



# LEGAL BULLETIN

## OF THE NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

2025; item 143

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ORDER No. 82

of the Rector of the Nicolaus Copernicus University in Toruń

of 26 March 2025

**on the documents required from foreign nationals for admission to studies  
at the Nicolaus Copernicus University in Toruń in the academic year 2025/2026**

Pursuant to § 5, sec. 1 point 3 of Resolution No. 46 of NCU Senate of 25 June 2024 on the conditions and procedure for recruitment of foreign nationals to the first year of studies in the academic year 2025/2026 at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2024, item 213 as amended)

**it is ordered** as follows:

### § 1

The Order specifies the documents required from foreign candidates applying for admission to study at the Nicolaus Copernicus University in Toruń, hereinafter referred to as 'the University', and a list of these documents.

### § 2

Whenever the Order refers to:

- 1) **the certificate obtained abroad** - it shall be understood as a certificate or other document entitling to take up higher education in the country of issue and recognised as a document confirming secondary education, which gives the right to apply for admission to studies in Poland;
- 2) **the IB diploma (International Baccalaureate diploma)** - it shall be understood as a diploma confirming the passing of the examination carried out within the framework of the International Baccalaureate programme, issued by the International Baccalaureate Organisation in Geneva;
- 3) **the EB diploma (European Baccalaureate)** - it shall be understood as a diploma which confirms the passing of the examination carried out within the framework of the European Baccalaureate, issued by the European Schools in accordance with the Convention on the Statute of the European Schools,

- 4) **the secondary school leaving certificate** - it shall be understood as a secondary school leaving certificate obtained in the Republic of Poland under the procedure of the so-called "new matura examination" or "old matura examination";
- 5) **the IRK system** – it shall be understood as the Internetowa Rejestracja Kandydatów platform;
- 6) **the obligation to submit a copy of the document** - it should be understood as a copy of this document together with its original available for inspection, not applicable to documents drawn up electronically;
- 7) **the translation of documents** - it should be understood as a translation prepared by a sworn translator, the institution issuing the document or an institution authorized to do so in a given country. In the case of applying for admission to studies conducted in Polish, a translation of documents into Polish is required. In the case of applying for admission to studies conducted in English, a translation of documents into Polish or English is required.

## **Chapter 1**

### **Requirements for certificates obtained abroad**

#### § 3

Certificates obtained abroad should bear an apostille when the country issuing the document is covered by the Convention Abolishing the Requirement of Legalisation of Foreign Public Documents, drawn up in The Hague on October 5, 1961 (Journal of Laws of 2005, No. 112, item 938) or subject to legalisation in other cases.

#### § 4

1. Certificates requiring recognition by way of an administrative decision as a document confirming the right to apply for admission to studies, in accordance with Art. 93 sec. 3 of the Act of 7 September 1991 on the educational system (Journal of Laws of 2024, item 750, as amended), should be submitted together with the decision of the competent superintendent of education to recognize them as confirming the right to apply for admission in the Republic of Poland for studies, subject to sec. 2 or a written information on this document issued by the NAWA (Polish National Agency for Academic Exchange) director confirming the eligibility to apply for admission. This requirement does not apply to certificates issued in the education systems of countries with which the Republic of Poland has signed agreements on the recognition of education in a given field.
2. If, at the recruitment stage, the candidate does not have the decision of the competent superintendent of education on the recognition of the certificate or written information from the director of NAWA, the candidate attaches a statement in the IRK system that he/she will provide this decision as soon as it is issued. The document applies only to candidates whose certificate cannot be recognised by law.

## § 5

1. A certificate obtained abroad should contain an annotation that it entitles to apply for admission to study at any type of higher education institution in the country in whose education system the institution issuing the certificate operates.
2. If the certificate lacks the annotation referred to in paragraph 1, the certificate must be accompanied by a confirmation of this entitlement issued by the appropriate institution in the country of issue of the certificate.
3. If, in the country of issue of the certificate, the result of a state external examination is required for admission to a higher education programme, the candidate is required to present a document confirming the results obtained. The requirement applies to enrolment programmes conducted in Polish.

## **Chapter 2**

### **Requirements for diplomas obtained abroad**

## § 6

Diplomas of graduation obtained abroad should bear an apostille when the country issuing the document is covered by the Convention abolishing the requirement of legalisation of foreign public documents, drawn up in The Hague on October 5, 1961, or subject to legalisation in other cases.

## § 7

1. If the diploma of graduation obtained abroad or the diploma supplement lacks an annotation confirming the right to continue education in the country in which the higher education system of the university that issued the diploma operates, the candidate is obliged to attach confirmation of this right. This requirement does not apply to diplomas issued in the education systems of countries with which the Republic of Poland has signed agreements on the recognition of education in a given field.
2. If, at the stage of registration in the IRK system, the candidate does not yet have the original diploma of graduation, then he/she submits a declaration of immediate submission of this document within a maximum period of 30 days from the date of issue.
3. With regard to foreigners applying for admission to second cycle studies on the basis of a diploma of graduation issued abroad which is not a diploma authorising continuation of education in second cycle studies referred to in Article 326, section 1 of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), and has not been recognised as a diploma equivalent to a corresponding Polish diploma on the basis of an international agreement referred to in Article 327(1) of the Act of 20 July 2018. Law on Higher Education and Science, or by way of nostrification proceedings, the University requires the presentation, in the course of enrolment, of a diploma of graduation issued abroad by a higher education institution recognised by the country on whose territory

or in whose system of higher education it operates, together with written information on that diploma issued by the director of NAWA confirming the entitlement to apply for enrolment.

### **Chapter 3**

#### **Documents required from candidates**

##### § 8

1. Candidates applying for admission to first-cycle studies or long-cycle studies attach the following documents to their account in the IRK system in the form of scans:
  - 1) a certificate obtained abroad with an appropriate translation, an IB (International Baccalaureat) diploma or an EB (European Baccalaureat) diploma;
  - 2) a certificate generated from the NAWA Qualifier system regarding entitlements based on the certificate, the so-called Recognition Statement (concerning enrolment for studies in the Toruń part) and the Superintendent of Education's decision or the NAWA director's written information regarding this certificate (if required);
  - 3) a supplement with a list of courses and grades along with the appropriate translation;
  - 4) a statement on having a current insurance policy against illness or accidents or the European Health Insurance Card for a given academic year or a statement on joining the health insurance program immediately after starting education;
  - 5) a document confirming the identity of the candidate
2. Documents listed in sec. 1 point 1 and 2 do not apply to candidates with a secondary school-leaving certificate. Data on the certificate and the results of the matura exam are taken from the Educational Information System.

##### § 9

Candidates applying for admission to second-cycle studies attach the following documents to their account in the IRK system in the form of scans:

- 1) a diploma of graduation with the appropriate translation, if it was issued in a foreign language other than English;
- 2) a certificate generated from the NAWA Qualifier system regarding entitlements based on the certificate, the so-called Recognition Statement (concerning enrolment for studies in the Toruń part) or written diploma information issued by the director of NAWA confirming eligibility to apply for admission to higher education studies;
- 3) a supplement with a list of courses and grades along with the appropriate translation;
- 4) a statement on having a current insurance policy against illness or accidents or the European Health Insurance Card for a given academic year or a statement on joining the health insurance program immediately after starting education;
- 5) a document confirming the identity of the candidate.

##### § 10

Additional documents required from candidates in the IRK system:

- 1) in the case of applying for admission to studies in Polish - a certificate of knowledge of the Polish language at the language proficiency level of at least B2, unless the detailed conditions of recruitment specify otherwise. Knowledge of the Polish language can also be confirmed with a diploma of graduation or long-term education in a school with Polish as the language of instruction or a completed language course at the required level. Verification of knowledge of the Polish language may also be confirmed by a certificate issued on the basis of an examination conducted by the Centre of Polish Culture and Language for Foreigners at Nicolaus Copernicus University; the list of documents confirming knowledge of the Polish language is set out in an annex to the order;
- 2) in the case of applying for admission to studies conducted in English - a document confirming the knowledge of English at the language proficiency level of at least B2. The level of knowledge of the language may also be confirmed during the interview, if it is provided for in the detailed rules of qualification. The list of documents confirming the knowledge of the English language is specified in the annex to the order;
- 3) in the case of fields of study at Collegium Medicum (excluding the fields of: audiophonology, occupational therapy and public health) a valid health certificate confirming the lack of health contraindications to undertake these studies.

#### § 11

A candidate qualified for admission to studies is obliged to submit the following documents, within the prescribed period, to (respectively) the Department of International Partnerships and Educational Mobility, CM Department of Recruitment and Student Affairs or the NCU CM Centre for Medical Education in English:

- 1) copies of documents attached in the IRK system;
- 2) printed and signed university application form from the IRK system; before printing the application form, the candidate enters a photo in the IRK system in accordance with the requirements applicable to the issuance of identity cards;
- 3) a document confirming the right to study at full-time studies in Polish without paying tuition fees, if he or she declared such right at the recruitment stage in the IRK system.

#### § 12

The Order becomes effective on 26 March 2025.

**RECTOR**

**prof. dr hab. Andrzej Tretyn**

