drawn up in Luxembourg on 21 June 1994 defining the Statute of the European Schools referred to in Art. 93 sec. 1 point 3 of the Act of 7 September 1991 on the system of education (Dz. U. /Journal of Laws/ of 2020, item 1327);

12) apostille – this shall be understood as legalisation of an official document intended for legal circulation in the countries which are parties to the 1961 Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Dz. U. /Journal of Laws/ of 2005, no. 112, item 938);

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13) small number of candidates – this should be understood as:

- a) for first-cycle studies – fewer than 32 students,
- b) for second-cycle studies – fewer than 16 students;

14) candidate ranking list – this should be understood as a list of candidates, drawn up by the Admissions Committee, separately for each field and mode of study in the admission procedure to the Wrocław University of Environmental and Life Sciences as specified in this Resolution; a ranking list is made up of candidates who have registered in the Online Registration of Candidates system and fulfilled the admission conditions;

15) waiting list for a given admission process – this should be understood as a list of candidates who have fulfilled the admission requirements, but due to the exhaustion of the available places were below the point threshold for admission and are waiting for the places to become available as a result of resignation of those qualified for the admission, but not later than until the end of the given admission process; the waiting list constitutes a necessary part of the ranking list of candidates;

16) admitted by way of entry on the list of students – this should be understood as a list of candidates who have fulfilled all the requirements of the admission process and have been enrolled as students of the Wrocław University of Environmental and Life Sciences.

Art. 3

1. The recruitment procedure is conducted by the Admissions Committee.
2. The recruitment procedure consists of a qualification procedure and enrolment or refusal to enrol.
3. The operation of the Admissions Committee, its tasks and competences are defined in a separate Rector's order.
4. The administrative management of the recruitment procedure is the responsibility of the Admissions Committee, the Recruitment Office and the University Information Technology Centre.
5. The Rector supervises the recruitment process.

Art. 4

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1. Admission to studies through the confirmation of learning outcomes is defined in the resolution of the Senate of the Wrocław University of Environmental and Life Sciences on the principles and procedures for the confirmation of learning outcomes.

2. Admission through transfer from another university or a foreign university shall occur in accordance with the provisions set out in the Regulations of the Wrocław University of Environmental and Life Sciences.

Art. 5

1. Candidates for the first year of studies at the Wrocław University of Environmental and Life Sciences shall be admitted to individual programmes within the admission limits set by the Rector upon consultation with the Deans of individual faculties.

2. The list of full-time and part-time first-cycle, second-cycle and long-cycle Master's degree study programmes offered by the Wrocław University of Environmental and Life Sciences, together with a list of qualifying subjects, constitutes Appendix No. 1.

3. The offer of second-cycle study programmes with a list of required directional knowledge and skills constitutes Appendix No. 2.

4. Not all full-time and part-time first-cycle and second-cycle programmes will be started every year. This is decided by the Rector.

5. In the case of a small number of candidates and failure to meet the admission limits, the Rector, at the request of the Dean of a given faculty, may:

1) announce further recruitment, in accordance with the rules in force during the first term;

2) decide to discontinue the competitive procedure and conduct recruitment in accordance with the provisions set forth in Art. 6;

3) decide not to open the study programme indicated by the Dean.

6. The University may charge fees referred to in Art. 79 sec. 1 and sec. 2 of the Act - Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 487 as amended).

Art. 6

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1. In the case referred to in Art. 5 sec. 5 point 2, candidates for the first year of studies are admitted based on the order of submission of the complete set of documents within the period specified in the order of the Rector of the Wrocław University of Environmental and Life Sciences on the organisation of the recruitment process and the schedule of recruitment activities.
2. In the aforementioned case, the Admissions Committee shall not prepare a ranking list of candidates but only a list of those qualified for enrollment and it shall enter the candidates on the list of students of the Wrocław University of Environmental and Life Sciences.
3. Recruitment procedure for the veterinary medicine full-time and part-time study programmes conducted in the Polish language shall be carried out separately, in accordance with the Rector's order on the approval of the recruitment procedure and the schedule of recruitment activities.

CHAPTER II

DETAILED REGULATIONS AND PROCEDURE FOR THE ADMISSION TO FIRST-CYCLE AND LONG-CYCLE MASTER'S DEGREE PROGRAMMES

Art. 7

1. Candidates for admission to the first year of first-cycle studies and long-cycle Master's degree studies in veterinary medicine (full-time and part-time) are accepted based on the results of the recruitment procedure, which is competitive in nature, subject to the provisions of Chapter III.
2. Only the results of the written Matura exam are taken into account in the admission procedure (language certificates are not included), subject to the provisions of Chapter III.
3. The list of qualifying subjects for first-cycle studies and long-cycle Master's degree studies (full-time and part-time) in the academic year 2022/2023 is set out in Appendix No. 1 hereto.
4. The entry "exempt" on the secondary-school leaving certificate, in the written part of the examination, is equivalent to obtaining the maximum number of points.
5. Participants in school subjects contests may be admitted outside the competitive procedure. Eligibility of participants of school subjects contests, concerning admissions to the first year of studies in the years 2019/2020 to 2022/2023, is determined by Resolution No. 124/2018 of the Senate of the Wrocław University of Environmental and Life Sciences of 19 December 2018 on detailed principles of admitting laureates and finalists of national-level school subjects contests and laureates of international and national competitions in the years

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2019/2020, 2020/2021, 2021/2022 and 2022/2023, as amended.

6. Candidates who are laureates and finalists of school subjects contests and competitions entitling them to exemption from the recruitment procedure applying for admission to the first year of studies are required to register in the IRK system, and in the case of foreigners – in the DreamApply system. In order to be admitted based on the results of school subjects contests or competitions it is necessary to attach in the IRK system a scan of a document issued by the main organising committee of a given contest, with a record number, stating the place taken by the candidate in the central eliminations, and then, within the deadline for submitting the documents, provide a copy certified as a true copy by a notary or the issuing authority, or submit the original copy of the document for inspection in order for the Admissions Committee to verify it, in accordance with Art. 11, sec. 6.

7. The results of the recruitment procedure are given on a points scale. No score for any of the required qualifying subjects does not disqualify a candidate from the recruitment process, but results in the candidate being awarded zero points for that subject (this does not apply to veterinary medicine courses).

8. The ranking list of candidates for the first year of veterinary medicine studies is drawn up on the basis of the sum of obtained percentage points from the Matura exam at advanced level or, in the case of candidates who have taken the "old Matura exam" – in accordance with the provisions of Art. 9 or based on a diploma issued abroad – pursuant to Art. 11 sec. 8.

9. Admission to the university is determined by the number of obtained points.

Art. 8

1. Candidates applying for admission to the first year of studies at the Wrocław University of Environmental and Life Sciences (except for the civil engineering, geodesy and cartography and veterinary medicine courses) can obtain points for each subject included in the qualification procedure, the sum of which is the basis for creating a ranking list. The list of qualifying subjects is set out in Appendix No. 1 hereto.

The number of points (NP) is calculated using the following formula:

$$\mathbf{NP = FL + PL + (Pw \times 10)}$$

– for all study courses (except for civil engineering, geodesy and cartography, and veterinary medicine),

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where, for candidates who have taken the new Matura exam:

- **FL** – is the number of percentage points obtained in the foreign language exam, calculated according to the following rule
0.4 x B or 1.0 x A
where:
 - **B** – is the number of percentage points obtained at basic level,
 - **A** – is the number of percentage points obtained at advanced level;
- **PL** – is the number of percentage points obtained in the Polish language exam (for foreigners – in their mother tongue exam), calculated according to the following rule:
0.4 x B or 1.0 x A
where:
 - **B** – is the number of percentage points obtained at basic level,
 - **A** – is the number of percentage points obtained at advanced level;
- **Pw** – is the number of points obtained in a qualifying subject exam, calculated according to the following rule:
0.4 x B or 1.0 x A
where:
 - **B** – is the number of percentage points obtained at basic level,
 - **A** – is the number of percentage points obtained at advanced level;

where, for candidates who have taken the old Matura exam:

- **FL** – is the number of points obtained in a foreign language exam, calculated according to the rules set out in Art. 9;
- **PL** – is the number of points obtained in the Polish language exam (for foreigners – in their mother tongue exam), calculated according to the rules set out in Art. 9;
- **Pw** – is the number of points obtained in a qualifying subject exam, calculated according to the rules set out in Art. 9.

1. For candidates for the civil engineering and geodesy and cartography courses:
The number of points (NP) is calculated according to the following formula:

$$\mathbf{NP = PL + FL + 4 \times Mpp + 10 \times Pw}$$

where, for candidates who have taken the new Matura exam:

- **PL** – is the number of percentage points obtained in the Polish language exam (for foreigners – in their mother tongue exam), calculated according to the following rule:
0.4 x B or 1.0 x A
where:

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- o **B** – is the number of percentage points obtained at basic level,
 - o **A** – is the number of percentage points obtained at advanced level;
- **FL** – is the number of percentage points obtained in the foreign language exam, calculated according to the following rule
0.4 x B or **1.0 x A**
where:
 - o **B** – is the number of percentage points obtained at basic level,
 - o **A** – is the number of percentage points obtained at advanced level;
- **Mb** – is the number of percentage points obtained in the basic mathematics exam;
 - o for candidates who took the Matura exam between 2005 and 2009, the grade for basic mathematics exam is calculated according to the rules set out in Art. 9;
- **Pw** – is the number of points obtained in the qualifying subject exam, calculated according to the following rule (excluding basic mathematics):
0.4 x B or **1.0 x A**
where:
 - o **B** – is the number of percentage points obtained at basic level,
 - o **A** – is the number of percentage points obtained at advanced level;

where, for candidates who have taken the old Matura exam:

- **FL** – is the number of points obtained in a foreign language exam, calculated according to the rules set out in Art. 9;
- **PL** – is the number of points obtained in the Polish language exam (for foreigners – in their mother tongue exam), calculated according to the rules set out in Art. 9;
- **Mb** – is the number of points obtained in a mathematics exam, calculated according to the rules set out in Art. 9;
- **Pw** – is the number of points obtained in a qualifying subject exam, calculated according to the rules set out in Art. 9.

3. For candidates for the veterinary medicine course, the number of points (NP) is calculated according to the following formula:

$$\mathbf{NP = B + Ch}$$

where, for candidates who have taken the new Matura exam:

- **B** – is the number of percentage points obtained in advanced biology exam,
- **Ch** – is the number of percentage points obtained in advanced chemistry exam.

1) Candidates applying for admission to the first year of studies on the basis of the external written Matura exam (new Matura exam) in biology and chemistry at advanced level can be

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put on the ranking list of candidates if they obtain at least 30% of the maximum number of points in advanced biology and also at least 30% of the maximum number of points in advanced chemistry in the external Matura exam.

2) Candidates for the veterinary medicine programme, who took the matriculation exam (old Matura exam), take part in the qualification procedure on the basis of grades in the qualifying subjects on secondary school leaving certificates listed in Appendix No. 1 hereto, according to the principles set out in Art. 9.

3) Candidates for the veterinary medicine course who did not take the qualifying subjects exam at advanced level in the external Matura exam (biology and chemistry), cannot apply for admission to the first year of veterinary medicine studies, subject to the provisions of Chapter III.

Art. 9

1. For candidates who have taken the matriculation exam (old Matura exam), the results obtained in the written part of the examination in subjects listed in Appendix No. 1 are the basis for calculation of the qualification result. The matriculation exam grades will be converted into percentage points according to the following rules:

1-6 grading scale		2-5 grading scale	
Grade	Number of percentage points	Grade	Number of percentage points
1	0	2	0
2	12	3	30
3	34	4	65
4	56	5	90
5	78		
6	90		

2. In the absence of a grade from the written part of the Matura exam, the basis for the calculation of the qualification result is the last grade in the qualifying subject from the secondary school graduation certificate calculated according to the rule set out in sec. 1 multiplied by a coefficient of 0.4 (not applicable to veterinary medicine studies).

3. In the case of veterinary studies, the basis for calculating the qualification result is the result obtained in advanced biology or chemistry in the written part of the Matura exam, subject to the provisions of Chapter III. In the case of candidates who took the matriculation exam before 2005, the basis for calculating the qualification result is the result obtained in

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biology or chemistry in the written part of the Matura exam. For the grade in a second subject (biology or chemistry), the basis for calculating the qualification result is the last grade in the qualifying subject on the secondary school leaving certificate. A candidate who did not pass the matriculation exam (old Matura exam) in at least one of the qualifying subjects cannot take part in the admission procedure. The obtained grades are converted in accordance with the rules set out in sec. 1.

Art. 10

1. Candidates who hold a diploma or certificate of passing the International Baccalaureate Examination (issued by the International Baccalaureate Organisation in Geneva – IB) will be admitted to the chosen course of study on the basis of the number of points obtained in the baccalaureate examination in the subject listed in Appendix No. 1 and No. 6, the result of which, specified on the IB diploma, qualifies the candidate for studies according to the rules set out in Art. 8. The IB examination grades are converted into percentage points according to the following rules:

Standard level		High level	
IB exam	The equivalent of the new Matura exam	IB exam	The equivalent of the new Matura exam
7	100%	7	100%
6	90%	6	90%
5	75%	5	75%
4	60%	4	60%
3	45%	3	45%
2	30%	2	30%

2. Candidates with the EB (European Baccalaureate) diploma will be admitted to the chosen study course on the basis of the number of points obtained in the Baccalaureate exam in the subjects listed in Appendix No. 1, the results of which qualify a candidate for studies according to the rules set out in Art. 8. The EB examination grades are converted into percentage points according to the following rules:

Grade in the written or oral EB exam	Points at	
	basic level (2-3 hours)	advanced level (4-5 hours)
9.51-10.00	100	100
9.01-9.50	90	90
8.51-9.00	85	85
8.01-8.50	80	80

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7.51-8.00	75	75
7.01-7.50	70	70
6.51-7.00	60	60
6.01-6.50	50	50
5.51-6.00	45	45
5.01-5.50	40	40
4.00-5.00	30	30

3. Candidates with the new Matura exam who have passed an exam in foreign language at bilingual level will have their bilingual language result converted into a result at advanced level according to the following formula:

$$A = BL \times 4/3$$

where:

BL – is the bilingual level result

A – is the advanced level result

The maximum number of points for the advanced level cannot exceed 100%; if it is higher – it is assigned a value of 100%. In the case of additional subjects (selected) on bilingual Matura exams, only the results of exams passed in Polish are taken into account in the admission process.

4. In the case of candidates who took the secondary school leaving exam in a country other than Poland and do not have a grade in the subject of Polish language on their secondary school leaving certificate, the chairperson of the Admission Committee shall include the language in which the candidate took the examination as the qualifying subject instead of Polish language.

Art. 11

1. Candidates with Polish citizenship applying for admission to the 1st year of studies are obliged to register in the IRK system. This also applies to candidates who are laureates and finalists of school subjects contests and competitions entitling them to exemption from the recruitment procedure.

2. In order for a candidate to be admitted to the recruitment process, he/she must register, enter the results of the written part of the Matura exam in the IRK system and pay the recruitment fee by bank transfer to the individual account generated in the registration system at the Wrocław University of Environmental and Life Sciences. A candidate who has not paid

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the recruitment fee within the stipulated period will not be considered for admission.

3. Failure to submit documents in accordance with the order of the Rector of Wrocław University of Environmental and Life Sciences on the organisation of the recruitment process and the schedule of recruitment activities or withdrawal of documents does not entitle the candidate to claim a refund of the recruitment fee.

4. The fee paid is non-refundable, except if:

- 1) the candidate has paid a higher fee than that indicated in the declaration in the IRK system;
- 2) the course of study has not been opened.

In such a case, the funds overpaid in relation to the declaration in the IRK/DreamApply system in the case of Art. 11, sec. 4, point 1 or the entire recruitment fee in the case of Art. 11 sec. 4, point 2 are refunded at the candidate's request addressed to the chairperson of the Admission Committee – Appendix No. 2.

5. In the case of a failure to start a course of study due to an insufficient number of candidates who fulfil the recruitment conditions, the Admissions Committee may offer the candidates admission to another course of study, provided that there are still vacancies in the course and that it is conducted in the same form. In such a case, the candidate shall not pay the recruitment fee again.

6. Candidates who, as a result of the recruitment procedure, obtained a place on the ranking list qualifying them for enrollment are obliged to submit the required documents referred to in sec. 7-10 within the prescribed time limit in order to be enrolled. Candidates for studies may deliver the documents required in the recruitment process: in person, by courier or by post, or through a designated proxy.

7. In case of delivering them in person, the candidate should submit the following set of documents:

- 1) a signed application in the established form (template can be found in the IRK system; it is available after registration and photo approval);
- 2) proof of payment of the enrolment fee made to the individual account generated in the registration system at the Wrocław University of Environmental and Life Sciences;
- 3) a copy certified by a notary or an issuing authority, or the original available to the Admission Committee for certification of the copy, of one of the following documents:

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- a) secondary school leaving certificate – candidates who have taken the new Matura exam;
- b) secondary school leaving certificate and certificate of the results of the Matura exam in individual subjects referred to in the Act on the Educational System – candidates who have taken the old Matura exam;
- c) secondary school leaving certificate and diploma confirming professional qualifications in a profession taught at technical secondary level, referred to in the regulations on the educational system;
- e) secondary school leaving certificate and certificate of the results of the Matura exam in individual subjects and a diploma confirming professional qualifications in a profession taught at technical secondary level, referred to in the regulations on the educational system;
- f) secondary school leaving certificate and certificate of the results of the Matura exam in individual subjects and a diploma confirming professional qualifications in a profession taught at technical level, referred to in the regulations on the educational system;
- g) in the case of laureates and finalists of national-level school subjects contests, laureates of international and national competitions specified in Resolution No. 124/2018 of the Senate of the Wrocław University of Environmental and Life Sciences, as amended, a copy, certified as a true copy by the issuing authority or a notary, or an original available to the Admissions Committee for certification of the copy, of a document issued by the main organising committee of the relevant school subjects contest, with a record number, certifying the place taken by the candidate in the final and central rounds;

and also, in order to confirm the candidate's identity, present for inspection by the Admissions Committee: the original of the ID card or passport, or a certificate of loss of or damage to the ID card, or the mObywatel application.

8. Candidates of Polish nationality who have completed secondary education abroad should submit a legalised or an Apostille certificate of secondary education or another document obtained abroad (except for an IB and EB diploma). In addition, the following documents may be required:

- 1) a certificate confirming that the certificate obtained outside the Republic of Poland entitles the candidate to apply for higher education courses in the country in which the certificate was issued.
- 2) in the case of candidates applying for study programmes conducted in Polish, the certificate must be submitted together with a certified translation into Polish.

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9. In the case of delivery through a nominated proxy, the set of documents should include, in addition to the documents listed in Art. 11 sec. 7 point 1-3:

1) a signed authorization document to represent the candidate before the Admissions Committee; the template of the authorization document constitutes Appendix No. 4 hereto;

2) a signed declaration of the candidate on the conformity of his/her personal data entered in the IRK system with the actual state, which constitutes Appendix No. 5 hereto.

10. If the documents are sent by post or courier, the set of documents listed in sec. 7 point 1-3 should be send together with the signed declaration of the candidate on the conformity of his/her personal data entered in the IRK system with the actual state – Appendix No. 5 hereto.

11. Persons qualified for courses of study, which feature harmful, strenuous or dangerous factors to health are required to submit, before the start of the academic year, a certificate from an occupational physician in accordance with the decree of the Minister of Health of 26 August 2019 on medical examinations of candidates for secondary schools or higher education institutions and for vocational qualification courses, pupils and students of such schools, students, students of vocational qualification courses and doctoral students (Dz. U. /Journal of Laws/ of 2019, item 1651). This applies to the following majors: agribusiness, agroengineering, food safety, bioinformatics, biology, human biology, biotechnology, economics, renewable energy sources and waste management, horticulture, environmental protection, agriculture, technology and organisation of gastronomy, food technology and human nutrition, veterinary medicine, food quality management and analysis, production management and engineering, zootechnics, human nutrition and dietetics, veterinary medicine, in accordance with Art. 29. The candidate enrolled as a student will receive a referral for the examination on his/her account in the IRK system.

Art. 12

1. Each time in the recruitment process, the Admissions Committee prepares a ranking list of candidates together with the point threshold for admission to the first year of studies.

2. The Admissions Committee may set a lower point threshold than the admission limit suggests and admit more candidates than the limit of places for a given study programme.

3. The order of candidates on the ranking list for each study programme will be determined by the sum of points obtained in the subjects included in the qualification procedure.

4. In the event that there are several candidates with the same number of points in the last qualifying place for admission to the first year of study, all of them will be admitted.

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5. Ranking lists of candidates are published on rekrutacja.upwr.edu.pl for information purposes only and they may not be appealed against. An appeal may only be lodged against the decision of the Admissions Committee not to admit a student.
6. At the request of a candidate who has fulfilled the admission requirements, but due to the lack of places he/she was not enrolled in the chosen study course in a given recruitment process, he/she may be admitted, without paying an additional fee, to another study course offered by the university, in which the limit of places is not filled, except for the veterinary medicine course. The application should be submitted to the Admissions Committee.
7. A candidate who was included in the ranking list for the first year of studies and obtained the number of points required for enrolment, is obliged to submit the documents referred to in Art. 11 within the time limit specified in the Rector's order approving the procedure of organisation of the recruitment process and the schedule of recruitment activities. Failure to submit the documents by the deadline is tantamount to withdrawal from the recruitment process and results in a decision to deny admission.
8. The declared study courses cannot include a course the candidate is currently studying or has completed at the same faculty of the Wrocław University of Environmental and Life Sciences as part of the same degree programme. It is not permissible to enrol in a course and form of study in which the candidate has a student or graduate status.
9. Candidates who applied for admission to first-cycle or long-cycle studies in a given field of study in the academic year 2022/2023, and whose Matura exam result in a given subject or subjects was increased as a result of the appeal referred to in Art. 44, sec. 7 of the Act of 7 September 1991 on the system of education (Dz. U /Journal of Laws/ of 2020, item 1327), may apply to the Admissions Committee for correction of the result of the qualification procedure by 30 September 2022.
10. Once the admission procedure has been completed, the Admissions Committee draws up a list of persons admitted to the programme by means of enrolment and notifies candidates of the results of the procedure via the IRK system.
11. The Admissions Committee issues decisions on denying admissions and notifies candidates accordingly. Decisions on refusal of admission will be delivered in accordance with the provisions of the Code of Administrative Procedure.
12. The list of persons who have been registered as students of the Wrocław University of Environmental and Life Sciences will be published on www.rekrutacja.upwr.edu.pl and in the IRK system.
13. A person admitted to studies commences his/her studies and acquires student rights upon taking the oath.

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Art. 13

1. The Admissions Committee makes decisions in the form of resolutions adopted at Committee meetings. Resolutions of the Admissions Committee are adopted by a simple majority of votes. In the event of an equal number of votes, the vote of the chairperson is decisive.

2. Upon completion of the qualification procedure, the Admissions Committee shall draw up a record of the qualification procedure including ranking lists and lists of persons enrolled. The record shall be signed by the chairperson of the Admissions Committee. Any significant deletions or amendments made to the record shall be justified in writing and signed by the chairperson.

3. The Admissions Committee forwards a record of the recruitment process including ranking lists and lists of students enrolled to the Recruitment Office.

Art. 14

A candidate may appeal against the decision of the Admissions Committee to the Rector within 14 days of receiving it. The appeal shall be lodged through the Admissions Committee.

CHAPTER III ADMISSION PROCEDURE FOR FULL-TIME VETERINARY MEDICINE STUDIES CONDUCTED IN ENGLISH

Art. 15

1. Admission to veterinary medicine studies conducted in English is open to candidates who:

1) obtained a minimum of 60 qualifying points in the following subjects: biology and chemistry
and

2) obtained a minimum of 60 points in the competency-based examination (does not apply to candidates exempted from the examination)
and

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3) met the English language proficiency requirement of at least B2 level.

2. Candidates meeting the above conditions will be admitted on a continuous basis, according to the order of applications. Candidates who are exempted from the competency-based examination in accordance with Art. 17 sec. 2 must meet the requirements set out in points 1 and 3. Then, they will also be admitted together with other candidates based on the order of applications.

3. When calculating the qualifying marks in Biology and Chemistry, the following results may be taken into account:

1) achieved in the Polish secondary school final examination at the advanced level, the minimum passing result for each subject is 30%;

2) achieved in the International Baccalaureate Diploma IB (issued by the International Baccalaureate Organisation in Geneva - IB) - biology and chemistry required at the "higher level" ;

3) those included in the EB (European Baccalaureate) diploma - biology and chemistry at an extended level (number of hours 4-5);

4) foreign graduation diploma enabling enrolment at a university in the country of origin or those included in a foreign certificate of secondary education; points from foreign graduation diplomas are converted by the Admissions Committee.

4. If a grade in biology and/or chemistry is not included in the high school diploma or final exam certificate, a candidate for veterinary medicine (studies conducted in English) may present:

1) results of BioMedical Admissions Test (BMAT) under the supervision of the University of Cambridge Local Examinations Syndicate and Cambridge Assessment English In the case of the BMAT test, the result of the second part of the examination is taken into account, which is converted into percentage points and treated as the result of biology or chemistry at extended level; provided a candidate has a result in one of the admission subjects, the percentage result of the second part of the BMAT is taken as the result of the second subject; if a candidate has results in both admission subjects, the percentage result of the second part of the BMAT may replace the result of one of the subjects in a way more favourable to the candidate; if a candidate has no results in either of the admission subjects, the percentage result of the second part of the BMAT is multiplied by two to replace both subjects; in case of having both external secondary school final exam and BMAT results, the most favourable result for the candidate is taken into account in the admission process;

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2) SAT subject test results supervised by the College Board - Chemistry and/or Biology M; the result is converted into percentage points and treated as a result of biology or chemistry at the extended level; In case of having both external secondary school final exam results and SAT exam results, the most favourable result for a candidate is taken into consideration during the admission process;

3) GAMSAT test results - the result is converted into percentage points and is treated as a result obtained in biology or chemistry at the extended level. In the case of the GAMSAT test, the result of the third part of the examination is taken into account, which is converted into percentage points and treated as the result of biology or chemistry at extended level; if a candidate has a result in one subject for admission, the percentage result of the third part of the GAMSAT is taken as the result of the second subject. If he/she has results in both admission subjects, the percentage result of the third part of GAMSAT may replace the result of one of the subjects in a way more favourable for the candidate; if the candidate has no results in any of the admission subjects, the percentage result of the third part of GAMSAT is multiplied by two to replace both subjects; in case of having both external secondary school final exam and GAMSAT results, the most favourable result for the candidate is taken into account in the admission process;

4) MCAT scores - the total score from Biological and Biochemical Foundations of Living Systems and Chemical and Physical Foundations of Biological Systems parts are converted into percentage points and treated as a result obtained in biology or chemistry at the extended level; if a candidate has a score in one admission subject, the percentage score of the indicated MCAT sections shall be taken as the score of the other subject; if a candidate has scores in both admission subjects, the percentage score of the indicated MCAT sections may be substituted for the score of one of the subjects in a manner more favourable to the candidate; if a candidate has no results in any of the admission subjects, the percentage result of the indicated MCAT parts is multiplied by two to replace both subjects; if a candidate has both external secondary school final exam and MCAT results, the result of the most favourable for the candidate is taken into account in the admission process;

5) If the foreign secondary school final exam results or foreign certificate of secondary education does not include a result in one of the subjects, i.e. biology or chemistry, the candidate's knowledge of the missing subject may be verified in a competency-based examination. The score obtained from the knowledge of biology or knowledge of chemistry part of the exam will be multiplied by 4.

Art. 16

1. Knowledge of the English language can be confirmed:

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1) with the certificate: University of Cambridge Exams: Cambridge B2 First, C1 Advanced, C2 Proficiency (formerly FCE, CAE, CPE), confirming knowledge of English at a minimum level of B2;

2) a certificate: IELTS, TOEFL, The Oxford Test of English (OTE), PTE Academic, or TOEIC Listening and Reading Test along with TOEIC Speaking and Writing Tests - confirming knowledge of English at the minimum of B2 level;

3) by passing the Polish Bacculaureate Examination in English at the extended level with a minimum score of 60%;

4) by a score on the IB International Bacculaureate or EB Diploma;

5) by English language grades obtained on a secondary school diploma in the education system:

a) Germany [minimum grade: 2 (scale 1-6), 8 (scale 1-15)]

b) Norway (minimum grade: 4),

c) Sweden (minimum grade: C or VG),

d) Denmark (minimum grade: A level 7);

6) with a certificate that the applicant's secondary school or university studies were conducted in English;

7) by fulfilling the admission conditions by obtaining appropriate results in the SAT Subject Test, BMAT, GAMSAT, MCAT examinations is tantamount to confirmation of English language proficiency at B2 level;

8) candidates from countries where English is the official language are exempted from presenting certificates or grades in English.

2. A candidate may be awarded a maximum of 200 qualifying points in the required subjects - Biology and Chemistry (maximum 100 points for each subject). The minimum point requirement for admission is 60 qualifying points (the sum of biology and chemistry points).

3. Candidates whose knowledge of biology or chemistry is verified in a competency exam are also required to obtain a minimum of 60 qualifying points - the sum of the biology and chemistry scores.

Art. 17

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1. The candidate will be invited to take a competence test after successfully passing the qualifying subjects described in Art. 15.
2. Candidates who have achieved results in qualifying subjects - biology and chemistry - in the secondary school final examination taken in Poland and have presented proof of English language proficiency at a level of at least B2 are exempted from the competency examination.
3. The competency exam will be conducted in English in oral form through online communication channels. The scope of the exam and scoring is presented in the table below:

Range of competences tested in the examination	Maximum number of points to be obtained
English language skills - specialist vocabulary	25
knowledge of chemistry	25
knowledge of biology	25
applicant's motivation and assessment of suitability for the veterinary profession	25
Total points:	100

4. A candidate may obtain a maximum of 100 points in the competency test. The minimum pass mark for the competency-based examination for admission is 60.

CHAPTER IV

DETERMINING THE SPECIFIC RULES AND PROCEDURES FOR ADMISSION TO SECOND-CYCLE PROGRAMMES

Art. 18

Second degree programmes are open to applicants who have obtained a diploma and hold a Master's, Engineer's, Bachelor's degree or an equivalent degree.

Art. 19

1. A person may be admitted to a second-cycle programme provided he or she meets the

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required field-specific qualifications in terms of knowledge and skills, which are the basis for admission as specified in Appendix No. 2 to this resolution.

2. Course qualifications are verified by the admissions committee and the vice-dean responsible for the course, on the basis of their compatibility with the programme of the candidate's first-cycle or equivalent studies.

Art. 20

1. In case of not fulfilling the limit of candidates meeting the conditions of recruitment as specified in Art. 19, the candidate who does not meet these conditions may be admitted to the first year of the second-cycle studies, if it is possible to make up for the missing learning outcomes in the course of additional subjects for which he/she will receive up to 30 ECTS credit points.

2. A graduate of a bachelor's or master's degree programme may be admitted to the second-cycle programme provided that he/she completes the engineering competences, for which he/she will be awarded up to 30 ECTS credit points. The competences completed must be equivalent to those of a graduate in engineering in the relevant major.

Art. 21

1. Applicants for courses taught in English should be able to speak English at a level sufficient for studying.

2. Language proficiency should be proven by one of the certificates: Cambridge B2 First, C1 Advanced, C2 Proficiency (formerly FCE, CAE, CPE), TOEFL, IELTS or any other document proving sufficient proficiency in English.

Art. 22

1. The qualification is based on a ranking list of candidates prepared based on of: the arithmetic mean of all grades from the first-cycle studies, and then the final grade from the first-cycle studies and the last grade from the foreign language course.

2. The ranking list (due to the limited spots) is equivalent to the list of students qualified for enrolment at the Wrocław University of Environmental and Life Sciences.

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3. A candidate who has been included in the ranking list is obliged to deliver the documents referred to in Art. 21 within the time limit specified in the Rector's order approving the procedure of organisation of the recruitment process and the schedule of recruitment activities.

4. Failure to submit the documents by the deadline is tantamount to withdrawal from the recruitment process and results in a decision to deny admission.

Art. 23

1. Candidates for second-cycle programmes may deliver the documents required in the recruitment process: in person, by courier or by post, or through a designated proxy.

2. In case of delivering them in person, the candidate should submit the following set of documents:

1) a signed application on the established form (template available in the IRK system, after registration and photo approval);

2) a copy certified as a true copy by a notary public or an issuing authority, or an original for inspection in order to have the copy certified by the admissions committee:

a) a diploma of completion of a first-cycle programme, a second-cycle programme or a uniform master's programme,

b) a diploma supplement or an excerpt from the student record book,

c) if a university diploma is not available by the deadline for submitting documents, it is possible to submit an original certificate (or a printout of its scan) of completion of studies, including information on the level, field and profile of studies, a degree obtained, and the verbal result of studies. A person who submits the aforementioned certificate is required, within 30 days of the date on which the diploma of graduation is awarded, to submit the diploma to the dean's office relevant to his/her field of study, on pain of disenrollment from students register;

3) proof of payment for the enrolment fee to the individual account generated in the registration system at the Wrocław University of Environmental and Life Sciences. A candidate who has not paid the recruitment fee within the stipulated period will not be considered for admission;

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and also present for inspection by the Admissions Committee in order to confirm the identity: an ID card or passport, or a certificate of loss of or damage to an ID card, or the mObywatel application.

3. Candidates with Polish citizenship who have obtained a diploma of graduation from a foreign country may apply for admission, provided that they have a legalised or an apostille diploma together with a supplement (does not apply to candidates for joint degree programmes).
4. As for candidates enrolled on a university programme conducted in Polish, the diploma and the supplement must be submitted with a certified translation into Polish.
5. In the case of delivery through a nominated proxy, the set of documents should include (in addition to the documents listed in Art. 23 para. 2 points 1-3):
 - 1) a signed authorization document to represent the candidate with the Admissions Committee. A template of the authorization form constitutes Appendix No. 4 to this Resolution;
 - 2) a signed declaration of the candidate on the conformity of his/her personal data entered in the IRK system with the actual state, which constitutes Appendix No. 5 to this Resolution.
6. If the documents are sent by mail or courier, the set of documents should include the candidate's statement of conformity of his/her personal data with the actual state of affairs constituting Annex No. 5 to this Resolution.
7. Persons qualified for courses of study, which feature harmful, strenuous or dangerous factors to health are required to submit, before the start of the academic year, a certificate in accordance with the decree of the Minister of Health of 26 August 2019 on medical examinations of candidates for secondary schools or higher education institutions and for vocational qualification courses, pupils and students of such schools, students, students of vocational qualification courses and doctoral students (Dz. U. /Journal of Laws/ of 2019, item 1651). This applies to the following majors: agribusiness, bioinformatics, biology, human biology, biotechnology, renewable energy sources and waste management, horticulture, environmental protection, agriculture, food technology and human nutrition, quality management and food analysis, production management and engineering, zootechnics, human nutrition and dietetics. The admitted candidate will receive a referral for the examination on his/her account in the IRK system.
8. Detailed rules for the documents required from candidates for the first year of full-time joint second-cycle programme of general academic profile conducted in English in the following fields of study: Animal Husbandry, Horticulture, Landscape Architecture with Hunan Agricultural University in Changsha, China will be specified in the Rector's Decision on procedures for the organisation of the recruitment process and the timetable of recruitment

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activities and online registration of candidates for the first year of full-time second-cycle studies for the summer semester of the 2022/2023 academic year.

Art. 24

In matters not specified in Chapter IV, the provisions of Chapter II shall apply *mutatis mutandis*.

CHAPTER V DETAILED REGULATIONS AND PROCEDURE FOR THE ADMISSION TO FIRST-CYCLE, SECOND-CYCLE AND LONG-CYCLE MASTER'S DEGREE PROGRAMMES FOR FOREIGNERS

Art. 25

1. Foreigners may start and pursue studies on the basis of:

- 1) international agreements, according to the rules defined therein;
- 2) agreements concluded with foreign entities by higher education institutions, according to the rules defined therein ;
- 3) decisions of the Minister;
- 4) decisions of the director of Polish National Agency for Academic Exchange with regard to its scholarship holders;
- 5) decisions of the director of the National Science Centre on awarding funds for the implementation of basic research in the form of a research project, traineeship or scholarship, qualified for funding based on a competition;
- 6) administrative decisions of the rector, director of an institute of the Polish Academy of Sciences, director of a research institute or director of an international institute.

2. The tuition fees for full-time studies in the Polish language shall not be charged to:

- 1) a foreigner - a citizen of a European Union Member State, 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;

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- 2) a foreigner holding a permit for permanent residence or a long-term resident of the European Union;
 - 3) a foreigner holding a permit for temporary residence in connection with the circumstances referred to in Art. 159 sec. 1 or Art. 186, sec. 1 point 3 or 4 of the Act of 12 December 2013 on Foreigners (Dz. U. /Journal of Laws/ of 2020, item 35);
 - 4) a foreigner who has the status of a refugee granted in the Republic of Poland or who enjoys temporary protection or subsidiary protection on the territory of the Republic of Poland;
 - 5) a foreigner - a holder of a certificate certifying the knowledge of Polish language as a foreign language, referred to in art. 11a 2 of the Act of 7 October 1999 on the Polish language (Dz. U. /Journal of Laws/ of 2021, item 672), at least at the C1 language proficiency level;
 - 6) a holder of the Pole's Card or a person to whom a decision on determination of Polish origin has been issued;
 - 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. Foreigners with a foreign certificate may apply for admission to the first year of first-cycle studies, provided they hold:
- 1) a legalized or authenticated by an apostille certificate or other document obtained abroad, containing a clause stating that the person is entitled to apply for admission to higher education institutions of any type in the country of its issue, subject to the provisions of Section III (with the exception of the IB and EB diplomas);
 - 2) additionally, a certificate stating that a certificate obtained outside the Republic of Poland entitles the person to apply for admission to higher education studies in the country in whose education system it was issued may be required;
 - 3) in the case of candidates enrolling for studies conducted in Polish, the certificate should be submitted together with a certified translation into Polish;
 - 4) in the case of certificates not covered by international agreements or issued in a country that is not a member of the European Union, Swiss Confederation, Organisation for Economic Co-operation and Development or a member state of the European Free Trade Association (EFTA), it is required to submit an administrative decision of the Board of Education on the recognition of a foreign certificate by the end of the first semester of education.
4. The method for converting grades from foreign certificates in the process of recruitment to first-cycle studies and long-cycle studies is specified in Appendix No. 3.

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5. Foreigners holding a foreign diploma attesting to the completion of their studies may apply for admission to a second-cycle programme, provided they hold:

1) a legalised diploma or a diploma authenticated by an apostille from a higher education institution accredited in the higher education system in the country of origin of the diploma, which entitles to continue education in the country where the higher education institution issuing the diploma is located (does not apply to joint degree programmes);

2) for applicants enrolled on degree programmes conducted in Polish, the diploma must be submitted along with the certified translation into Polish;

6. Foreigners enrolled on first-cycle or second-cycle programmes or on long-cycle programmes conducted in Polish may be admitted to degree programmes, provided they:

1) completed a one-year preparatory course for taking up studies in Polish in an institution selected through a tender process by the Polish National Agency for Academic Exchange (NAWA) or a body previously designated by the minister responsible for higher education, with the level of proficiency in Polish being at least equal to B2, or

2) possess a certificate of proficiency in Polish, confirming their knowledge of Polish, with the level of proficiency equal to at least B2, issued by the State Commission for the Certification of Proficiency in Polish as a foreign language, or

3) receive in the course of the recruitment process a confirmation from the relevant higher education institution that their proficiency in Polish allows them to undertake studies in Polish, or

4) have a secondary-school leaving certificate issued in the Polish educational system, or

5) have graduated from a post-primary school abroad where the courses were conducted in Polish, or

6) have a diploma from a higher education institution in which the language of instruction was Polish.

7. Subject to the provisions of Section III, foreigners may be admitted to degree programmes taught in English, provided they:

1) are certified in English language skills: Cambridge B2 First, C1 Advanced, C2 Proficiency (previously FCE, CAE, CPE), TOEFL, IELTS, The Oxford Test of English (OTE), PTE Academic or TOEIC Listening and Reading Test together with TOEIC Speaking and Writing Test, at a level of at least B2 of the Common European Framework of Reference for Languages of the Council of Europe; or

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2) have a certificate, diploma or other document confirming the graduation from a secondary or higher education institution abroad, in which classes were conducted in English; or

3) obtain, during the admission process, a confirmation from the university that their level of proficiency in English allows them to undertake studies in this language.

8. Foreigners applying for studies at University of Environmental and Life Sciences can register via www.apply.upwr.edu.pl and attach scans of documents required in the recruitment process. Detailed rules for the documents required from foreign applicants will be specified in the Rector's Order on procedures for the organisation of the recruitment process and the timetable of recruitment activities and online registration of candidates for the first year of full-time and part-time studies for the 2022/2023 academic year.

9. Foreigners qualified for courses where factors that are harmful, burdensome or hazardous to health occur are required to submit a certificate from a Polish occupational medicine physician before the beginning of the academic year. This applies to the following majors: agribusiness, agroengineering, food safety, bioinformatics, biology, human biology, biotechnology, economics, renewable energy sources and waste management, horticulture, environmental protection, agriculture, technology and organization of gastronomy, food technology and human nutrition, veterinary medicine, food quality management and analysis, production management and engineering, zootechnics, human nutrition and dietetics, veterinary medicine. You will receive a referral to the examination when submitting your documents.

10. Candidates who hold Polish citizenship, including dual citizenship, one of which is Polish, and who hold a certificate or a foreign university diploma seeking admission to the first year of studies, are required to register in the IRK system.

Art. 26

In matters not covered by Chapter V, the provisions of Chapters II, III and IV shall apply *mutatis mutandis*.

SECTION VI CANDIDATES WITH SPECIAL NEEDS, INCLUDING CANDIDATES WITH DISABILITIES, AND MEDICAL SCREENING

Art. 27

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.

1. The University shall provide conditions for persons with special needs, including persons with disabilities, to participate fully in the life of the University and the academic community, including the admission process. The unit responsible for supporting and coordinating activities for people with special needs, including people with disabilities, is the Centre for Support and Accessibility (the Centre).

2. Candidates with special needs, including candidates with disabilities, who apply for admission are subject to the admission procedure under the same conditions as other candidates.

3. A candidate with special needs, including a candidate with a disability where their special needs justify it, has access to entitlements and services including:

1) ensuring the accessibility of the admissions process, including recruitment, and the process of starting the university education;

2) ensuring the accessibility of the = IRK and Dream Apply electronic recruitment systems ;

3) enabling candidates to submit information about special needs, requests for information about support offered, requests for contact, etc. through the IRK and Dream Apply electronic recruitment systems.

Art. 28

1. A list of harmful, strenuous and hazardous health factors that occur during the course of study in each course is provided on the website for candidates - www.rekrutacja.upwr.edu.pl.

2. In the fields of study where students are exposed to harmful, strenuous or hazardous factors during their course of education, students must submit a medical certificate stating that there are no health contraindications to study in the particular field.

CHAPTER VII FINAL PROVISIONS

Art. 29

1. The summer recruitment for the 2022/2023 academic year is open from 1 May 2022 to 30 September 2022, while winter recruitment for the 2022/2023 academic year from 15 January 2023 to 28 February 2023. For candidates from abroad and for programmes conducted in

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English, winter recruitment for the 2022/2023 academic year is open from 15 November 2022 to 28 February 2023.

2. The detailed rules of recruitment through IRK and Dream Apply systems and the recruitment timetable for candidates for full-time and part-time first and second-cycle studies and for uniform Master's degree studies in the field of veterinary medicine in the academic year 2022/2023 are determined by the Rector of Wrocław University of Environmental and Life Sciences.

Art. 30

The Resolution shall enter into force on the date of its adoption.

The Chair of the Senate

prof. dr hab. inż. Jarosław Bosy

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