

## **Description of the admissions procedure for the Law – Full-time studies**

The admissions procedure for the Law – Full-time studies is held in two stages.

### **Stage I**

In the first stage, selection is based on the score obtained in the final exam conducted in secondary school. Calculation of awarded admission points is based on two selected subjects in which the candidate scored the highest (taking into consideration the examination level: basic or advanced) out of the following:

- **Polish,**
  - **Mathematics,**
  - **Modern foreign language,**
- and two courses **chosen by the candidate:**

- History,
- Social Studies,
- Geography,
- Philosophy.

Each 1% in the final secondary school written exam at the basic level is equivalent to 1 admission point.

Each 1% in the final secondary school written exam at the advanced level is equivalent to 2 admission points.

The rules governing calculation of the score obtained for the “old” (held prior to the 2005) final secondary school examination format and other documents providing grounds for participation in the admissions procedure (such as foreign school certificates) are set forth in the resolution on the establishment of the conditions, procedure, and starting and closing dates for the admissions to the full-cycle Master programme.

### **Stage II**

Stage II involves an interview with candidates with the aim to evaluate the candidates' aptitude for law studies, their ability to analyse social issues, and their knowledge of reasoning principles. All of the individuals who applied for participation in the admissions procedure and paid the application fee are invited to Stage II. The interview is held by a committee composed of at least 3 persons (Dean of the Faculty of Law, Rector or Deputy Rectors, and one member of the academic staff) at the time and venue to be determined by

virtue of a separate regulation. Each interview will last at least 15 minutes but not more than 30 minutes.

In the course of the interview, the Committee assesses whether the candidate demonstrates sufficient culture of the language and knowledge of:

- General constitutional rules and the constitutional order of the Republic of Poland;
- General organisational structure of the judiciary in Poland (e.g. types of courts and tribunals, rules governing the appointment of judges);
- Current social and economic problems in Poland, and geopolitical issues worldwide (such as the conflict in Donbas, the role played by China in today's world, the importance of mass migration processes).

Following the interview, each Committee member independently gives a grade to the candidate (ranging from 1 to 6) and, based on the grades given by all the Committee members, the chairperson calculates the average grade.

The points obtained for the interview are then multiplied by 10 and added in the course of the admissions procedure (in Stage II) to the points obtained for Stage I.

### **Outcome of the admissions procedure**

Following completion of both stages of the admissions procedure, the Admissions Committee compiles a list of persons qualified for admission to study based on the total points scored in Stages I and II of the admissions procedure. Persons admitted to study are notified via the electronic system and should submit the required documents to the school. Then, the competent authority formally enrolls the person as a student. As regards persons who were refused enrolment, the Committee issues an administrative decision on the refusal of enrolment. The decision may be appealed against to the Rector within 14 days of receipt thereof.

Having been notified of the enrolment, the candidate should file the following documents with the school by the due date and in the form specified in the timetable:

1. Completed and signed personal data form printed out from the admissions system.
2. A photocopy of the certificate of secondary school examination/completion of secondary education (or any other equivalent document) and a photocopy of an annex to the certificate if the candidate took resit final secondary school examination to improve the score, certified with the clause reading: “Certified as a true copy of the original document” and bearing the candidate’s handwritten and legible signature.
3. One photograph (meeting the same requirements as for the ID card, sized 35x45mm). The photograph is to show the person in the frontal facial position, without any head covering or spectacles with tinted glasses, looking straight at the camera with eyes open and not covered with hair, with a natural facial expression and the mouth closed. It should be taken against a plain light-coloured background and should reflect the natural skin tone, show in a visible way the eyes (in particular the pupils), cover the image from the head top to the upper part of the shoulders with the face occupying 70–80% of the total photograph area.

Once the documents are filed, the Admissions Committee enrolls the candidate as a student.

**Data to be included in the personal data form and the registration form submitted by the candidates**

1. E-mail address for correspondence (basic requirement)  
A. Personal data form (must be printable)
2. Given name(s) and surname (+ family name /at birth/)
3. Sex
4. Father’s given name
5. Mother’s given name
6. Place and date of birth
7. Citizenship
8. Type of identity document (ID card (a) or passport (b))
  - 7a1. ID Card series and number
  - 7a2. State issuing the identity document
  - 7a3. Document expiry date
  - 7b1. Passport series and number

7b2. State issuing the identity document

7b3. Document expiry date

9. Do you hold a PESEL No. (Polish Resident's Personal Identity Number)? (yes/no)

10. PESEL No.

11. Date of birth

12. Do you hold a certificate of disability? (yes/no)

13. Address of residence and registered address of domicile: village/town/city, name of the village/town/city, street name, building number, apartment number, postal code, postal district, province, state

14. Address for correspondence (as specified above)

15. Contact telephone number

14a. Additional telephone number (landline telephone number), if any

16. Type of programme (long-cycle Master programme or post-graduate programme)

In addition, next to the personal data form there must be place available for the payment of the application fee.

### B. Registration form

1. Type of secondary school (comprehensive secondary school/specialised secondary school/technical secondary school/vocational school/other)

2. State

3. Province (if Poland is specified as the state)

4. Location of the school (name of the town/city)

5. Type of school certificate (certificate of final secondary school examination taken in 2005 and onwards/certificate of final secondary school examination taken prior to 2005/International Baccalaureate/other document)

6. Score (grades) obtained for the courses covered by the final secondary school examination (the following columns in the table should be completed: name of the course, type of examination, level, score); scores should be entered one by one.