

**RULES OF ENROLMENT AT THE WARSAW SCHOOL OF ECONOMICS  
in the academic year 2010/2011 (specified by Resolution no. 133 of the Senate  
of the WSE of 27 May 2009 on the Rules of Enrolment at the Warsaw School of  
Economics in the academic year 2010/2011)<sup>1</sup>**

**I.  
GENERAL RULES**

**§ 1**

1. The rules shall apply to the enrolment procedure for:
  - 1) full-time first-degree studies: Bachelor's studies,
  - 2) full-time second-degree studies: Master's studies,
  - 3) extra-mural first-degree studies: Bachelor's studies,
    - a) conducted in the afternoon mode,
    - b) conducted in the weekend mode (Saturdays and Sundays),
  - 4) extra-mural second-degree studies: Master's studies,
    - a) conducted in the afternoon mode,
    - b) conducted in the weekend mode (Saturdays and Sundays),
  - 5) first-degree studies: Bachelor's studies in a foreign language,
  - 6) second-degree studies: Master's studies in a foreign language.
2. The rules shall also apply to the enrolment procedure conducted within the scope of parallel studies unless agreements concluded with other schools of higher education with a view to enable students of both schools to enrol for the existing majors provide otherwise. Students admitted under agreements concluded between schools of higher education shall not be included in the quota set in accordance with § 2 sec. 6
3. The rules shall also apply to non-Polish citizens as specified in Article 43 sec. 3 of the Higher Education Act of 27<sup>th</sup> July 2005 (Journal of Laws Dz. U. No. 164, item 1365, as amended), unless international agreements or agreements concluded by

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<sup>1</sup> Including the typing mistakes corrections made by Resolution No. 251 of the Senate of the WSE of 16 December 2009.

the WSE with foreign institutions or decisions of the minister competent for higher education provide otherwise.

4. Unless the agreements or decisions referred to in sec. 3 provide otherwise, the decision on admission or non-admission of the persons referred to in sec. 3 shall be made by the Rector.
5. Full-time studies in a foreign language and extra-mural studies are fee-based. The payment terms are specified in the agreement referred to in Article 160, sec. 3 of the Higher Education Act of 27<sup>th</sup> July 2005 (Journal of Laws Dz.U. No. 164 of 30<sup>th</sup> August 2005).

## § 2

1. The right to apply for admission to full-time and extra-mural first-degree studies at the Warsaw School of Economics shall be vested with applicants holding the following documents, as appropriate:
  - 1) secondary school-leaving examination certificate under the new examination system (new matura) or secondary school-leaving examination certificate under the old examination system [old matura];
  - 2) IB (International Baccalaureate) diploma issued by the International Baccalaureate Organization having its seat in Geneva – International Baccalaureate Diploma;
  - 3) EB (European Baccalaureate) diploma issued by the European Schools pursuant to the Luxembourg Convention defining the Statute of the European Schools of 21<sup>st</sup> June 1994;
  - 4) or a school-leaving examination certificate obtained abroad.Secondary school-leaving examination certificates obtained abroad should be legalized or certified as equivalent to a Polish secondary school-leaving examination certificate in accordance with nostrification regulations.
2. Foreigners who fulfil the conditions specified in § 3 sec. 1 of the Ordinance of the Minister of Science and Higher Education of 12<sup>th</sup> October 2006 on undertaking studies and trainings by foreigners and their participation in scientific research and development works (Journal of Laws Dz.U. No. 190, item 1406) may be admitted to first-degree studies regardless of the present Rules.

3. The right to apply for full-time and extra-mural second-degree studies at the Warsaw School of Economics, including second-degree studies in a foreign language, shall pertain to holders of a higher education diploma at the Bachelor's level or higher. A diploma obtained abroad should be legalized or endorsed with an apostille, or acknowledged as equivalent to a Polish diploma in accordance with nostrification regulations or international agreements.
4. Foreigners fulfilling the conditions set forth in § 3 sec. 2 of the Ordinance referred to in sec. 2 may be admitted to second-degree studies.
5. The enrolment to studies at the Warsaw School of Economics shall be held:
  - 1) for full-time first- and second-degree studies, including full-time first- and second-degree studies in a foreign language: in the summer enrolment period (July – September),
  - 2) for extra-mural first- and second-degree studies: in the summer enrolment period (July – September),
  - 3) for extra-mural first-degree studies, full-time and extra-mural second-degree studies and full-time first- and second-degree studies in a foreign language – in the winter enrolment period (November – January).
6. The enrolment procedure shall be announced by the Rector in accordance with a resolution of the Senate specifying the student quota and dates of the enrolment.
7. Should the number of applicants for studies who meet the conditions set forth in § 6 sec. 1 item 1 and 2 be lower than the quota set for the given types of studies, the Rector may, by way of a resolution, refrain from applying the enrolment criteria set forth in § 9 and § 19 sec. 2 and 6.

### § 3

Applicants shall be admitted to studies based on the decision of:

- 1) the Enrolment Commission for first-degree studies,
- 2) the Enrolment Commission for second-degree studies,
- 3) the Rector, made after the examination of a motion submitted by the School Appeal Commission,
- 4) the Rector, as a result of the qualifying procedure to the Student Labour Corps (SHP), provided that the Senate decides to conduct enrolment in this mode in the given year.

#### § 4

1. The qualifying procedure shall be conducted on a competition basis pursuant to the principles set forth in the present Rules.
2. Applicants who do not fulfil the conditions specified in § 6 sec. 1 shall not be admitted to the qualifying procedure.
3. Violating the requirements specified in the present Rules may result in refusing to admit the applicant to or excluding him/her from the qualifying procedure by the chairman of the appropriate enrolment commission.
4. Applicants may appeal forthwith against the decision referred to in sec. 3 to the Chairman of the School Appeal Commission.
5. The decision of the Chairman of the School Appeal Commission concerning the acceptance or dismissal of the appeal referred to in sec. 4 shall be final.

#### § 5

The registration of applicants for studies at the Warsaw School of Economics shall be conducted exclusively via the Internet.

#### § 6

1. Obtaining the applicant status and admission to the qualifying procedure for studies at the Warsaw School of Economics shall be conditional on:
  - 1) filling in the electronic application form in accordance with the enrolment schedule,
  - 2) paying a non-returnable enrolment fee to the bank account of the Warsaw School of Economics in the amount and within the time limit specified by the Rector in the given year.
2. The applicant shall have the right to supplement and modify the data in the form referred to in sec. 1 point 1 by the end of the registration period.
3. Providing incomplete or false data, or a failure to fill in the form due to technical problems beyond the control of the WSE, or disclosing the access password to the applicant's personal registration account to third parties shall be tantamount to

a failure to fulfil the conditions specified in sec. 1 and shall result in a non-admission to the qualifying procedure.

## § 7

1. The qualifying procedure for studies at the WSE shall require submitting the following documents within the deadlines specified by the appropriate enrolment commission:
  - 1) a printed, filled in and signed electronic application form,
  - 2) a certified photocopy of an ID, two student card type photographs, a photograph in the electronic form and a doctor's certificate of no contraindications to study,
  - 3) additionally, foreigners fulfilling the requirements set forth in § 1 sec. 3 must have a command of the Polish language sufficient to study in that language confirmed with:
    - a) a certificate of completion of a year's preparatory course to undertake studies in the Polish language in entities selected by the minister competent for higher education, or
    - b) a certificate of knowledge of the Polish language issued by the National Commission for the Certification of Proficiency in Polish as a Foreign Language [Państwowa Komisja Poświadczania Znajomości Języka Polskiego jako Obcego], or
    - c) a certificate issued by the WSE that their preparation and knowledge of the Polish language are sufficient for them to study in that language;
  - 4) for full-time and extra-mural first- and second-degree studies: the original of the certificate referred to in § 2 sec. 1 or its official copy or a photocopy certified by a notary public,
  - 5) additionally, for full-time and extra-mural second-degree studies: a higher education diploma at the Bachelor's level or higher, referred to in § 2 sec. 3 or its official copy or a photocopy certified by a notary public,
  - 6) additionally, for extra-mural first- and second-degree studies: proof of payment for at least the first instalment of the tuition fee and two copies of the agreement referred to in § 1 sec. 5.

2. The documents referred to in sec. 1 shall be submitted in files, personally or through a proxy, to the secretariat of the relevant enrolment commission. In case of studies in a foreign language it shall also be admissible to send the documents by mail, registered mail with delivery confirmation, provided that they reach the WSE by the end of the last day for submitting documents specified in the enrolment schedule.

## § 8

1. The schedule of applicant registration for the first- and second-degree studies shall be specified by the Rector in the enrolment announcement.
2. In the announcement referred to in sec. 1, the Rector shall also specify the date of the qualifying test for those applicants for whom it is the basis for admission to the second-degree studies.

## II.

### **ENROLMENT RULES FOR FULL-TIME AND EXTRA-MURAL FIRST-DEGREE (BACHELOR'S) STUDIES**

## § 9

The basis for admission to full-time and extra-mural first-degree studies shall be the grades on school-leaving examination certificates.

## § 10

1. The basis for admission to full-time and extra-mural first-degree studies shall be the results of the written part of the secondary school-leaving examinations [new matura] in the following courses:
  - 1) taken at the advanced level:
    - a) mathematics or physics,
    - b) geography or history or civic studies,

- c) foreign language (one of the following: English, French, Spanish, German, Russian, Italian),
  - 2) second foreign language from among those listed above, taken at the basic or advanced level.
2. The results of the secondary school-leaving examination in the courses listed in sec. 1 expressed as a percentage value shall be converted into qualification points on a 1:1 basis, except for the examination in a second foreign language, where each percentage point of the examination score shall be converted into  $\frac{1}{3}$  of a qualification point, subject to sec. 3.
  3. The applicants who took a secondary school-leaving examination in one of the modern foreign languages listed in sec. 1 point 1) c), at a bilingual class level shall obtain  $\frac{4}{3}$  of a qualification point for each percentage point of the examination score, however not more than 100 qualification points in all, and in the case of a second language examination they shall receive  $\frac{4}{9}$  of a qualification point for each percentage point of the examination score, however not more than  $33\frac{1}{3}$  qualification points in all.
  4. Should the applicant's school-leaving examination certificate [new matura] feature no grade in a course listed in sec. 1, the applicant may participate in the qualifying procedure obtaining 0 points for this course.
  5. Should the total number of qualification points obtained by the applicant be not a natural number, the result shall be rounded up according to the following rule: the number is increased by  $\frac{1}{2}$  and the applicant is awarded a number of points equal to the integer part of the resulting sum.

## § 11

1. Applicants for full-time and extra-mural first-degree studies who have passed a secondary school-leaving examination under the old examination system [old matura] shall be admitted based on the results of the said examination.
2. The basis for admission shall be the total of the highest grades obtained in the oral or written part of the examination in three courses listed in § 10 sec. 1 point 1) and  $\frac{1}{3}$  of the highest grade in a second foreign language obtained in the oral or written part of the examination. Should the applicant's school-leaving

examination certificate [old matura] feature no grade in a course listed in § 10 sec. 1, the applicant may participate in the qualifying procedure obtaining 0 points for this course.

3. The total of grades of the applicants for full-time and extra-mural studies referred to in sec. 2 shall be converted into qualification points by multiplying it by 16 and  $\frac{2}{3}$ , and if the result is not a natural number it shall be rounded up according to the rules specified in § 10 sec. 5.

## § 12

1. Applicants for full-time and extra-mural first-degree studies who have passed an international secondary school-leaving examination within the scope of IB shall be admitted based on the grades obtained in this examination, with the reservation that:
  - 1) grades in the courses listed in § 10 sec. 1 shall be converted into qualification points by multiplying a given grade by 14 and  $\frac{1}{3}$ , with the exception of the grade in a second foreign language, which shall be multiplied by 4 and  $\frac{2}{3}$ ;
  - 2) applicants who do not fulfil the conditions specified in point 1) and have obtained 36 or more points on their IB diploma shall obtain a number of qualification points proportional to the grades obtained on the certificate.
2. Applicants for full-time and extra-mural first-degree studies who have obtained a school-leaving examination certificate abroad (or a EB diploma) shall be admitted based on the examination grades listed on this certificate (or diploma), with the reservation that:
  - 1) these applicants shall obtain a number of qualification points proportional to the grades obtained in the courses listed in § 10 sec. 1;
  - 2) if the secondary school-leaving examination certificate (or diploma) states only the overall result of the examination, the applicants may be admitted on its basis; in this case the applicants shall obtain a number of qualification points proportional to the overall result, provided that in the secondary school they completed at least a two-year course in mathematics or physics.

## § 13

1. Applicants for full-time and extra-mural first-degree studies who were exempted from taking a secondary school-leaving examination under the new matura examination system in a course listed in § 10 sec. 1 shall obtain 100 qualification points for this course, and should this course be a second foreign language – 33 and 1/3 qualification points.
2. Applicants for full-time and extra-mural first-degree studies who were exempted from taking a secondary school-leaving examination under the old matura examination system in a course listed in § 10 sec. 1 shall obtain a number of qualification points corresponding to the maximum grade in this course, and should this grade be a second foreign language – 1/3 of this grade.
3. Finalists and winners of course Olympiads shall obtain the maximum number of points in the qualifying procedure, pursuant to the Appendix to Resolution no. 355 of the Senate of the WSE of 28<sup>th</sup> May 2008 on the Rules for recognition of course Olympiad achievements in the qualifying procedure in the years 2009/2010 – 2011/2012.

## § 14

1. Based on the total of qualification points obtained in accordance with the rules set forth in § 10 – § 13, the relevant enrolment commission shall prepare ranking lists for the following programmes, respectively:
  - 1) full-time first-degree studies,
  - 2) extra-mural first-degree studies
    - a) conducted in the afternoon mode,
    - b) conducted in the weekend mode (Saturdays and Sundays).A ranking list is not equivalent to the list of admitted applicants.
2. All applicants who have obtained the same number of points as the admitted applicant occupying the last place on the ranking lists specified in sec. 1 within the student quota set by the Senate are admitted to the ranking lists.
3. The information on the admission of the applicant to the ranking list specified in sec. 1 shall appear on the personal registration account of the applicant. Within four days as from the date of notification referred to in the previous sentence each

of the applicants notified in this manner shall be required to submit the documents specified in § 7 sec. 1 point 1), 2), 3) and, for extra-mural studies applicants, additionally the documents specified in § 7 sec. 1 point 6).

4. Failure to comply with the obligation referred to in sec. 3 shall result in deleting the applicant from the ranking list.
5. If, following the verification of documents referred to in sec. 3, the student quota for a given mode of studies is not reached, the enrolment commission may turn to applicants occupying the subsequent places on the ranking lists to submit documents.
6. The lists of names of the applicants admitted to the first year of first-degree studies for the forms and modes of studies specified in sec. 1 shall be signed by the appropriate enrolment commission and announced by the chairman of the board by displaying them in the main building of the WSE in a freely accessible place and on the website [www.sgh.waw.pl](http://www.sgh.waw.pl).
7. Applicants for the first year of studies shall receive a written decision on admission or non-admission to the studies. The decision shall be sent by registered letter with delivery confirmation.

## § 15

The qualifying procedure shall be conducted by the appropriate enrolment commission whose tasks shall include in particular:

- 1) compiling the ranking list,
- 2) verifying documents submitted by the applicants,
- 3) verifying the computation of the qualification points,
- 4) compiling and announcing the list of applicants admitted to the first year of first-degree studies in the course of the qualifying procedure.

### III.

## **ENROLMENT RULES FOR FULL-TIME AND EXTRA-MURAL SECOND-DEGREE (MASTER'S) STUDIES**

## § 16

1. Second-degree studies in respective majors shall be launched only if more than 50 persons are admitted, unless the Rector decides to decrease this limit. The requirement of a minimum number of applicants to launch a major shall not apply to the major in economics.
2. Applicants who chose a major for which no programme is launched may be admitted to studies in other majors according to their preferences specified in the electronic application form referred to in § 6 sec. 1 point 1).

## § 17

Applicants for second-degree studies, respectively:

- 1) full-time second-degree studies,
- 2) extra-mural second-degree studies,
  - a) conducted in the afternoon mode,
  - b) conducted in the weekend mode (Saturdays and Sundays)

shall be admitted within the student quota specified pursuant to § 2 sec. 6.

## § 18

1. Applicants for second-degree studies, respectively:
  - 1) full-time second-degree studies,
  - 2) extra-mural second-degree studies,
    - a) conducted in the afternoon mode,
    - b) conducted in the weekend mode (Saturdays and Sundays)who have graduated from first-degree studies at the WSE shall be admitted in a number not greater than 1/3 of the student quota referred to in § 17, subject to sec. 5.
2. The basis for admission referred to in sec. 1 shall be the grade point average scored during the first five semesters of Bachelor's studies at the WSE.
3. An applicant may approach the qualifying procedure referred to in sec. 1 within 24 months as from the date of his/her Bachelor's exam once only.

4. Based on the grade point average referred to in sec. 2, the relevant enrolment commission prepares ranking lists for the respective programmes:
  - 1) full-time second-degree studies,
  - 2) extra-mural second-degree studies,
    - a) conducted in the afternoon mode,
    - b) conducted in the weekend mode (Saturdays and Sundays).
5. The applicants who have scored the highest grade point average during the first five semesters of Bachelor's studies at the WSE shall be admitted consecutively to the studies until the set quota is reached.
6. All applicants who have obtained the same grade point average referred to in sec. 2 as the admitted applicant occupying the last place on the appropriate ranking list specified in sec. 4 within the student quota set in sec. 1 may be admitted to the respective forms and modes of studies.
7. The applicants who have been admitted to the ranking lists referred to in sec. 4 shall be admitted to the studies in respective majors according to the preferences which they have specified in the electronic application form.
8. The information on the admission of the applicant to the ranking list specified in sec. 4 shall appear on the personal registration account of the applicant. Within four days as from the date of the notification referred to in the previous sentence each of the applicants notified in this manner shall be required to submit the documents specified in § 7 sec. 1 points 1), 2), 4), 5), and extra-mural studies applicants shall additionally submit the documents specified in § 7 sec. 1 point 6).
9. Failure to comply with the obligation referred to in sec. 8 shall result in deleting the applicant from the ranking list.
10. If, following the verification of documents referred to in sec. 8, the student quota for a given mode of studies is not reached, the enrolment commission may turn to applicants occupying the subsequent places on the ranking lists to submit documents.
11. The lists of names of the applicants admitted to the first year of first-degree studies for the forms and modes of studies specified in sec. 4 shall be signed by the relevant enrolment commission and announced by the chairman of the commission by displaying them in the main building of the WSE in a freely accessible place and on the website [www.sgh.waw.pl](http://www.sgh.waw.pl).

12. Applicants for the first year of second-degree studies shall receive a written decision on admission or non-admission to the studies. The decision shall be sent by registered letter with delivery confirmation.

## § 19

1. Applicants for second-degree studies, respectively:

- 1) full-time second-degree studies,
- 2) extra-mural second-degree studies,
  - a) conducted in the afternoon mode,
  - b) conducted in the weekend mode (Saturdays and Sundays)

who joined the qualifying procedure and obtained a number of qualification points as specified in sec. 3 shall be admitted in a number not greater than  $\frac{2}{3}$  of the student quota referred to in § 17, subject to sec. 7.

2. The basis for admission referred to in sec. 1 shall be the result of a qualifying test in economics and in a foreign language chosen by the applicant from among those listed in § 10 sec. 1 point 1) c).
3. The maximum number of qualification points which can be obtained in the test is 100, including 80 points in the economics test and 20 points in the foreign language test.
4. Conducting the test referred to in sec. 2 and computing the qualification points for full-time and extra-mural second-degree studies shall be the responsibility of the relevant enrolment commission.
5. Based on the total of qualification points obtained in accordance with the rules specified in sec. 2 and 3, the relevant enrolment commission shall compile ranking lists for the respective programmes:
  - 1) full-time second-degree studies,
  - 2) extra-mural second-degree studies,
    - a) conducted in the afternoon mode,
    - b) conducted in the weekend mode (Saturdays and Sundays).
6. The applicants who have obtained the highest number of points, but not fewer than 40% of the maximum number of points, shall be admitted consecutively to the studies until the set quota is reached.

7. All applicants who have obtained the same number of points as the admitted applicant occupying the last place on the appropriate ranking list specified in sec. 5 within the student quota set in sec. 1 may be admitted to the respective forms and modes of studies.
8. The applicants who have been admitted to the ranking lists referred to in sec. 5 shall be admitted to the studies in respective majors according to the preferences which they have specified in the electronic application form.
9. The information on the admission of the applicant to the ranking list specified in sec. 5 shall appear on the personal registration account of the applicant. Within four days as from the date of the notification referred to in the previous sentence each of the applicants notified in this manner shall be required to submit the documents specified in § 7 sec. 1 points 1), 2), 4), 5), and extra-mural studies applicants shall additionally submit the documents specified in § 7 sec. 1 point 6).
10. Failure to comply with the obligation referred to in sec. 9 shall result in deleting the applicant from the ranking list.
11. If, following the verification of documents referred to in sec. 9, the student quota for a given mode of studies is not reached, the enrolment commission may turn to applicants occupying the subsequent places on the ranking lists to submit documents.
12. The lists of names of the applicants admitted to the first year of second-degree studies for the forms and modes of studies specified in sec. shall be signed by the relevant enrolment commission and announced by the chairman of the commission by displaying them in the main building of the WSE in a freely accessible place and on the website [www.sgh.waw.pl](http://www.sgh.waw.pl).
13. Applicants for the first year of second-degree studies shall receive a written decision on admission or non-admission to the studies. The decision shall be sent by registered letter with delivery confirmation.

## § 20

Should the student quota referred to in § 18 sec. 1 not be reached, the number of applicants admitted within the quota referred to in § 19 sec. 1 may be increased accordingly so that the quota specified in § 17 is reached.

## § 21

The qualifying procedure shall be conducted by the relevant enrolment commission whose tasks, in addition to those listed in § 18 and in § 19, shall include:

- 1) verifying documents submitted by the applicants,
- 2) verifying the computation of the qualification points,
- 3) compiling and announcing the list of applicants admitted to the first year of second-degree studies in the course of the qualifying procedure.

## IV.

### **ENROLMENT RULES FOR FIRST-DEGREE STUDIES IN A FOREIGN LANGUAGE**

## § 22

The applicants who fulfil the conditions set forth in § 6 sec. 1 and who submit the documents specified in § 7 sec. 1 points 1, 2 and 4 and, additionally, a document confirming the knowledge of the foreign language in which the studies are conducted shall be admitted to the first-degree studies in a foreign language on the first-come-first-served basis. Applicants mentioned above shall be admitted until the student quota is reached.

## § 23

1. The list of names of the applicants admitted to the first year of first-degree studies in a foreign language shall be announced by the chairman of the relevant enrolment commission within 14 days as of the end of the qualifying procedure by displaying it in the main building of the WSE in a freely accessible place and on the website [www.sgh.waw.pl](http://www.sgh.waw.pl).
2. Applicants for the first year of first-degree studies in a foreign language shall receive a written decision on admission or non-admission to the studies. The decision shall be sent by registered letter with delivery confirmation.

3. After the receipt of the decision on admission to the studies the applicant shall be obligated to pay at least the first instalment of the tuition fee and submit two signed copies of the agreement referred to in § 1 sec. 5.

#### § 24

The qualifying procedure shall be conducted by the relevant enrolment commission whose tasks shall include:

- 1) verifying documents submitted by the applicants,
- 2) compiling and announcing the list of applicants admitted to the first year of second-degree studies in a foreign language in the course of the qualifying procedure.

### V.

#### **ENROLMENT RULES FOR SECOND-DEGREE STUDIES IN A FOREIGN LANGUAGE**

#### § 25

The applicants who fulfil the conditions set forth in § 6 sec. 1 and who submit the documents specified in § 7 sec. 1 point 1, 2, 4 and 5 and, additionally, a document confirming the knowledge of the foreign language in which the studies are conducted shall be admitted to the second-degree studies in a foreign language on the first-come-first-served basis. Applicants mentioned above shall be admitted until the student quota is reached.

#### § 26

1. The list of names of the applicants admitted to the first year of second-degree studies in a foreign language shall be announced by the chairman of the relevant enrolment commission within 14 days as of the end of the qualifying procedure by displaying it in the main building of the WSE in a freely accessible place and on the website [www.sgh.waw.pl](http://www.sgh.waw.pl).

2. Applicants for the first year of second-degree studies in a foreign language shall receive a written decision on admission or non-admission to the studies. The decision shall be sent by registered letter with delivery confirmation.
3. Upon receipt of the decision on admission to the studies the applicant shall be obligated to pay at least the first instalment of the tuition fee and submit two signed copies of the agreement referred to in § 1 sec. 5.

## § 27

The qualifying procedure shall be conducted by the relevant enrolment commission whose tasks shall include:

- 1) verifying documents submitted by the applicants,
- 2) compiling and announcing the list of applicants admitted to the first year of second-degree studies in a foreign language in the course of the qualifying procedure.

## **VI. APPEAL PROCEDURE**

## § 28

1. Should the conditions or mode of enrolment be violated, the applicant may appeal against the decision of the enrolment commission referred to in § 14 sec. 7, § 18 sec. 11, § 19 sec. 13 and § 26 sec. 3 to the School Appeal Commission.
2. Appeals shall be submitted in the secretariat of the School Appeal Commission within 14 days as of the date of service of the decision on the results of the qualifying procedure.

## § 29

1. The School Appeal Commission shall have the following tasks:
  - 1) supervising the work of enrolment commissions,
  - 2) assessing the formal correctness of the course of the qualifying procedure, should it be challenged by applicants.

2. The School Appeal Commission may request the Rector to:
  - 1) dismiss the appeal
  - or
  - 2) admit the applicant to studies as a result of approving the appeal.

#### § 30

1. The final decision concerning the appeal shall be made by the Rector after considering the request of the School Appeal Commission.
2. The Secretary of the Appeal Commission shall notify the applicant of the outcome of the appeal procedure by way of a registered letter with delivery confirmation.

### VII.

#### **STUDENT LABOUR CORPS**

#### § 31

1. Recruitment to the Student Labour Corps (SHP) shall be announced in accordance with § 3 point 4).
2. Applicants who have not been admitted to full-time first-degree studies in the course of the qualifying procedure may submit applications for admission to the SHP at the Rector's Secretariat within 7 days as of the day of announcing the results of the qualifying procedure by the relevant enrolment commission.
3. The decision on admission to the SHP shall be made by the Rector upon taking into consideration the needs of the School with regard to the performance of specific works.
4. Applicants admitted to the SHP shall be conditionally entered on the list of students. In the following academic year the Rector shall definitively enter SHP members on the list of WSE students, provided that the Chancellor has given a positive opinion regarding the course of their work and that they have obtained positive grades in the courses pursued in the Corps.

## **VIII.**

### **FINAL PROVISIONS**

#### **§ 32**

1. Resolutions of the Enrolment Commissions and the School Appeal Commission shall be passed by a simple majority of votes, and in the case of equal number of votes the Chairman shall have the casting vote.
2. The sessions of the commissions shall be closed.
3. For the purpose of full-time first- and second-degree studies in a foreign language an extract from the rules of admission to studies in a foreign language shall be compiled.

#### **§ 33**

All matters not regulated by the present Rules shall be decided by the School Appeal Commission.