



Ordinance 29/2020
of Rector of Lodz University of Technology
of 22 May 2020.

on the rules of taking up studies by non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 – Law on Higher Education and Science at full-time and part-time degree programmes of first and second cycles at Lodz University of Technology.

Pursuant to Article 23(1) of the Act on Law and Higher Education and Science (hereinafter referred to as the PSWIN) of 20 July 2018. (i.e. Journal of Laws 2020, item 85, as amended), I order as follows:

§1

General provisions

1. Students who are not Polish nationals (foreigners) shall take up studies in the manner provided for in Articles 323 and 324 and Articles 326 and 327 of the PSWIN Act of 20 July 2018 (i.e. Journal of Laws of 2020, item 85, as amended). The rules of admission contained in this Ordinance shall apply to foreigners who are not listed in Article 324(2) of the Act on Law and Higher Education and Science of 20 July 2018.
2. A foreigner, within the meaning of Polish law, is any person who does not have Polish citizenship. A person who simultaneously holds a Polish passport (citizenship) and a passport of another country - by virtue of the law in force in the Republic of Poland is treated as a Polish citizen.
3. Activities related to admission of the above-mentioned foreigners to full-time and part-time first and second cycle studies at Lodz University of Technology are carried out by employees of the Student Mobility Section of the International Cooperation Centre (CWM) of TUL.

§2

1. The admission of candidates for full-time and part-time degree programmes of the first cycle follows an admission and qualification procedure based on the principles described in §5(3)(1).
2. Candidates for full-time and part-time second-cycle degree programmes are accepted after an admission and qualification procedure based on the principles described in §5(3)(2).
3. Activities related to admission to full-time and part-time studies of the first and second cycle will be conducted in accordance with the schedule defined by the Rector of Lodz University of Technology.
 - 3.1. The candidate is obliged to meet the deadlines set out in the schedule, which is Appendix 1 to the Ordinance.
 - 3.2. The current schedule of admissions in the winter and summer semester of a specific academic year is published on the CWM TUL website and on the TUL admissions page.
4. The admission process for full-time and part-time studies of the first and second cycle is divided into two stages.
 - 4.1. During the first stage of the admission procedure, **scans** of all required documents should be sent to the following e-mail address: foreignstudents@info.p.lodz.pl If incomplete documents are submitted and sent after the deadline, the application will be rejected due to formal deficiencies.
 - 4.2. During the second stage of the admission procedure, the **originals of documents** listed in point 5 should be delivered to the Student Mobility Section of Lodz University of Technology (90-539 Łódź, ul. Żwirki 36). Documents can be delivered in person or by post.

5. The list of documents required in the process of admission to the first cycle studies is attached as Appendix 2 to this Ordinance.
6. The list of documents required in the process of admission to the second cycle studies is attached as Appendix 3 to this Ordinance.
7. Attaching to the application additional documents certifying outstanding learning achievements together with their translation into Polish or English may be a conclusive advantage in cases where two candidates have the same number of points and there is only one place left in a given field and while assessing candidates for the places in the competition of certificates/diplomas for the places not requiring tuition fees.

§3

Recognition of foreign documents

1. The certificate/diploma submitted in the first stage and submitted later in the second stage must be legalised and/or have an apostille and/or undergo a nostrification process.
 - 1.1. Legalization is a confirmation of formal compliance of the document with the law of the place of its issue or the authenticity of signatures and stamps placed on the document. The certificate (diploma) should be legalised by the relevant institutions of the country in which it was issued. Legalisation of foreign educational documents is performed by:
 - the Consul of the Republic of Poland, competent for the country in whose territory or education system a certificate/diploma was issued, or
 - the educational authority of the country on whose territory or in whose educational system the certificate/diploma was issued, or
 - accredited in Poland or another EU Member State, EFTA Member State or OECD Member State diplomatic representation or consular post of the country on whose territory or in whose education system the certificate/diploma was issued.
 - 1.2. An apostille is a certification of a document drawn up in one country, permitting its legal use in another. It shall be issued by a competent authority of the country of origin.

The list of competent authorities of the countries- parties to the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents can be found at: <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>. The rules of use of the apostille are governed by The Hague Convention of 5 October 1961. The apostille is drawn up according to the model attached to the Convention and takes the form of an annotation made on the document or a separate document attached to it.
 - 1.3. Nostrification is a procedure leading to the determination of the Polish equivalent of a foreign diploma of graduation, the validity of academic degrees, professional titles and other diplomas and certificates that cannot be recognized as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement determining equivalence (Legal basis: Article 327 (1) of the PSWIN Act of 20 July 2018).
 - 1.3.1. The nostrification procedure is based on the Regulation of the Minister of Science and Higher Education of 28 September 2018 on nostrification of diplomas of completion of studies abroad and on confirmation of completion of studies at a given level (Journal of Laws of 2018, item 1881).
 - 1.3.2. Nostrification provisions do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus.

§4

Language requirements

1. The foreign nationals referred to in this Ordinance may be admitted to first-cycle programmes and second-cycle programmes provided in a foreign language if they are holders of a document confirming the knowledge of a foreign language in which degree programmes are run.
2. The foreign nationals referred to in this Ordinance may be admitted to studies conducted in Polish if they:
 - 1) have a knowledge of the Polish language at a level required when applying for the Polish Charter (Card), or
 - 2) complete a one-year preparatory course to take up studies in Polish in units designated by the minister responsible for higher education, or
 - 3) have a certificate of knowledge of the Polish language issued by the State Commission for Certification of Proficiency in Polish as a Foreign Language (information about the certificate and examinations can be found on the website: certyfikatpolski.pl), or
 - 4) have completed a Polish language course at a language school and received a language proficiency certificate at B1 level, or
 - 5) are studying or have studied in Polish and will receive a letter of confirmation from their University that the language of instruction of the entire study programme they have taken up is/was Polish, or
 - 6) in exceptional situations, when a foreigner does not have a certificate referred to in point 4, he/she takes part in an interview verifying the level of Polish and takes a test conducted by the TUL Language Centre on the knowledge of the language for which a fee is charged, the amount of which is set by the TUL Language Centre. The University then issues a certificate confirming the result of the interview and the test.
3. The foreign nationals referred to in this Ordinance may be admitted to studies conducted in English, if they have:
 - 1) a diploma of graduation:
 - from studies in philology in the field of foreign languages or applied linguistics, or
 - from degree programmes abroad - the language of instruction is recognized;
 - 2) a certificate or a letter of confirmation of the knowledge of English:
 - First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage — not lower than Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT), or
 - International English Language Testing System IELTS – above 6 points – the certificate issued by University of Cambridge ESOL Examinations, or
 - British Council, IDP IELTS Australia, or
 - Educational Testing Service (ETS) — the following certificates in particular: Test of English as a Foreign Language (TOEFL) — not less than 87 points in the Internet-Based Test (iBT); Test of English as a Foreign Language (TOEFL) — at least 180 points in the Computer-Based Test (CBT) supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) — at least 510 points in the Paper-Based Test (PBT) at least 510 points supplemented by at least 3.5 points from the Test of Written English (TWE) and by at least 50 points from the Test

- of Spoken English (TSE); Test of English for International Communication (TOEIC) — no less than 700 points;
- Edexcel, Pearson Language Tests, Pearson Language Assessments — the following certificates in particular: London Tests of English, od Level 3 (Edexcel Level 1 Certificate in ESOL International).
- 3) in exceptional situations, when a foreigner does not hold a certificate referred to in point 2, he/she takes part in an interview verifying the level of English and takes a test conducted by the TUL Language Centre on the knowledge of the language for which a fee is charged, the amount of which is set by the TUL Language Centre. The University then issues a certificate confirming the result of the interview and the test.
4. The foreign nationals referred to in this Ordinance may be admitted to studies conducted in French if they have, in addition to a certificate in English:
- 1) A diploma of graduation:
 - from studies in philology in the field of foreign languages or applied linguistics, or
 - from degree programmes abroad - the language of instruction is recognized;
 - 4) a certificate or a letter of confirmation of the knowledge of French:
 - Diplôme d'Etudes de Langue Française (DELFL), Diplôme Approfondi de Langue Française (SAFL) – issued by the Ministry of National Education of France (National Examinations Commission DELF and DALF), or
 - Certificat d'accès au DALF organised by the French Institute, or
 - Diplôme de Langue Française (DL), Diplôme Supérieur d'Etudes Françaises Modernes (DS.), Diplôme des Hautes Etudes Françaises (DHEF) – issued by the Alliance Française.
5. The decision to accept an application for studies from a foreign national listed in this Ordinance who holds a language certificate other than the one specified in points 2, 3 and 4 is each time taken by the Student Mobility Section of the CWM TUL.
6. The documents confirming the knowledge of a foreign language are also certificates, diplomas or other documents confirming the completion of a school or college or university where classes were held fully in the same foreign language in which studies in Poland will be pursued.
7. Lodz University of Technology reserves the right to conduct additional interviews with selected candidates in the course of undertaking studies to confirm language proficiency at the indicated level.

§5

Rules of the qualification procedure

1. The Student Mobility Section (SMS) of the CWM TUL verifies if the application sent according to a specified schedule of activities related to timely undertaking of studies is correct and complete – if it contains all required documents.
2. Candidates whose applications are not complete are asked to submit the missing documents immediately by the deadline set by the SMS of the CWM TUL. Failure to send the missing documents within the deadline is tantamount to rejecting the candidate's application due to formal deficiencies.
3. Qualification:
 - 3.1. Candidates for full-time and part-time studies of the first cycle are qualified on the basis of grades entered in the secondary school leaving certificate or equivalent obtained outside the Polish educational system, obtained at the final examination in the courses valid for the qualification for a given field of study, and in the case of applications for the fields of

Architecture, Industrial Design Engineering or Pattern Design also the results of the drawing test carried out in TUL are taken into account.

3.1.1. Details of the artistic aptitude test are available at www.rekrutacja.p.lodz.pl.

3.1.2. Lack of a grade for a given subject does not exclude a candidate from the qualification procedure, but it is equivalent to zero points from that subject.

3.1.3. If a candidate has different grades on a school leaving certificate from those on the examination diploma, the examination will be given priority.

3.1.4. The grades taken into account when applying for a particular field of study, in accordance with Appendix 4, shall be recalculated in relation to the points awarded in the educational system of the country/examination in question and shall be given as a percentage of the overall score of the candidate positioning him/her in the ranking of candidates for that field of study.

3.2. Candidates for full-time and part-time second cycle studies are qualified on the basis of:

1) the grade obtained on the first-cycle diploma,

2) the average of the grades from courses pursued in the entire duration of studies (disclosed in the supplement),

3) compatibility of the learning outcomes achieved by the candidate with the outcomes expected from the candidates for the second cycle studies,

4) portfolio evaluation (in case of candidates for the field of Architecture) and an optional interview (in the case of candidates for the fields of Architecture, Pattern Design, Textiles Engineering),

5) an interview evaluation (including language skills verification) to which the selected candidates may be invited.

4. The Student Mobility Section of the CWM TUL creates a ranking list of candidates who have successfully completed the admission procedure on the basis of their formal requirements and the candidates' learning outcomes and, in the case of selected candidates, the results from the artistic aptitude test and/or the optional interview result.

5. After the Deans/Director of the International Cooperation Centre of TUL issue their opinions, the documents are sent to the Rector of TUL, who finally decides on admitting candidates to studies at TUL.

6. Candidates are informed of the results of the admission procedure by e-mail

§6

Study fields and admission limits

1. The Senate of Lodz University of Technology shall determine the fields of study of full-time, first-cycle and second-cycle programmes planned to be launched for the full period of study for each field of study and mode of study in the winter and summer semester of a given academic year, as well as the admission limits of students by a separate resolution.

1.1. The list of launched or planned to be launched fields of study is published on www.rekrutacja.p.lodz.pl

1.2. The admission limits for the first year of a degree programme for a specific mode, level, and profile in a given field of study shall be set by the Senate at the request of the deans and after the opinion has been issued by the competent vice-rector for education.

1.3. The admission limit in a specific field of study may be reduced or increased by the decision of the Dean of a given faculty.

2. If the minimum number of places specified by the Senate is not met, the University may decide not to launch studies in a given field.

3. A candidate qualified for admission to the field of study that will not be launched will be able to take up studies at another field of study provided by Lodz University of Technology. The criterion for admission to the proposed field will be the number of points obtained by the candidate.
4. In case of a greater number of candidates for a given field of study and exceeding the admission limit, a candidate may be admitted to one of the subsequent fields of study indicated by him/her, which he/she would like to take up, provided that he/she accumulates the appropriate number of points and provided that the admission limits indicated above are not exceeded.

§7

1. The candidate may declare his/her willingness to study in no more than eight fields of study of own choice, defined by the name of the field, the programme and the mode of study.
2. The candidate must specify own preferences by stating the order in which the selected fields of study are considered on the form "Application for admission to studies at Lodz University of Technology", which constitutes Appendix No. 6 to the Ordinance.
3. The candidate can only be admitted to one field of study defined in this manner.
4. The student of Lodz University of Technology cannot be admitted to the field of study he/she is currently studying.

§8

Gratuitous studies

1. Pursuant to Article 324(1)(1) of the PSWIN Act of 20 July 2018 (i.e. Journal of Laws of 2020 item 85, as amended), foreign nationals may be exempt from fees by an administrative decision of the Rector of TUL.
2. In a given academic year, Lodz University of Technology may offer up to two places at full-time studies of the first and second cycle where foreigners referred to in this Ordinance - laureates of the competition for gratuitous studies - do not pay tuition fees at each of the Faculties, including the International Faculty of Engineering.
3. Laureates of the competition for gratuitous places pay the remaining fees at Lodz University of Technology in accordance with the concluded contract referred to in the TUL Study Regulations and the Rector's Announcement regarding fees.
4. The Rules of the Competition on the tuition-free places are attached as Appendix 5 to the Ordinance.

§9

Rules for fees payment and exemption from fees

1. The foreigners referred to in this Ordinance may take up and pursue studies:
 - 1.1.as students exempt from fees,
 - 1.1.1. Foreigners apply for admission to studies under these financial conditions, within the framework of intergovernmental agreements between universities or aid programmes offered to certain countries by the Polish government, via the competent institutions of a given country or Polish diplomatic and consular posts, as well as laureates of a certificate/diploma competition for places without tuition fees.
 - 1.1.2. The foreigners cover the costs of living in Poland on their own.
 - 1.2.on the tuition fee basis,

- 1.2.1 The amount of fees for participation in degree programmes by foreigners on a tuition fee basis at a public university shall be determined by the Rector.
 - 1.2.2 These fees are paid to the university's bank account for the semester, no later than by the day of the start of classes.
 - 1.2.3 In justified cases, the Rector may extend the deadline for paying the fee or agree to pay the fee in instalments.
 - 1.2.4 At the justified request of a foreigner, the Rector may reduce the fee or release from it entirely.
2. The rules for charging fees for educational services and other services provided by Lodz University of Technology from foreigners referred to in this Ordinance, pursuing first- and second-cycle studies under conditions other than those applicable to Polish citizens, as well as the conditions and procedure for exemption from fees will be specified in a separate Resolution of the Senate of TUL.
 3. The list of tuition fees for studies provided on a fee basis at Lodz University of Technology to be paid by foreigners referred to in this Ordinance and recruited from the academic year 2020/2021 will be published in a separate announcement.

§ 10

Foreigners may take up and pursue studies on the basis of an administrative decision of the Rector, after which the candidate is entered on the list of students.

§ 11

The candidate enrolled as a student is obliged to sign a contract with Lodz University of Technology.

§ 12

The decision to refuse admission to degree programmes may be subject to a request to the Rector of Lodz University of Technology to reconsider the case, as instructed in the decision.

§ 13

Withdrawal of documents by the candidate (before or after the publication of the qualification results) will not be the basis for reimbursement of the recruitment fee paid.

§ 14

Withdrawal of some or all of the documents by a candidate accepted to study at Lodz University of Technology, after the publication of the list of persons admitted to studies, is tantamount to removing the candidate from that list.

§15

1. The foreigners referred to in this Ordinance may also take up studies at Lodz University of Technology as a result of a transfer from another national or foreign university.
2. The application for transfer, together with the required documents, should be submitted during the admission process for a given semester of a specific academic year in accordance with the schedule of activities related to taking up studies in that year.
3. Pursuant to §30 of the Resolution No. 6/2019 of the Senate of Lodz University of Technology of 24 April 2019 on the Study Rules at Lodz University of Technology, only candidates who have

completed at least the first year of first-cycle studies or the first year of second-cycle studies at their university and have the current status of a student may apply to Lodz University of Technology.

4. In addition to meeting the requirements listed in §2(4) and sending the documents listed in §2(5) or (6), depending on the cycle of studies, the following documents should be attached to the application form:
 - a confirmation from the university of the current status of the student,
 - a transcript of records from completed courses,
 - transfer request addressed to the Vice-Rector for Education at TUL.
5. Decisions to admit a moving candidate shall be taken on a case-by-case basis, based on study program differences and learning outcomes.
6. The Dean of the Faculty/Director of the CWM TUL, depending on the unit to which the candidate applies, gives his/her opinion on the application, and subsequently the Rector of TUL decides to admit the candidate with the indication for which year and semester he/she will be admitted or decides to reject the application.

§16

Final provisions

1. In matters not governed by this Ordinance, the decision shall be taken by the Rector.
2. The Ordinance shall enter into force on 22 May 2020.

Appendices:

- 1) The schedule for undertaking full-time and part-time first- and second-cycle degree programmes at Lodz University of Technology in the academic year 2020/2021.
- 2) The list of documents required in the process of taking up first cycle studies.
- 3) The list of documents required in the process of undertaking second cycle studies.
- 4) The list of qualifying subjects.
- 5) Regulations of the competition regarding places at full-time 1st and 2nd cycle studies on tuition free basis.
- 6) Application for admission to studies at Lodz University of Technology (in Polish and English).

Appendix 1

to the Ordinance No. 29/2020 of the Rector of Lodz University of Technology of 22 May 2020 on admission rules of non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 – Law on Higher Education and Science to full-time and part-time studies of first and second cycles at Lodz University Technology.

Schedule for undertaking studies by non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 - Law on Higher Education and Science at full-time and part-time studies of first and second cycles at Lodz University of Technology in the academic year 2020/2021

- 1) Legal basis: Article 23(1) in connection with Article 323(1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended).
- 2) Activities related to taking up studies at Lodz University of Technology beginning in the winter semester of the academic year 2020/2021 will start on 31 May 2020.
- 3) The schedule of the qualification procedure, which is to be applied when taking up studies at Lodz University of Technology in the academic year 2020/2021 will be adjusted to the schedule of the Admissions Section of TUL and published without delay on the website of the International Cooperation Centre (CWM) of TUL and on rekrutacja.p.lodz.pl.

Appendix 2

to the Ordinance No. 29/2020 of the Rector of Lodz University of Technology of 22 May 2020 on admission rules of non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 – Law on Higher Education and Science to full-time and part-time studies of first and second cycles at Lodz University Technology.

List of documents required in the process of undertaking first-cycle studies at Lodz University of Technology

§1

Stage one in undertaking first-cycle studies

1. During the first stage of the process of taking up studies, **scans** of all required documents should be sent to the following e-mail address: foreignstudents@info.p.lodz.pl. If incomplete documents are delivered and sent after the deadline, the application will be rejected.
2. List of required documents:
 - a. application for admission to studies;
 - b. application form (printed out from the e-recruitment system) with a personal signature;
 - c. secondary school-leaving certificate or diploma giving the right to undertake university studies bearing an Apostille or legalized in the country of issuance;
 - d. sworn translation of the certificate into Polish or English;
 - e. in the case of foreigners to whom the provisions on nostrification apply a certificate should be provided stating that the certificate/diploma entitles them to take up second-cycle studies in the country in which it was issued (*the regulations on nostrification do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus*);
 - f. language certificate according to the requirements of the selected field of study
 - g. copy of the passport;
 - h. confirmation of paying the admission fee.
 - i. ['The clause on the processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies'](#)
 - j. In case of candidates who are under 18 years old - consent of parents/legal guardians to undertake studies at Lodz University of Technology.

§2

Stage two in undertaking first-cycle studies

1. In the second stage of the process of taking up studies, the following **originals of documents** should be submitted to the Student Mobility Section of Lodz University of Technology (90-539 Łódź, ul. Żwirki Street 36). The documents can be delivered in person or by post.
2. List of required documents:

- a. application to the Vice-Rector for Education for admission to studies;
- b. application form (printed out from the e-recruitment system) with a personal signature;
- c. school-leaving certificate or diploma giving the right to undertake university studies bearing an Apostille or legalized in the country of issuance;
- d. sworn translation of the certificate into Polish or English;
- e. additionally, in the case of foreigners who are subject to the provisions on nostrification, a certificate stating that the certificate/diploma gives the right to undertake university studies in the country where it was issued should also be submitted (*the provisions on nostrification do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus*);
- f. copy of a visa or residence card or other document entitling the candidate to stay in the territory of the Republic of Poland (if already issued);
- g. two photographs, 37x52 mm, bareheaded;
- h. medical certificate stating the absence of contraindications for taking up education in the chosen field and mode of education, translated into Polish or English;
- i. confirmation of fee payment for the first semester of studies in the case of admission to degree programmes on a fee basis;
- j. copy of health insurance valid in the territory of Poland;
- k. ['The clause on the processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies'](#) signed by the candidate.

to the Ordinance No. 29/2020 of the Rector of Lodz University of Technology of 22 May 2020 on admission rules of non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 – Law on Higher Education and Science to full-time and part-time studies of first and second cycles at Lodz University Technology.

**List of documents required in the process of undertaking second cycle studies at
Lodz University of Technology**

§1

Stage one in undertaking second cycle studies

3. During the first stage of the process of taking up studies, **scans** of all required documents should be sent to the following e-mail address: foreignstudents@info.p.lodz.pl. If incomplete documents are delivered and sent after the deadline, the application will be rejected.
4. List of required documents:
 - a. application for admission to studies;
 - b. application form (printed out from the e-recruitment system) with a personal signature;
 - c. a first-cycle diploma with a transcript of records entitling to undertake higher studies, bearing an Apostille or legalised in the country of its issue,
 - d. sworn translation of the certificate into Polish or English,
 - e. Candidates who have completed their studies but have not yet received their diplomas may submit an appropriate certificate issued by the Dean's Office (the certificate expires thirty days after its issue);
 - f. in the case of foreigners to whom the provisions on nostrification apply, a certificate should be provided stating that the certificate/diploma entitles them to take up second-cycle studies in the country in which it was issued (*the regulations on nostrification do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus*);
 - g. language certificate according to the requirements in the selected field of study;
 - h. portfolio (in case of candidates for the study field: Architecture);
 - i. a copy of the passport;
 - j. confirmation of paying the admission fee;
 - k. ['The clause on processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies'](#).

§2

Stage two in undertaking second cycle studies

1. In the second stage of the process of taking up studies, the following **originals of documents** should be submitted to the Student Mobility Section of Lodz University of Technology (90-539 Łódź, ul. Żwirki Street 36). The documents can be delivered in person or by post.
 - a. application to the Vice-Rector for Education for admission to studies;
 - b. application form (printed out from the e-recruitment system) with a personal signature;
 - c. first-cycle diploma with a transcript of records entitling to take up to higher studies, bearing an Apostille or legalised in the country of its issue;
 - d. sworn translation of the certificate into Polish or English,
 - e. Candidates who have completed their studies but have not yet received their diplomas may submit an appropriate certificate of completion of studies issued by the Dean's Office (the certificate expires thirty days after its issue);
 - f. in the case of foreigners to whom the provisions on nostrification apply, a certificate should be provided stating that the certificate/diploma entitles them to undertake second-cycle studies in the country in which it was issued (*the regulations on nostrification do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus*);
 - g. copy of a visa or residence card or other document entitling them to stay in the territory of the Republic of Poland (if already issued);
 - h. two photographs, 37x52 mm, bare-headed;
 - i. medical certificate stating that there are no contraindications to take up education in the chosen field and mode of education, translated into Polish or English;
 - j. confirmation of fee payment for the first semester of studies in the case of admission to degree programmes on a fee basis;
 - k. copy of health insurance valid in the territory of Poland;
 - l. ['The clause on the processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies'](#) signed by the candidate.

Appendix 4

to the Ordinance No. 29/2020 of Rector of Lodz University of Technology of 22 May 2020 on admission rules of non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 Law on Higher Education and Science to full-time and part-time studies of first and second cycles at Lodz University Technology.

List of qualifying subjects for fields of study run in Polish at first-cycle studies:

Absence of the exam grade in a given subject does not exclude the candidate from the qualifying procedure, but is tantamount to zero points from this subject.

Field of study	Qualifying subjects
Chemical Analysis	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Architecture	■ Mathematics ■ foreign language ■ artistic aptitude test
Automation and Robotics	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Automation and Robot Control	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Bioeconomy	■ Mathematics ■ foreign language ■ physics, chemistry, biology - optional
Biotechnology	■ Mathematics ■ foreign language ■ physics, chemistry, biology - optional
Building and Construction	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Chemistry	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Chemistry of Building Materials	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Electronics and Telecommunications	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Electrical Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Power Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Technical Physics	■ Mathematics ■ foreign language ■ physics, chemistry, biology, IT - optional
Information Technology	■ Mathematics ■ foreign language ■ physics, chemistry, IT - optional
Applied Computer Science	■ Mathematics ■ foreign language ■ physics, chemistry, IT - optional
IT in Environmental Protection*	■ Mathematics ■ foreign language ■ physics, biology, chemistry, geography or IT - optional

Occupational Safety Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Biomedical Engineering	■ Mathematics ■ foreign language ■ physics, chemistry, biology - optional
Chemical and Biochemical Engineering	■ Mathematics ■ foreign language ■ physics, chemistry, biology - optional
Materials Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Environmental Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Industrial Design Engineering	■ Mathematics ■ foreign language ■ physics or chemistry ■ artistic aptitude test
Management Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Logistics	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Applied Mathematics	■ Mathematics ■ foreign language
Mechanics and Mechanical Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Mechatronics	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Food and Nutrition Manager	■ Mathematics ■ foreign language ■ physics, chemistry, biology - optional
Nanotechnology	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Papermaking and Printing	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Urban Planning	■ Mathematics ■ foreign language ■ physics, chemistry, geography - optional
Networks and Installations in Environmental Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Intelligent Building Control Systems	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Chemical Technology	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Food Technology and Human Nutrition	■ Mathematics ■ foreign language ■ physics, chemistry, biology - optional
Transport	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Textiles Engineering and Fashion Industry	■ Mathematics ■ foreign language ■ physics or chemistry - optional
Pattern Design	■ Mathematics ■ foreign language ■ artistic aptitude test

Management	■ Mathematics ■ foreign language
Management and Production Engineering	■ Mathematics ■ foreign language ■ physics or chemistry - optional

List of qualifying subjects for fields of study run in English:

Absence of the grade from a given subject does not exclude a candidate from the qualification procedure, but it is equivalent to zero points from this subject.

Fields of study	Qualifying subjects
Architecture (English)	■ Mathematics ■ English ■ second foreign language ■ artistic aptitude test
Advanced Biobased and Bioinspired Materials	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry - optional
Biomedical Engineering and Technologies	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry or biology - optional
Business and Technology*	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry - optional
Business Studies*	■ Mathematics ■ English
Computer Science	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry or IT - optional
Electronic and Telecommunication Engineering	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry - optional
Gestion et Technologie*	■ Mathematics ■ English or French ■ second foreign language ■ physics or chemistry - optional
Industrial Biotechnology	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry or biology - optional
Information Technology	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry or IT - optional
Mechanical Engineering	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry - optional
Modelling and Data Science*	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry or IT (optional)
Textiles Engineering and Fashion Industry (English)	■ Mathematics ■ English ■ second foreign language ■ physics or chemistry - optional

*Degree programmes to be launched

** The maturity examination (the so-called old secondary school-leaving examination) is a high school-leaving examination carried out in Poland until 2002, in the case of some schools, these examinations were organized in this form for several years. This exam is characterized by the fact that its results are expressed on a scale of 2 to 5 (to 1992) or 1 to 6 (in later years).

to the Ordinance No. 29/2020 of the Rector of Lodz University of Technology of 22 May 2020 on admission rules of non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 – Law on Higher Education and Science to full-time and part-time studies of first and second cycles at Lodz University Technology.

Regulations of the competition on gratuitous places at full-time first and second cycle studies

§1

Pursuant to Article 324(1) (1) of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85, as amended), foreigners may be exempt from tuition fees by an administrative decision of the Rector of TUL

§2

An organisational unit of Lodz University of Technology running at least one field of study shall provide two free places for the persons referred to in §1 and meeting the conditions in §3 and §4.

§3

The offer is addressed to candidates who can pride themselves on exceptional academic achievements and can certify them with appropriate documents.

§4

Only those candidates who have successfully completed the admission process for the first and second cycle studies and who justified their candidacy for one of two free places in a given faculty in their application for admission to studies may take part in the competition.

§5

Required documents

1. Candidates applying for admission to free places at Lodz University of Technology, in addition to the documents required in the admission process, must attach to their application for studies additional documents (e.g. diplomas, certificates, etc.) which certify exceptional academic achievements.
2. Additional documents referred to in point 1 must be translated by a translator into Polish or English.

§6

Qualification procedure

The qualification procedure for foreign candidates applying for studies on the fee free basis and without scholarship benefits shall be conducted in accordance with the following procedure:

1. The Student Mobility Section of the International Cooperation Centre of TUL formally approves complete documents sent by foreign candidates within a specified schedule of activities related to timely taking up studies.
2. The candidates qualify to the next stage of the competition if they:

- meet formal requirements,
 - obtained high academic results,
 - submitted additional documents proving their outstanding academic achievements,
 - in their request to the Vice Rector for Education, they emphasised and they justified their application.
3. The Student Mobility Section of the International Cooperation Centre of TUL as part of the ranking list discloses foreign candidates applying for admission to studies without paying tuition fees.
 4. After the Deans/Director of the CWM TUL issue their opinions, the documents are submitted to the Rector of TUL, who finally decides on admitting candidates for studies at TUL.
 5. Candidates are informed about the results of the qualification process by e-mail.

§7

The winners of the competition for tuition free places pay the remaining fees in force at Lodz University of Technology in accordance with the contract referred to in the Study Rules at Lodz University of Technology and the Rector's Announcement related to fees.

§8

Winners of the competition for tuition-free places, admitted from the academic year 2020/2021, in case of failure to successfully complete the courses, must pay for these deficiencies in accordance with the provisions of a separate Resolution of the Senate and the Announcement of the Rector concerning the rules of charging fees.