FOREIGN STUDENT ADMISSION PROCEDURE

West Pomeranian Business School – Academy of Applied Sciences

Effective from the Academic Year 2026/2027

1. Purpose of the Procedure

The purpose of this procedure is to:

1. Ensure a lawful, reliable, and transparent admission process for foreign applicants seeking admission to degree programmes offered by the West Pomeranian Business School – Academy of Applied Sciences (hereinafter: ZPSB-ANS).
2. Minimize the risk of migration and visa-related abuses.
3. Ensure proper verification of international applicants.
4. Ensure compliance with information obligations arising from applicable legal regulations.
5. Protect the interests of the University and maintain a high-quality internationalisation process.

2. Scope of the Procedure

This procedure applies to:

1. Applicants who do not hold Polish citizenship and are seeking admission to first-cycle (Bachelor's) or second-cycle (Master's) degree programmes.
2. Applicants recruited directly by the University.
3. Applicants referred by recruitment agents holding a valid agreement with ZPSB-ANS.
4. Activities carried out by the Admissions Office, the Dean's Office, and other units involved in the admission process.

3. Responsibilities

3.1 Admissions Office

Responsible for:

1. Receiving admission documents.
2. Corresponding with applicants.
3. Conducting an initial assessment of document completeness.
4. Maintaining the electronic register of applicants.

3.2 Dean's Office

Responsible for:

1. Substantive verification of documents.
2. Issuing admission decisions.
3. Enrolling students onto the student register.
4. Fulfilling reporting and information obligations towards public authorities.
5. Supporting applicants and students after admission.
6. Monitoring the progress of studies.

4. Admission Process

Stage 1 – Submission of Application

The applicant submits the required documents through the University's admission systems.

Required documents:

1. Application form.
2. Copy of an identity document.
3. Secondary school leaving certificate or higher education diploma.
4. Certified translations of documents prepared in languages other than Polish or English.
5. Document confirming proficiency in the language of instruction.
6. Photograph.
7. Proof of payment of the admission fee.
8. Other documents required by law or by the admission resolution of the University.

Stage 2 – Formal Verification

The admissions officer verifies:

1. Accuracy of personal data.
2. Completeness of the documentation.
3. Consistency of data across all submitted documents.
4. Whether the applicant meets the formal admission requirements.

If any deficiencies are identified, the applicant is informed and requested to provide the missing documents or information.

Stage 3 – Verification of Educational Qualifications

3.1 First-Cycle and Long-Cycle Master's Programmes

The following are verified:

1. Whether the educational document entitles the holder to apply for higher education studies in Poland.
2. Whether information from the Director of NAWA is required.
3. Whether a decision of the Education Superintendent (Kurator Oświaty) is required.
4. Recognition of the document in accordance with applicable regulations.

3.2 Second-Cycle Programmes

The following are verified:

1. Authenticity of the higher education diploma.
2. Level of completed education.

Stage 4 – Identity Verification

The following are verified:

1. Validity of the passport.
2. Consistency of personal data.
3. Applicant's citizenship.
4. Legality of residence documents.
5. Consistency of data with submitted documents.

In justified cases, the University may refuse to continue processing the application.

Stage 5 – Verification of Language Proficiency

The applicant must present a document confirming proficiency in the language of instruction at a minimum level of B2, unless exempted by applicable regulations.

Accepted documents are specified in current legal regulations and University resolutions.

Additionally, ZPSB-ANS may conduct:

1. An admission interview.
2. A language proficiency test.
3. An interview verifying the applicant's motivation to undertake studies.

Stage 6 – Migration Risk Assessment

In order to prevent migration-related abuses, the University may conduct additional verification including:

1. Analysis of document consistency.
2. Assessment of the applicant's motivation to study.
3. Assessment of the relationship between the chosen field of study and the applicant's previous education.
4. Assessment of the applicant's educational and career plans.
5. An interview with the applicant.

ZPSB-ANS may refuse admission if circumstances indicate that the primary purpose of the application is not the genuine undertaking of studies. This principle arises from the obligation to conduct reliable verification of applicants.

Stage 7 – Admission Decision

Upon successful verification, the applicant receives:

1. An admission decision.
2. A study agreement together with the tuition fee regulations.
3. Information regarding further formalities.

Admission documents are issued only after all formal requirements have been fulfilled and all required fees have been paid.

Stage 8 – Obtaining Student Status

Enrollment on the student register requires:

1. Submission of the required original documents.
2. Signing an agreement with the University.
3. Payment of all required fees.
4. Taking the student oath.

The student is entered into the University systems and the POL-on system in accordance with applicable regulations.

5. Cooperation with Recruitment Agents

ZPSB-ANS cooperates exclusively with recruitment agents who:

1. Have a signed cooperation agreement with the University.

2. Operate in compliance with applicable laws.
3. Are subject to periodic quality assessments.

The following practices are prohibited:

1. Issuing admission documents without conducting the admission process.
2. Admitting applicants without proper verification.
3. Charging applicants illegal fees.

6. Obligations Following Student Admission

ZPSB-ANS:

1. Monitors whether foreign students commence their studies.
2. Monitors attendance and participation in classes.
3. Fulfils information obligations towards competent public authorities.
4. Reports required data to the POL-on system.

In the event of:

1. Failure to commence studies,
2. Resignation from studies,
3. Removal from the student register,

the University shall undertake actions provided for under applicable legal regulations.

7. Financial Transparency

ZPSB-ANS publishes on its website:

1. Admission fees.
2. Tuition fees.
3. Payment deadlines.
4. Refund policies.

This information is available at least in Polish and English.

8. Internal Control

The University conducts:

1. An annual review of the procedure.
2. Analysis of cases of admission refusal.

3. Analysis of reported irregularities.
4. Evaluation of cooperation with recruitment agents.

9. Final Provisions

1. This procedure enters into force on the date of its approval by the Rector of ZPSB-ANS.
2. The Dean is responsible for supervising the implementation of this procedure.
3. The procedure shall be reviewed at least once per year or whenever changes in legal regulations occur.