



POPE JOHN PAUL II STATE SCHOOL OF HIGHER EDUCATION IN BIAŁA PODLASKA



www.pswbp.pl



In 2010 Pope John II State School of Higher Education in Białą Podlaska celebrated its tenth anniversary. It was founded as the State School of Higher Education on August 1, 2000 and initially it had 345 students pursuing 4 specializations. Today it boasts 3,500 students doing 32 different courses in 14 subject areas. Most of them are undergraduate students enrolled in Bachelor's programmes. In October 2009 we offered the first postgraduate course – a Master's programme in Tourism and Recreation. Currently we are also running Master's programmes in Public Health and in Economics, and we are planning to launch some new undergraduate and graduate degree courses. Our School employs 48 professors and it is one of the leading employers in the region.

Our School falls back on the tradition of the Academy in Białą Podlaska founded in 1628, but at the same time it aspires to be modern, major institution of higher education in the region. We are committed to providing high quality academic education, initiating research studies supporting the development and growth of our region and becoming a cultural center in Białą Podlaska.

Pope John Paul II State School of Higher Education in Białą Podlaska facilities comprise two buildings where students

are provided with tuition. They house among others, all institutes, lecture rooms, computer labs and 6 assembly halls which can seat 1000 persons at a time, including one assembly hall for 339 persons. The halls, equipped with modern and latest technological devices help enhance the quality of teaching. The School library offers: a reading room, 53 computer workstations with wireless Internet access; a multi-media reading room equipped with computers and scanners; a library and a reading-room for students of Institute of Neophilology; and a section which files and categorizes the library's collection. Additionally, there is a 'Telecenter' on the premises of the School. Being equipped with 30 computers with the access to the Internet, scanners, printers, copying machines, it provides its services to both students and local people. Besides, the students can visit a students' club and have a meal at a canteen situated in the buildings.

The School uses the Integrated University Management System which provides the virtual dean's office and multi-media kiosks located on its premises. The facilities of wireless Internet connection have been offered so that more and more laptop users have access to the Internet. In the near future we are planning to have more buildings built which will house Institute of Public Health and Institute



of Construction Engineering, a students' dormitory, a professional sports hall complete with a football pitch, volleyball and basketball courts, as well as tennis courts.

Pope John Paul II State School of Higher Education undertakes a number of actions aimed at Lubelskie province development. We collaborate with many local employers so that to adjust our educational offer to market demands and give our students an opportunity to meet professionals who can guide them in planning their future careers in different areas. We initiate actions to promote the region by organizing exhibitions, conferences, publications as well as to establish international cooperation.

Our students are obliged to complete a student's vocational practice which they eagerly do abroad. Foreign visits and practices at significant European employers in England, Austria, Spain, Ireland, Scotland, Germany, France, Greece and Cyprus are extremely popular among our students, and they result in students' long lasting and extremely valuable experience. Thanks to all our initiatives and actions more and more students are attracted to study at our School. This academic year almost 3500 new students, mainly from the neighbouring counties and provinces, have entered our threshold.

The dynamic development of our School is illustrated by a number of students' organizations: Students' Government, Students' Independent Association (NSZ), Students' Sports Club with women's football team playing in the Premier League and numerous academic research clubs. The students as well as the staff arrange recurrent events e.g. 'Christmas Eve' for those in need, an annual charity ball for the Hospital in Biała Podlaska. The students also organize Students' Days ('Juvenalia'), 'Sports Days' and 'Open Door Days'.

Pope John Paul II State School of Higher Education is dedicated to improving its offer of educational services so that it is attractive for prospective students and meets their expectations, making sure that our graduates have the best opportunities in the job market. Our highly qualified academic staff continually improve our educational programmes, encourage students to develop foreign language skills and increase their professional qualifications. This is why in addition to our educational services, we offer numerous qualifying courses, training programmes and post-graduate studies. We also educate students of the Academic Secondary School and the University of the Third Age.

POPE JOHN PAUL II STATE SCHOOL OF HIGHER EDUCATION
IN BIALA PODLASKA

SUBJECTS	COURSES
ECONOMICS	
ECONOMICS (Master's programme)	- Managerial Economics - Mesoeconomics
NEOPHILOLOGY	- English - Russian
FINANCE AND ACCOUNTING	- Corporate Finance - IT in Finance
NATIONAL SECURITY	- Crisis Management - Health Security
COMPUTER SCIENCE	- Computer Programming and Network Systems Engineering - Computer Engineering - Internet Engineering and Computer Graphics - IT in eBusiness
PEDAGOGY	- Social Prevention and Rehabilitation Pedagogy - Pre-school Education - Care and Education Pedagogy - Counselling
NURSING	
RESCUE MEDICINE	
PUBLIC HEALTH	- Health Care Management - Managing and Promoting Health in Fitness Training and Rehabilitation
PUBLIC HEALTH (Master's programme)	
AGRICULTURE	- Ecological Agriculture - Landscape Agriculture
SOCIOLOGY	- Economic Sociology and the Internet - Social Communication and the Media
TOURISM AND RECREATION	- Hotel Management - Tourism and Health Recreation - Tourism Services
TOURISM AND RECREATION (Master's programme)	- Active Tourism and Sport for All - Tourism Companies Management
MANAGEMENT	- Eurobusiness - Customs Border Services - Innovations Management
CONSTRUCTION ENGINEERING	- General Construction - Ecological Construction

PROCEDURES FOR RECRUITING FOREIGN STUDENTS TO STUDY

AT POPE JOHN PAUL II STATE SCHOOL OF HIGHER EDUCATION IN BIALA PODLASKA

Admission requirements for foreigners planning to study at Pope John Paul II State School of Higher Education in Biala Podlaska

Legal grounds:

- Higher Education Act of 27 July 2005 (Journal of Laws No. 164, item 1365; 2005);
- Regulation of the Minister of Science and Higher Education on undertaking studies and research by foreign students (Journal of Laws No. 190, item 1406; 2006);
- Decree of Vice-Chancellor of Pope John Paul II State School of Higher Education in Biala Podlaska No. 21 of 15/09/2009.

Other regulations govern the admission of foreign candidates to Bachelor's degree programmes.

Foreigners register for a selected course in the electronic candidate registration system (IRK) at <http://irk.pswbp.pl>.

After electronic registration is completed foreign candidates submit the following documents at *Dział Spraw Studenckich* (the Student Office) in the time specified:

- a printed application for admission generated from the candidate's personal registration account signed by the candidate;
- a copy of the identity document (e.g. the candidate's passport);
- 2 passport-size photographs;

- an application for an electronic student identification card generated after the candidate's photograph is uploaded to the personal registration account;
- proof of payment for issuing an electronic student identification card in the amount of PLN 17,00;

as well as the following documents which confirm that the candidate has met the requirements to study in the Republic of Poland:

- a Polish visa, a temporary stay card, the Polish Card (Karta Polaka), or any other document which entitles its holder to stay in Poland;
- a school leaving certificate which entitles its holder to pursue higher education in the candidate's home country, recognised as equivalent to the Polish certificate of secondary and general education (świadectwo maturalne/dojrzałości); it should be certified by relevant authorities and translated into Polish by a sworn translator;
- a certificate in Polish as a foreign language; otherwise a candidate will be required to take an examination in Polish before an examination board appointed by Pope John Paul II State School of Higher Education.

The admission of foreign candidates to Master's degree programmes

A foreign candidate shall present either

a Bachelor's diploma from a Polish university or a diploma of graduation certified by relevant authorities or accompanied by Apostille, or other documents confirming graduation from a foreign educational institution which entitle its holder to pursue Master's degree programmes in the issuing country. This document should be certified according to the regulations on the nostrification of foreign diplomas or based on international agreements and **considered equal to the Polish Bachelor's diploma** (*dyplom ukończenia studiów I stopnia*). The document should be translated into Polish by a sworn translator.

If foreign certificates, diplomas or any other documents are subject to nostrification, a foreigner is obliged to provide a certificate of compliance with their Polish equivalent (*świadectwo dojrzałości, dyplom ukończenia studiów wyższych*) until the end of the first term.

FOREIGN EDUCATION DOCUMENTS

Foreign education documents are **automatically recognised in Poland based on international agreements or nostrification procedures** carried out by a Polish educational institution whose council of faculty has such powers. This concerns Bachelor's (*licencjat*), Master's (*magister*) and doctor's (*doktor*) degrees. The procedures of nostrification apply to the diplomas issued by the countries which do not have agreements on equivalence of educational documents with Poland.

- Secondary school leaving certificates are recognised automatically based on international agreements.
- Certificates issued in Austria, Bulgaria, Czech Republic, Libya, Germany, Slovak

Republic, Syria, Hungary, Cuba, Mongolia, Romania, Vietnam and former USSR countries are not subject to nostrification procedures.

- In the absence of such an agreement, the certificate should be authorised by Kuratorium Oświaty (Education Board) in Lublin, at ul. 3-go Maja 6.

TUITION FEES

1. **Foreign students shall pay a tuition fee for each year of their studies.**
2. **The annual tuition fee** for the Bachelor's and Master's degree studies in the academic year 2009/2010 amounts to EUR 2.000,00.
3. **First-year foreign students** are obliged to pay an additional fee of **EUR 200,00**.
4. Students of Polish origin are entitled to a 30% reduction.
5. If a foreign student has financial difficulties, or undertakes an extra course or any other form of paid education, he or she may apply for an annual fee reduction to the Vice-Chancellor, who may reduce the fee by EUR 1250,00 or more, or exempt the student from payment.

HOLDERS OF POLISH GOVERNMENT GRANTS

Persons applying for a grant of the Polish Government should contact Polish diplomatic posts in their home country. Annual enrolment limits are defined by international and departmental agreements. The scholarships are awarded by the Minister of Science and Higher Education. The institution responsible for administrative handling of scholarships is the Bureau for Academic Recognition and International Exchange.

Contact details:

Biuro Uznawalności Wykształcenia i Wymiany
Międzynarodowej
Ul. Smolna 13
00-375 Warszawa
telephone: +48 (22) 8262387,
+48 (22) 8267434
e-mail: biuro@buwilm.edu.pl

The scholarship of the Polish Government is currently PLN 850 a month. The scholarships are paid out directly by the units where the grant holders study, for a period of time no longer than 10 months.

The scholarship allows students to pay for their maintenance (the cost of food and accommodation in a residence hall).

ADDITIONAL INFORMATION

LEGALISING YOUR STAY IN POLAND

Legal grounds:

- The Foreigners Act of 13th June 2003 (Journal of Laws 2003 No. 128, item 1175)

The citizens of the European Union are allowed to come to Poland without visas and stay for three months without the necessity of legalising their stay. If they intend to prolong their stay, they are obliged to register their stay before the three-month period expires. Other foreigners are obliged to apply for a temporary stay card. The citizens of countries which do not belong to the European Union should apply for a Polish visa to a consulate of the Polish Embassy in their home country before coming to Poland. To prolong their stay in Poland foreign visitors are obliged to apply for a temporary stay card 45 days before their visa expires.

One of the following documents is required to legalise the stay in Poland:

- a Polish visa,
- registration of the stay of a European Union citizen,
- a residence permit for a *fixed* period,
- a long-term EC residence permit,
- a permit to settle in Poland.

The institution responsible for legalising the stay of foreigners in the Lublin Voivodship

is the Department for Foreigners and Civic Matters, Foreigners' Office.

Contact details:

Wydział Spraw Obywatelskich i Cudzoziemców,
Oddział do Spraw Cudzoziemców
ul. Północna 3
20-064 Lublin
e-mail: pass@lublin.uw.gov.pl
telephone: +48 (81) 747 73 92, p. 207

In Biała Podlaska documents can be certified at the Lublin Voivodship Office in Biała Podlaska, Office for Foreigners and Civic Matters.

Contact details:

Lubelski Urząd Wojewódzki Delegatura w
Białej Podlaskiej,
Oddział Spraw Obywatelskich i Cudzoziemców
ul. Brzeska 41
21-500 Biała Podlaska
telephone: +48 (83) 344 92 57

**ADMISSION REQUIREMENTS FOR
FOREIGN STUDENTS PLANNING TO
STUDY IN POLAND**

Foreigners can be admitted to study in Poland based on :

- international agreements – under the terms of these agreements;
- agreements between Polish schools and universities and foreign institutions – under the terms of these agreements;

- the decision of the Minister of Science and Higher Education, the decision of a university's vice-chancellor;

as:

1. Polish grant holders (receiving a scholarship and exempt from payment),
2. holders of grants awarded by the home country exempt from payment,
3. fee-paying students (without the Polish Card),
4. students exempt from payment who may receive grants (with the Polish Card).

Admission of foreigners based on the principles which apply to Polish citizens

The following persons are allowed to study in Poland based on the principles which apply to Polish citizens:

- foreigners who have a permanent residence permit (a former open-ended stay card),
- foreigners with a refugee status granted in Poland, foreigners temporarily protected by Poland,
- migrating workers who are the citizens of EU or EFTA (European Free Trade Association)

member states – the parties to the agreement on the European Economic Area, if they are or were employed in Poland, as well as members of their families, provided that they live in Poland,

- foreigners who were given a temporary stay permit under the circumstances described in Art. 53 Sec. 1 Cl. 7, 13 and 14 of the Foreigners Act of 13 June 2003 (Journal of Laws No. 234, item 1694),
- foreigners who were given a European Community long-term residence permit.

EU/EFTA citizens and their family members

The citizens of EU or EFTA (European Free Trade Association) member states – the parties to the agreement on the European Economic Area, as well as members of their families who have the financial means to cover living costs can study based on the principles which apply to Polish citizens, however, they are not entitled to support, a grant for the disabled, an accommodation grant, food grant, or other benefits, **or** they can study based on the principles for non-EU or EFTA member state citizens.

