

**TERMS AND PROCEDURES OF RECRUITMENT  
TO THE DOCTORAL SCHOOL  
OF THE MEDICAL UNIVERSITY OF SILESIA IN KATOWICE  
IN THE ACADEMIC YEAR 2024/2025**

**§ 1**

This Resolution sets out the terms and conditions and procedures of recruitment to the Doctoral School run by the Medical University of Silesia in Katowice in the academic year 2024/2025.

**§ 2**

**Composition and operational procedures of Recruitment Committees**

1. The recruitment procedure is held by the Rector with assistance of the Recruitment Committee whose composition is made public by the Rector before the start of the recruitment procedure.
2. The Rector may authorise the Head of the Doctoral School to conduct the recruitment procedure, and to make decisions as part of the procedure, on terms and conditions prescribed by the applicable laws.
3. The Rector appoints one Recruitment Committee: for the discipline of medical sciences, pharmaceutical sciences and health sciences.
4. The Chairperson, Vice-Chairperson and other Members of the Doctoral School Recruitment Committee are appointed by the Rector by way of an Ordinance, with the proviso that the Committee is composed of minimum 9 Members and these include: University teachers with at least a postdoctoral degree, representing the scientific disciplines offered in the Doctoral School, within which a given Committee operates.
5. A Doctoral Student designated by the Doctoral Students' Self-Government in consultation with the head of the Doctoral School may take part in the works of the Committee, referred to in section 3, as an observer.
6. Should the circumstances occur wherein a Member of the Recruitment Committee cannot directly participate in its works, the Rector recalls him or her and appoints a new Member subject to the principles set forth in Section 4.

The administrative and technical service of the Recruitment Committee is provided by the Centre for Science and International Cooperation, Doctoral Training Section.

### § 3

1. The Recruitment Committee Members are obliged to remain impartial and objective in the evaluation of Candidates for the Doctoral School.
2. A Member of the Recruitment Committee informs the other Members of the Recruitment Committee of any circumstances that may affect his/her impartiality and objectivity in evaluating Candidates for the Doctoral School. The Chairperson of a Recruitment Committee resolves to exclude a Member of the Committee from the procedure of evaluation of a given Candidate if the participation of this Member could raise justified doubts.
3. A Member of a given Recruitment Committee shall be excluded pursuant to the procedure referred to in Section 2, particularly if:
  - 1) he or she plans to take up the duties of the Candidate's dissertation advisor or auxiliary dissertation advisor;
  - 2) he or she was the Candidate's MA thesis advisor;
  - 3) he or she is the Candidate's superior or is in a different employment relationship towards the Candidate.

### § 4

1. The duties of the Recruitment Committee include in particular:
  - 1) evaluation of Candidates on the principles set forth herein, notifying the Candidates, via the electronic system, of the date and place of the qualification interview,
2. The minutes of the meetings of the Recruitment Committee are taken by a staff member of the Doctoral Training Section and signed by the Committee Chairperson.
3. Committee meetings on a remote basis using means of electronic communication are permitted.

### § 5

1. Candidates are admitted to the first year of training at the Doctoral School through the competition as part of the recruitment procedure.
2. The results of the recruitment procedure are public and are displayed on the Doctoral School's website.
3. A Candidate shall file an application for admission to the Doctoral School as part of one of the following disciplines:
  - 1) medical sciences,
  - 2) health sciences, and
  - 3) pharmaceutical sciences.
4. You can be a doctoral student in only one discipline at a single Doctoral School at a time.
5. Upon the Candidate's request submitted when filing the documents, the interview may be carried out in English. The Chairperson of the Recruitment Committee makes a decision as to

whether or not the interview shall be held in English.

## § 6

A person may be admitted to the Doctoral School at the Medical University of Silesia in Katowice, if he or she meets the following criteria put together:

- 1) s/he holds a master's degree, a master of engineering's degree or equivalent, or in exceptional cases is a graduate of first-degree studies or a student after the third year of unitary master's studies, provided he or she has the highest quality of academic achievements. The highest quality of academic achievements should be understood as scientific output with a total value above 250 points of the Ministry of Science and Education, where the Candidate is the first author in at least one publication, and the first, second or third co-author in the other ones, or certified participation in a domestic or international scientific project (grant projects, such as NCN, NCRD, ABM projects; European Union projects) as a project manager or a member of the research team.
- 2) s/he has registered online and has delivered the required documents, as referred to in §8, to the Doctoral School at the Medical University of Silesia, either in person or by traditional mail,
- 3) s/he obtained in the evaluation procedure before the Recruitment Committee the number of points, as referred to in §9 section 3, necessary for admission to the Doctoral School within the limit of places set by the Rector for a given academic year.

## § 7

### **Recruitment Procedure**

1. A Candidate's evaluation by the Recruitment Committees comprises two stages:
  - 1) an evaluation of completeness check to determine whether or not the Candidates submitted all the documents required within the deadline specified by the Committee, and an evaluation of the Candidate in accordance with the *Candidate Evaluation Sheet* which is Appendix No. 1 hereto. Guided by the subject matter of the proposed research and/or education background, and with the Candidate's consent, the Recruitment Committee may proceed the application for admission within another discipline, realized by the Medical University of Silesia in Katowice.
  - 2) an interview where a Candidate is required to present, among other things, an overall concept of research planned (a total of 6-8 slides, 10 minutes' presentation time) which should include a brief introduction, place of research, source of research funding, the need to obtain permission of the relevant ethics committees (where applicable), research thesis and research purpose, research scheme, a description of methodology, summary of the significance of the planned research with emphasis on its innovativeness, and determination of own contribution.
2. A Candidate's evaluation at each stage of the recruitment procedure will be conducted by at least three members of the Committee.
3. The Recruitment Committee will announce, within one month after its appointment, a detailed

timetable of the Recruitment Procedure, including the dates for the electronic registration, as well as the dates and places for the submission of documents to the Doctoral School.

4. Limits on admission to the Doctoral School for the academic year 2024/2025 will be set for each discipline by the Rector; however, candidates admitted as part of programmes set up by the competent Minister or other scientific programmes executed by way of a competition will not be included as part of the limit.

## § 8

### **Conditions for admission to the recruitment procedure**

1. Candidates for the Doctoral School will first register online via the University's website at [www.sum.edu.pl](http://www.sum.edu.pl) and then deliver the following documents to the Doctoral School, either in person or by traditional post:
  - 1) an application for admission to the Doctoral School,
  - 2) Curriculum Vitae (CV), together with the consent to the processing of personal data for the purposes of the recruitment procedure,
  - 3) a transcript of the diploma or a certificate of submission of the documents necessary for the issuance of the diploma of completion of second-degree or unitary master's studies, or a certificate on the date set for the defense of the diploma thesis or a transcript of the diploma of first-degree studies, or a certificate of completion of the third year of unitary master's studies, along with the documentation confirming the highest quality of academic achievements, as referred to in §6 item 1,
  - 4) a transcript of the diploma confirming the completion of a tertiary education institution abroad, which gives the right to apply for the award of a doctoral degree in a given country,
  - 5) a document proving command of English in the form of a certificate or a diploma indicated in Appendix 7, or a statement of command of English sufficient for studies at the Doctoral School where English is the leading language of instruction, the specimen of which is attached as Appendix No. 4 to these Terms and Conditions,
  - 6) a certificate (or a photocopy of the supplement – with the original available for inspection) of the arithmetic average of the grades for the whole course of the studies,
  - 7) a statement of the Head of the Department (or another independent teaching unit) in which the doctoral student is expected to follow the curriculum, certified by the Head of the respective Dean's Office, to the effect that the doctoral student is able to follow the existing courses at the unit under his/her supervision,
  - 8) a statement of the Head of the Department in which the doctoral student is to receive training that there is a possibility of conducting scientific research necessary for the completion of the planned doctoral dissertation,
  - 9) a medical certificate stating that there are no contraindications to taking up studies at

the Doctoral School, issued by a doctor who meets the qualification requirements laid down in separate regulations,

10) a list of publications in journals, monographs (peer-reviewed books) and conference proceedings, numbered according to the numerical symbol given in the *Candidate Evaluation Sheet*, and a document confirmed by the library showing the scores obtained from the publications held. Conference reports must be documented by a certificate of presentation of the paper and/or an abstract in the conference proceedings; publications and monographs must be documented by the full text of the paper or by the first page of the publication and a certificate from the library. A photocopy of the title page of a conference should be attached. Where a paper is accepted for publication before the deadline for document submission, it is necessary to enclose a statement confirming that the paper has been accepted for publication.

11) documentary evidence of past activity during studies, scholarly activities, and other achievements, including certificates to prove command of languages other than English, numbered according to the numerical symbol given in the *Candidate Evaluation Sheet*.

2. A Candidate for the Doctoral School is required to submit a translation into Polish or English of the documents referred to in Section 1.
3. As part of electronic registration, Candidates are required to log into their account in the electronic recruitment system and enter the data required by the system, and attach a scanned image of the photograph within the deadline given by the Recruitment Committee.
4. If deficiencies are found in the documents referred to in Section 1, an employee of the Doctoral Training Section will call upon the Candidate for the Doctoral School to remedy the deficiencies within a set deadline.
5. Candidates for the Doctoral School who do not submit all the documents listed in Section 1 or do not register online by the deadline set by the Recruitment Committee will not be admitted to the further Recruitment Procedure, and the above will be the ground for refusal to admit a Candidate to the Doctoral School.
6. Documents submitted by the Candidate after the deadline stated in the announcement of the Recruitment Committee or documents that have not been supplemented as per section 4 will not be evaluated.
7. The date of submission of all documents is the date of their receipt at the University.

## § 9

1. The following elements in particular shall be taken into account in the recruitment procedure:
  - 1) the results obtained on the basis of the *Candidate Evaluation Sheet*, attached as Appendix No. 1 to these Terms and Conditions,
  - 2) the results of the qualification interview with the Candidate, based on the *Qualification Interview Evaluation Sheet*, constituting Appendix No. 2, to these Terms and Conditions.

2. The individual elements of the Candidate's evaluation on the basis of the qualification interview are awarded a point value, with the proviso that the point score in the *Qualification Interview Evaluation Sheet* is the arithmetic average of the scores obtained by the Candidate from the total of points awarded by individual Members of the Recruitment Committee, calculated on the *Candidate's Marksheet*, constituting Appendix No. 3 to these Terms and Conditions.
3. The sum of the points obtained for the individual elements indicated in Section 1 constitutes the final result of the recruitment process and is the basis for classification at a given place of the ranking list qualifying for admission to the Doctoral School, provided that a minimum of 35 points is obtained, including a minimum of 20 points on the basis of the *Candidate Evaluation Sheet* and a minimum of 15 points on the basis of the qualification interview.
4. The date of qualification interview for the individual candidates will be set.

## § 10

1. The Chairperson of the Recruitment Committee will prepare a ranking list (in descending order of points) of Candidates who took part in the recruitment procedure within a given discipline.
2. Items put on the ranking list are:
  - 1) the Candidate number;
  - 2) the number of points granted for each element of evaluation (*Candidate Evaluation Sheet*, qualification interview);
  - 3) the final result of the Candidate's evaluation expressed in points; and
  - 4) annotation if the Candidate has been qualified to be listed among the Doctoral School students.
3. The ranking list is compiled in line with the template forming Appendix No. 5 to these Terms and Conditions.
4. The Chairperson of the Recruitment Committee or a Vice-Chairperson authorised by the Chairperson will sign the ranking list and present it to the Rector or to the Head of the Doctoral School in the case referred to in § 2 Section 2.
5. If there are circumstances justifying a change in the ranking list, particularly when Candidates resign from the recruitment (before the ranking list has been announced), the Chairperson will make such a change, subject to the principles defined in Sections 1 to 4. The ranking list is not definitive in terms of a Candidate's admission to the Doctoral School.

## § 11

### **Admission to the Doctoral School**

1. A Candidate accepted for admission to the Doctoral School is entered into the list of doctoral students upon the submission, promptly, but not later than by the deadline set by the Recruitment Committee and announced on the Doctoral School's website, of the following documents:

- 1) the original of the document entitling him or her to start training at the Doctoral School, specified in § 8 Section 1, point 3, or an official duplicate thereof;
  - 2) the Candidate's statement on the choice of the Doctoral School of the Medical University of Silesia in Katowice, where he or she will receive training, and about his/her education to date in another doctoral school, if any, in accordance with the template forming Appendix No. 6 to these Terms and Conditions.
2. In the event of a failure to meet the requirements referred to in Section 1, a decision on refusal of admission to the Doctoral School is issued.
  3. The Rector, or in the case referred to in §2 Section 2 the Head of the Doctoral School, include Candidates in the list of doctoral students of the Doctoral School according to the order established in the course of the recruitment procedure within the set limit of places.
  4. The School reserves the right to admit fewer or – where justified – more Candidates than the number resulting from the limit of places.
  5. The Rector, or in the case referred to in §2 Section 2 the Head of the Doctoral School, announces the list of persons admitted to the Doctoral School as soon as the limit has been achieved, but not later than on 20 September 2024. Where necessary, the list of persons admitted to the Doctoral School may be updated.

## **§ 12**

### **Recruitment results and application for reconsideration**

1. The information on the entry to the list of doctoral students at the Doctoral School will be posted on the website of the Doctoral School. The decision on refusal of admission to the Doctoral School will be delivered to the Candidate.
2. A Candidate may appeal against a decision to refuse admission to the Doctoral School by submitting, within 14 days of its delivery, a request for reconsideration of the matter to the Rector.
3. The interview will not be repeated when the case is reconsidered.

## **§ 13**

For Candidates applying for admission to the Doctoral School within the framework of programmes established by the competent Minister or other programmes/competitions, these Rules shall apply *mutatis mutandis*, in so far as they do not contradict the provisions applicable to a given programme/competition.

<b>Candidate name and surname:</b>					
<b>Candidate No.:</b>					
<b>CANDIDATE EVALUATION SHEET – PART A</b>					
	<b>Candidate evaluation criteria</b>	<b>Number</b>	<b>Weight (multiplier)</b>	<b>Score</b>	<b>Maximum</b>
1	Average from studies (unitary master's degree studies or studies of the first and second degree)		1		<b>5.00</b>
2	Publications in a journal from the so-called Philadelphia List, with the IF – if the Candidate is the first author – published or accepted for publication, and confirmed by a certificate		15		<b>45.00</b>
3	Publications in a journal from the so-called Philadelphia List, with the IF – published or accepted for publication, and confirmed by a certificate		10		<b>50.00</b>
4	Publications in peer-reviewed foreign journals – published or accepted for publication, and confirmed by a certificate		8		<b>32.00</b>
5	Publications in peer-reviewed Polish journals – published or accepted for publication, and confirmed by a certificate		5		<b>25.00</b>
6	Publications in the <i>Annales Academiae Medicae Silesiensis</i> , a journal of the Medical University of Silesia in Katowice – published or accepted for publication, and confirmed by a certificate		6		<b>18.00</b>
7	Publications in monographs and chapters in books included in the Ministry List – published or accepted for publication, and confirmed by a certificate		4		<b>12.00</b>
8	A confirmation of completion of foreign internships (please give the number of months, where 1 point is awarded for each month)		1		<b>12.00</b>
9	Acknowledgement of completing a part of studies under the ERASMUS programme		3		<b>6.00</b>
10	Congress reports – with affiliation at an international level		2		<b>12.00</b>
11	Congress reports – with affiliation at a national level		1		<b>9.00</b>
12	Membership in Student Science Society circles (max. 2)		3		<b>6.00</b>
13	Participation in the works of expert teams, including in-house research projects		3		<b>9.00</b>
14	Completion of a project under the “Diamond Grant” programme		20		<b>20.00</b>
15	Participation in a research project as a research team manager or member confirmed with an agreement (domestic grant projects or international scientific projects)		10		<b>20.00</b>
16	Minister’s awards and scholarships for scientific activity		5		<b>10.00</b>
17	Completion of postgraduate studies confirmed with a certificate		1		<b>2.00</b>
18	Additional first-degree studies completed (other than the ones mentioned in item 1), confirmed with a diploma		2		<b>4.00</b>
19	Additional second-degree studies completed (other than the ones mentioned in item 1), confirmed with a diploma		2		<b>4.00</b>
20	Science-related prizes and distinctions at an international level		4		<b>12.00</b>
21	Science-related prizes and distinctions at a national level		3		<b>9.00</b>
22	Organisational-, sports-, social- or charitable activity; certificates to prove the command of languages other than English,		1		<b>4.00</b>
23	Obtaining specialisation		5		<b>5.00</b>
24	Patent applications or patents, utility models, industrial designs, trademarks, inventions		10		<b>50.00</b>
25	A language certificate or diploma as per the list (Appendix No. 7 to the Rules) to prove the command of English		5		<b>5.00</b>
26	A confirmation of the University promotion at the international level		5		<b>15.00</b>
	<b>TOTAL SCORE</b>				<b>401.00</b>
	<b>NOTE: Points for the same speech/presentation (including speeches/presentations and awards from a conference) or publication are given once.</b>				



	Date, signatures of the members of the Recruitment Committee evaluating the Candidate:	
	Date and signature of the Chairperson of the Committee:	

## QUALIFICATION INTERVIEW EVALUATION SHEET – PART B

Candidate name and surname, Candidate number				
No.	Evaluation criteria	Number of points	Score	Maximum
1.	Project content value and originality	0-10		10.00
2	Methodology of the research project presented	0-7		7.00
3.	Presentation mode	0-5		5.00
4	Feasibility of the doctoral research proposal completion during the 4-year education at the Doctoral School (funding, clinical/laboratory back office, availability of research material, time sheet)	0-5		5.00
5.	Discussion skills	0-3		3.00
<b>Total score</b>				30.00

The sheet completed by – name and surname, legibly: \_\_\_\_\_

Date and signature of the Committee Member: \_\_\_\_\_

**Candidate's Marksheet No.** \_\_\_\_\_

**Name and surname** \_\_\_\_\_

**PART A – Candidate Evaluation Sheet**

<b>Total score</b>	
--------------------	--

**PART B – Arithmetic average of the points awarded to the Candidate by the Members of the Recruitment Committee in the “Qualification Interview Evaluation Sheets”**

<b>No.</b>	<b>Evaluation criteria</b>	<b>Total score awarded to the Candidate by individual Members of the Recruitment Committee:</b>
1.	Project content value and originality	
2.	Methodology of the research project presented	
3.	Presentation mode	
4.	Feasibility of the doctoral research proposal completion during the 4-year education at the Doctoral School (funding, clinical/laboratory back office, availability of research material, time sheet)	
5.	Discussion skills	
<b>Arithmetic average of the scores obtained during the qualification interview, as per the formula: (point 1 + point 2 + point 3 + point 4 + point 5) / the number of members evaluating the candidate (a minimum of 3)</b>		

<b>Total score obtained (parts A and B)</b>	
---	--

The sheet completed by, date, legible signature: \_\_\_\_\_

Date and signature of the Recruitment Committee Chairperson or Vice-Chairperson:

\_\_\_\_\_

---

Place and date

---

Candidate name and surname

---

Candidate No.

---

Address of residence

### **Statement on command of English**

I, the undersigned, declare that I am proficient in English to a degree that enables me to attend classes at the Doctoral School of the Medical University of Silesia in Katowice with English as the leading language of instruction.

Thus, I have been acquainted with the requirements to be fulfilled by a person on whom a doctoral degree is conferred, contained in Article 186 of the Law on Higher Education and Science Act, including, among others, the necessity of knowledge of a modern foreign language, confirmed by a certificate or diploma of graduation, certifying knowledge of this language at a language proficiency level of at least B2.

---

legible signature of the Candidate

RANKING LIST OF CANDIDATES FOR ADMISSION TO THE DOCTORAL SCHOOL FOR THE DISCIPLINE OF ..... SCIENCES

No.	Candidate name/names and surname*	Candidate No.	Number of points obtained from the <i>Candidate Evaluation Sheet</i>	Average number of points scored in the qualification interview as per the <i>Qualification Interview Evaluation Sheet</i>	Final score (total points from columns No. 4 and 5)	Qualified (Yes/No)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>6</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

The ranking list completed by, date, legible signature:

\_\_\_\_\_

Date and signature of the Recruitment Committee Chairperson:

\_\_\_\_\_

\*- all columns shall be made public except for the one marked with “\*” due to the personal data protection

---

Place and date

---

Candidate name and surname

---

Candidate No.

---

Address of residence

## STATEMENT

I, the undersigned, state that pursuant to Article 200 Section 7 of the *Law on Higher Education and Science Act* I will be a doctoral student only at one doctoral school in one discipline – the Doctoral School of the Medical University of Silesia in Katowice.

Furthermore, I represent that since 2019\*:

- I have not attended any other Doctoral School in Poland
- I was a doctoral student at the Doctoral School .....  
in the years.....

(name of the Doctoral School)

---

legible signature of the Candidate

\* underline as appropriate

### List of recognized certificates confirming English language competence

1. Certificate confirming English language competence issued by the National School of Public Administration in Warsaw (KSAP) obtained as a result of a linguistic verification procedure.
2. Certificates confirming English language competence at least at B2 common reference level of language proficiency according to “Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)”:
  - 1) certificates issued by institutions belonging to the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), especially:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business Higher English Certificate (BEC Higher), Certificate in English for International Business and Trade (CEIBT).
  - 2) certificates of the following institutions:
    - a) Educational Testing Service (ETS)- especially: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test version (iBT); Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test version (CBT) complemented by at least 50 points from Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test version (PBT) complemented by at least 3.5 points from Test of Written English (TWE) as well as at least 50 points from Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Francais International (TFI) – at least 605 points,
    - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL)
    - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute,
    - d) English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – level Communicator, Expert or Mastery; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL,
    - e) International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business – Stage B Communicator level, Stage C Expert level, Stage C Mastery level; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
    - f) Edexcel, Pearson Language Tests, Person Language Assessments - especially: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
    - g) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – especially: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 – grades “Pass with Credit” or “Pass with Distinction”.
    - h) University of Cambridge ESOL examinations, British Council, IDP IELTS Australia – especially International English Language Testing System IELTS above band 6.
    - i) LanguageCert LTE (enPro) level B2 (Level 1 Certificate in ESOL International (Listening, Reading) (LanguageCert Test of English B2) – available as part of the EU programme “Certyfikat dla Ciebie”
    - j) LanguageCert LTE (enPro) level C1 (Level 2 Certificate in ESOL International (Listening, Reading & Language Use) (enPro C1) or higher - available as part of the EU programme “Certyfikat dla Ciebie”
3. Certificates: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1;
4. Diploma of completion:
  - 1) studies in philology in the field of foreign languages or applied linguistics;
  - 2) a foreign (English) language teacher training college
  - 3) the National School of Public Administration in Warsaw (KSAP)
5. A document issued abroad confirming the holding of an academic degree or an academic title (including degrees/titles in fine arts) provided that the instruction language of the respective academic institution was English.
6. A document confirming completion of university-level or post-graduate studies conducted abroad or in the Republic of Poland, provided that the only language of instruction was English.
7. A document issued abroad and considered equivalent to the Polish Secondary School Diploma (“matura”) (if the language of instruction was English).

8. International Baccalaureate Diploma (language: English).
9. European Baccalaureate (language: English).
10. Certificate of passing a ministerial exam in English:
  - 1) in the Ministry of Foreign Affairs;
  - 2) in the office serving to the minister competent for economic issues, the Ministry of Economic Cooperation with Foreign Countries, Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy
  - 3) in the Ministry of National Defence - level 3333, level 4444 according to STANAG 6001
11. A certificate confirming job qualification for a high-ranked government position, issued by KSAP
12. A document confirming the entry into the Record of Sworn Translators of English in the Republic of Poland or a document confirming the sworn translator's professional license issued by a member state of the European Union (EU), European Free Trade Association (EFTA) being a party to European Economic Area or Swiss Confederacy.