



# G WELCOME GUIDE


**UC** **UNIWERSYTET  
OPOLSKI**

HELLO.UNI.OPOLE.PL



## **Welcome to the University of Opole!**

Awaiting you are many chances, new challenges, quite a new environment and rules. We are well aware how difficult starting a new chapter in life can be, thus we are here to help you! What you are reading is a guide which will assist you to wade through the sometimes stormy admission and beginning of your studies.



We provided hyperlinks to relevant details connected to notions explained within the Guide.

If you see our logo, do not hesitate to click it – you might learn something important 😊

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## Registration in the Online Recruitment System (IRK)

### The list of the required documents:

Printouts from the Online Registration System (IRK)

Secondary school leaving certificate/ BA diploma + complete transcript of grades

Eligibility letter (only in case of applications for BA and long-cycle (MA) programmes)

Legalization (or apostille) and recognition of documents, issued outside of Poland

Certified translation into English or Polish

A digital photo in the IRK system

Passport

English / Polish language proficiency certificate (if required)

Optional: the document confirming the candidate's right to study for free

Optional: declaration of parents/legal guardians in respect of minors undertaking studies

The above-provided list is a simplified guide. For more information and detailed descriptions, please visit our website.

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## Registration in the Online Recruitment System (IRK)

### The recruitment dates

Deadlines connected to admission change every year, in accordance with regulations implemented by the authorities of the Opole University.

All dates are available on our website, in the section **DEADLINES**.

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### Registration step-by-step

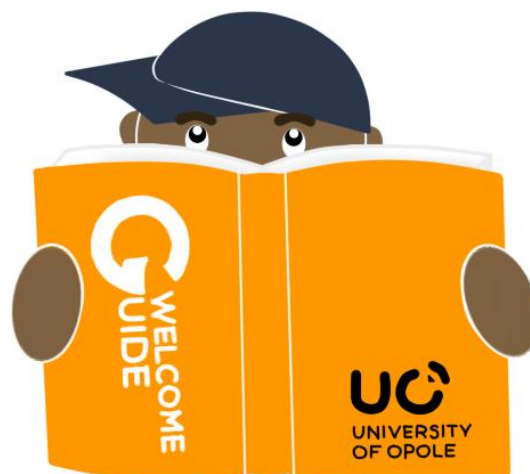
Detailed instructions on how to register in the **Online Recruitment System** can be read on our website

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Below, we illustrated the general admission procedure. We included the most crucial information regarding each step of the recruitment process. Please note that the admission procedure differs slightly, depending on the fact whether you have the right to study free of charge or not (the documents entitling foreign candidates to study for free will be discussed in the section on tuition fees).

Additionally, information included in the graphs presented below is also available on our website.

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## RECRUITMENT STEP-BY-STEP FOR CANDIDATES STUDYING FREE OF CHARGE

### Step 1

#### **Registration in the online recruitment system**

Make sure all of your personal information are correct (passport number, addresses, education, etc.).

Choose a photo that fulfils the requirements.

Upload scans of your documents and convert your grades (conversion is discussed in the following section).

Pay the application fee.

### Step 2

#### **Qualification**

Once the registration fee has been credited to your individual account and you qualify for the programme, your status in the IRK system will be changed for "Qualified". You will be notified about it by e-mail.

### Step 3

#### **Conditional acceptance**

After qualification, we will issue the Decision on conditional admission. The Decision on conditional admission and the supporting documents will be sent to your e-mail address stated in IRK system.

### Step 4

#### **Visa procedure**

After receiving the acceptance letter proceed with the visa procedure. The general information regarding the procedure is provided in the further section of the guide.

### Step 5

#### **Arrival to Poland**

Upon arrival submit the originals of the documents at the International Students Office within deadlines set for a particular academic year.

Make sure to get in touch with the administration of the dormitories within their office hours in order to be accommodated in your room.



## RECRUITMENT STEP-BY-STEP FOR CANDIDATES WHO PAY FOR STUDIES

### Step 1

#### **Registration in the online recruitment system**

Make sure all of your personal information are correct (passport number, addresses, education, etc.).

Choose a photo that fulfils the requirements.

Upload scans of your documents and convert your grades (conversion is discussed in the following section).

Pay the application fee.

### Step 2

#### **Offer Letter of Admission**

Candidate's documents are verified by the Admission Team. If the candidate is qualified to be accepted to the program, International Students Office will issue the Offer Letter in which the candidate is asked to pay the tuition fee for the first semester within 14 days from the date when they were accepted for studies.

### Step 3

#### **Conditional acceptance**

Once you pay the tuition fee, we will issue the Decision on conditional admission. The Decision on conditional admission and the supporting documents will be sent to your e-mail address stated in IRK system.

### Step 4

#### **Visa procedure**

After receiving the acceptance letter proceed with the visa procedure. The general information regarding the procedure is provided in the further section of the guide.

### Step 5

#### **Arrival to Poland**

Upon arrival submit the originals of the documents at the International Students Office. In case you are not able to submit original documents in person, please send them by post in advance.

Make sure to get in touch with the administration of the dormitories within their office hours in order to be accommodated in your room.

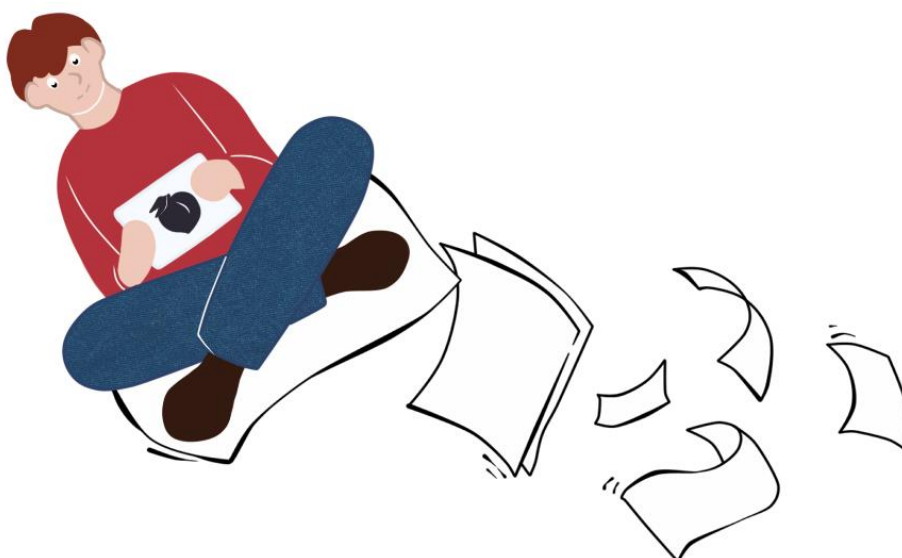
## Registration in the Online Recruitment System (IRK)

### Conversion of grades

Grades from secondary school certificate and from higher education diploma required in the admission procedure are converted to „New Matura” points according to the tables below:

<b>Grades (1 – 6 scale)</b>	<b>Conversion („New Matura” points)</b>
passing (2)	30%
satisfactory (3)	47,5%
good (4)	65%
very good (5)	82,5%
excellent (6)	100%

<b>Grades (2 – 5 scale)</b>	<b>Conversion („New Matura” points)</b>
satisfactory (3)	30%
satisfactory plus (3.5)	47,5%
good (4)	65%
good plus (4.5)	82,5%
very good (5)	100%





## EXEMPLARY AFRICAN EDUCATION SYSTEMS

a) Senior School Certificate (NECO)\* and West African Senior School Certificate (WAEC)\*\*:

Grade	Conversion („New Matura” points)	Grade (descriptive)
A1	100%	EXCELLENT
B2	74%	VERY GOOD
B3	69%	GOOD
C4	64%	CREDIT
C5	59%	
C6	54%	
D7	49%	PASS
E8	39%	
F9	0%	FAIL

\* NECO – Nigeria

\*\* WAEC – the Gambia, Ghana, Liberia, Nigeria and Sierra Leone

Adapted from: 

b) Rwanda: Advanced General Certificate of Secondary Education (A2) and Professional Certificate of Secondary Education (A2):

Grade	Conversion („New Matura” points)
A (6 points)	100%
B (5 points)	69%
C (4 points)	64%
D (3 points)	59%
E (2 points)	54%
S (1 point)	49%
F (0 points)	-

Adapted from: 

**c) Algeria: Baccalauréat and Licence**

<b>Grade</b>	<b>Baccalauréat (conversion to „New Matura” points)</b>
20	100%
19	95%
18	90%
17	85%
16	80%
15	75%
14	70%
13	65%
12	60%
11	55%
10	50%

<b>Grade</b>	<b>Licence (conversion to standard Polish BA grades)</b>
20 - 19	100%
18-17	90%
16-15	80%
14-13	70%
12-11	60%
10	50%

## UKRAINE, BELARUS AND LITHUANIA

Ukraine	
Grades	„New Matura” points
12	100
11	90
10	80
9	70
8	60
7	50
6	40
5	30
4	20

Belarus	
Grades	„New Matura” points
10	100
9	90
8	80
7	70
6	60
5	50
4	40
3	30

Lithuania		
Grades	„New Matura” points – A level grades	„New Matura” points – B level grades
10	80	100
9	72	90
8	64	80
7	56	70
6	48	60
5	40	50
4	32	40

## KAZAKHSTAN, KYRGYZSTAN, UZBEKISTAN AND SWEDEN

Grades				„New Matura” points
5-2 scale	5-1 scale	Letter scale		
5	5	MVG	A	100
			B	85
4	4	VG	C	70
			D	55
3	3	G	E	40
2	2-1	IG	F	0

## IRELAND, GREAT BRITAIN AND USA

Ireland before 2018		
Grades HL/ OL	„New Matura” points	Grades Higher Level
A1	100	H1
A2	94	H2
B1	88	H3
B2	82	H4
B3	76	H5
C1	70	H6
C2	64	H7
C3	58	8
D1	52	
D2	46	
D3	40	

Ireland after 2018	
Grades Ordinary level	„New Matura” points
O1	100
O2	89
O3	79
O4	69
O5	59
O6	49
O7	39
O8	0

USA & Great Britain	
Grades	„New Matura” points
A, A+, A*	100
A-	94
B+	87
B	80
B-	75
C+	67
C	60
C-	54
D+	46
D	40
D-	33
E	25

## FRANCE

Grade	„New Matura” points)
20	100
19	94
18	87
17	80
16	74
15	67
14	60
13	54
12	46
11	40
10	33

## AUSTRIA, GERMANY, THE CZECH REPUBLIC, AND SLOVAKIA

Grades				„New Matura” points
Austria	Germany	The Czech Republic	Slovakia	
1-5 scale	1-6 scale	1-5 scale	1-5 scale	
1	1	1	1	100
2	2	2	2	80
3	3	3	3	55
4	4	4	4	30
5	5-6	5	5	0

In case of other grading scales, grades are to be converted into points according to the principle applied to tables ( principle of proportionality: the lowest grade is equivalent to number 30, the highest is equivalent to number 100.



## BACHELOR DIPLOMAS (CGPA CONVERSION TO 5-POINT SCALE)

Point scale	5-point scale	Percentage
3,7 – 4.0	5.0	100% - 91%
3,3 – 3,6	4.5	90% - 81%
2,9 – 3,2	4.0	80% - 71%
2,5 – 2,8	3.5	70% - 61%
1,7 – 2,4	3.0	60% - 51%

### The application fee

Application fees have to be paid for every study programme a candidate wants to register for. For every study programme, except those offered by the Faculty of Arts, the registration fee amounts to **85 PLN**. For the Faculty of Arts, the application fee is **150 PLN**. Your application will be evaluated only after your registration fee payment is reflected as *Paid* in the IRK system in Payments section.

The fee has to be paid to an individual bank account number which can be found in the *Payments* section in the IRK system. You should provide your bank with the following information:

**Account number:** *PL your individual bank account number generated by the IRK system*

**Beneficiary:** *Uniwersytet Opolski*

**Beneficiary's address:** *Plac Kopernika 11a, 45-040 Opole, (Poland)*

**Bank:** *Santander Bank Polska*

**Bank address:** *Jana Pawła II 17, 00-854 Warszawa*

**Payment title:** *Opłata rekrutacyjna*

**SWIFT:** *WBK PP LPP*

### Requirements and accepted documents

For most study programmes at the University of Opole, candidates are obliged to provide a confirmation of language proficiency at **B2 level**. The only exceptions are: **English Philology MA**, for which a **C1 level** certificate is required, and **Europa Master**, for which an additional certificate of proficiency in **French at B1 level** is to be submitted as well.

The list of the accepted documents consists of:

- ❖ certificates issued by affiliated institutions in Association of Language Testers in Europe (ALTE), namely:
  - 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 English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
- ❖ certificates issued by the following institutions:
  - Educational Testing Service (ETS), namely:
    - Test of English as a Foreign Language (TOEFL) — at least 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) together with at least 50 points from the Test of Spoken English (TSE);
    - Test of English as a Foreign Language (TOEFL) — at least 510 points in Paper-Based Test (PBT) together with 3,5 points from the Test of Written English (TWE) and 50 points from the Test of Spoken English (TSE);

- Test of English for International Communication (TOEIC) — at least 700 points.
- European Consortium for the Certificate of Attainment in Modern Languages (ECL)
  - City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute, namely: English for Speakers of Other Languages (ESOL), International English for Speakers of Other Languages (IESOL), Spoken English Test (SET) for Business, English for Business Communications (EBC), English for Office Skills (EOS);
  - Edexcel, Pearson Language Tests, Pearson Language Assessments, namely: London Tests of English, Level 3,4,5.
- ❖ Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board, namely:
  - London Chamber of Commerce and Industry Examinations (LCCI) — English for Business Level 2,3,4;
  - 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 — level „Pass with Credit”, level „Pass with Distinction”
  - University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia — International English Language Testing System IELTS — more than 6 points.

Aside from the above-listed documents, a confirmation of completion of previous studies conducted abroad or in the Republic of Poland during which **English was recognized as the language of instruction** can be accepted as proof of language proficiency as well.

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## Oral exams

If a candidate cannot provide the admission team with any of the documents mentioned above, there is a possibility to participate in oral interviews, conducted online, through MS Teams. The registration for the exams is carried out via an online application and for each candidate is available **once**.

Dates of the exams are decided annually, after the summer registration starts. Information regarding the interviews are published on our website.

After successful registration for the exam, each candidate is contacted through their e-mail address. They receive a one-time-use link to their interview, scheduled for a specific day and hour. Together with the link, each candidate also receives instructions on attending the exams.

The interviews usually last for about 10 minutes and their main purpose is for the teachers to test the general language proficiency of the candidates, as well as knowledge related to a specific discipline if candidates apply for specialized study programmes (e.g. Palaeobiology).

## Fees

### Information on studying for free

Tuition fee shall not be charged from foreigners having the following documents (only when a foreigner applies for a study program in Polish language or for English Philology or English in Public Communication; for all other programs in English language candidates will have to pay the tuition fee):



- ❖ valid Card of the Pole (*Karta Polaka*) or decision on validation of Polish origins;
- ❖ permanent residence permit or European Community long-term residence permit issued in Poland;
- ❖ refugee status in Poland or granted temporary or complementary protection in Poland;
- ❖ certificate confirming command of Polish language at minimum C1 level, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language;
- ❖ confirmation of residence in Poland and being EU/EFTA citizens or their family members;
- ❖ temporary residence permit (fixed-term residence permit) issued:
  - for the purposes of family reunification;
  - due to the fact that he/she is a holder of a European Community long-term residence permit issued in another EU country;
  - due to the fact that he/she is a member of the family of a holder of a European Community long-term residence permit issued in another EU country;
- ❖ residence in Poland and being a spouse, ascendant (parent) or descendant (child) of a Polish citizen.

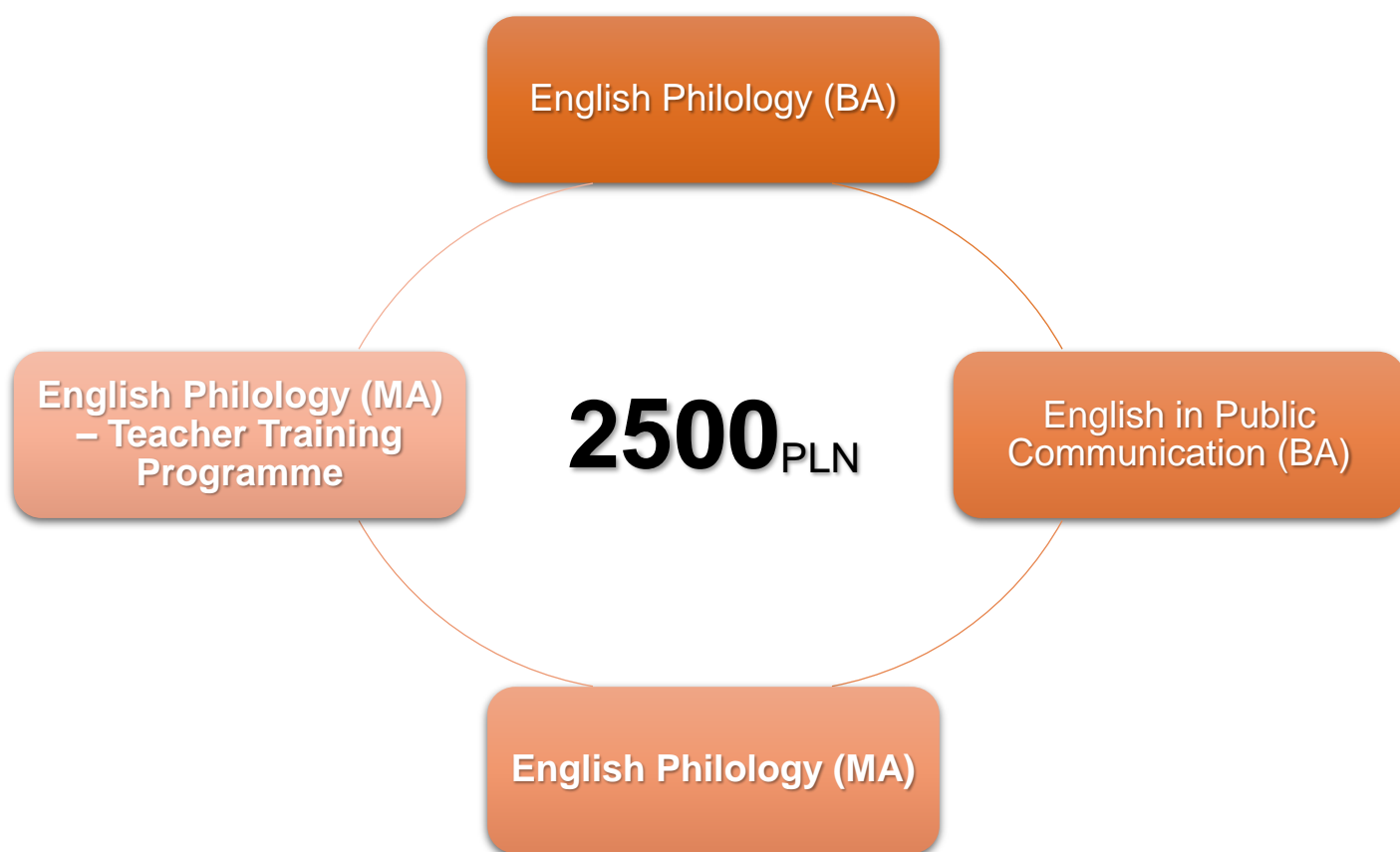
Foreigners can be exempt from paying the tuition fee on the basis of:

- ❖ administrative decision of the rector, director of the PAN institute, or director of the research institute;
- ❖ decision of the Minister or the NAWA director regarding the scholarship holders. Check NAWA scholarship programmes.

### Tuition fees







The above-mentioned fees equal the costs of **one semester** of each study programme.

In order to be admitted to our University, candidates should pay for the first semester of their chosen study programme within **14 days** from the date when a candidate was qualified for studies. Information regarding transfer details will be mentioned in the following parts of the guide.

Amounts of the tuition fees and refund policy are set by the University's authorities in official regulations published in *Monitor* and, in case of any changes, are updated annually. Information on our website are adapted from the official regulations and appendixes to the mentioned regulations.

## Tuition fee payment details

Initial payments for studies should be made to one of the below-provided bank accounts.

After becoming a student and receiving access to a personal USOSweb account, **payments are to be made to individually-assigned bank accounts, found in USOS (*Common Section >> Payments*)**.

**University of Opole, Plac Kopernika 11a, 45-040 Opole,  
Poland,**

**NIP:** PL 754-000-71-79

**Bank:** Santander Bank Polska S.A.

**SWIFT/BIC code:** WBK PP LPP

**Account PLN:** PL09 1090 2138 0000 0005 5600 0043

**Account EUR:** PL88 1090 2138 0000 0005 5600 0076

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## Refunds

### Registration fee:

- ❖ Candidates can apply for refund of registration fee until **31st of October**.
- ❖ Registration fee can be refunded only in the following cases:
  - if the programme has not been open due to the lack of the candidates registered;
  - if a candidate has overpaid by mistake;
  - in the case of invalid registration – the lack of registration for a programme or specialisation or after the deadline.

## Tuition fee:

Tuition fee can be refunded in full only in the case of resignation from the studies before the decision about opening of a study program is made. The Application for refund of tuition fee have to be submitted to Office of Academic and Student Affairs – International Students Office by **14 of September**.

When a candidate applies for refund **between 14 of September and 30 of September**, the refunded amount will be reduced by 10% [ten percent].

When the student applies for refund **after 1st of October**, the tuition fee will be reduced proportionally to the costs of classes which were already conducted. Costs will be calculated from the 1st of October to the day when Application for refund will be submitted to the Dean's Office of a proper Faculty.



**Refunds are possible only if applications are submitted before the end of the period for which the tuition fee was paid.**

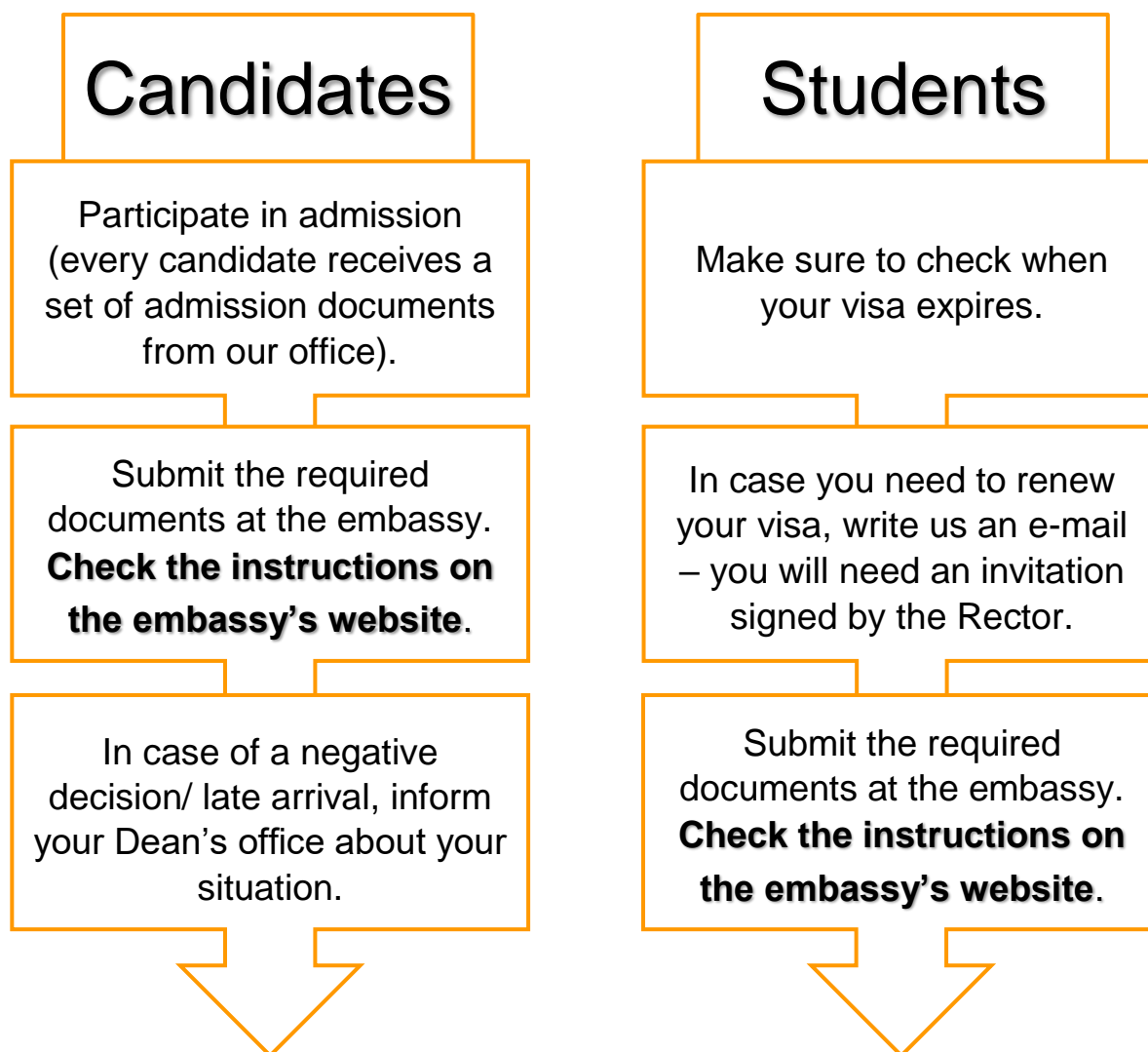
If you pay for the first semester of your studies, a refund will be possible only if you submit the application before the winter examination session. By the time the examination session starts, the refunded amount will have been completely reduced proportionally to the costs of classes which were already conducted.

Detailed instructions on the refund procedures and documents you have to submit can be read on our website.

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## Visa and original documents

### Visa procedure



Universities are obliged to follow legally set rules in regard with documents connected to visa procedures. The documents we issue are based on templates designed by the Polish Government – they consist of all of the information required by consuls. Sometimes, embassies might ask for additional documents that, according to Polish law, do not have to be issued by universities beforehand and are prepared only upon applicants' requests.

**Polish universities are not allowed to interfere with visa procedures carried out in regard with individual applicants. We cannot contact embassies on their behalf.**

The list of the obligatory documents that we issue includes:

- ❖ the conditional decision on admission (in Polish and English languages);
- ❖ the *Confirmation (Zaświadczenie)* (in Polish language);
- ❖ the *Invitation letter (Zaproszenie)* (in Polish language);
- ❖ the *Confirmation of accommodation* (in English language).

Additionally, upon a candidate's request, we can prepare:

- ❖ a confirmation of tuition fee payment;
- ❖ a confirmation of accommodation fee payment;
- ❖ a confirmation of submission of the required documents within deadlines.

## Submission of the original documents

Originals of the documents or certified copies of the documents have to be submitted to the International Students Office before the decision on opening study programmes is made. **It is usually 14th September.** Otherwise, a candidate will be considered to have resigned from studies at UO.

The documents ought to be submitted to the following address, either in person or by post:

**International Students Office  
Grunwaldzka 31 (DS. Kmiecic), room 1,8,9  
45-054 Opole, Poland**

The candidate has to submit to our office the original version and **a copy** of each of the documents listed at the beginning of the guide. Our office is not responsible for photocopying the documents.

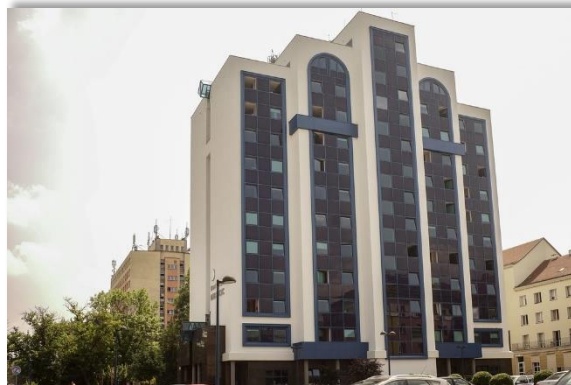
WELCOME TO OPOLE!

## Accommodation

Our University provides accommodation for students in four dormitories:



"Kmicic" Dormitory,  
Grunwaldzka St. 31, 45-054  
Opole



"Niechcic" Dormitory,  
Katowicka St. 87B, 45-061  
Opole



"Mrowisko" Dormitory,  
Katowicka St. 89, 45-061 Opole




"Spójnik" Dormitory,  
Katowicka St. 91-93, 45-061  
Opole



Prices for accommodation vary, depending on the dormitory and the type of the room (375 PLN – 460 PLN). Our University offers accommodation in single rooms, twin rooms and triple rooms, for the duration of single academic year. Submitting applications for a place at one of the dormitories is required every year, due to continuous changes in the number of students. Preliminary assignment of the rooms is carried out during the admission process by administration of the dormitories, however final decision regarding the accommodation is made if applicants move in before a set deadline (usually the first week of October). Rooms which stay unoccupied after the deadline are assigned to students/candidates from the waiting list on the first come, first served basis.

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## Formalities

If you can  each of the admission steps described in the *Registration step-by-step* section, you can take a breather and start enjoying your student life.

However, there are still certain matters students should read about in order to successfully proceed with their studies:

- ❖ recognition of documents issued outside of Poland – the procedure of recognition is an obligatory requirement for BA diplomas to be issued and valid in and outside of Poland. More information regarding the process and its necessary steps and can be read on our website.

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- ❖ organization of the academic year – make sure to check important dates planned for each academic year (especially the breaks .

❖ residence permit – students can apply for *Temporary Residence Permit*, issued for the period of their studies. If you are granted the *Temporary Resident Permit Card*, you are not required to apply for a visa during the period of its validity. In order to apply for the Card, you need a confirmation of your **student status**, meaning that newly admitted students can submit their applications **only after 1<sup>st</sup> October**.

❖ confirmation of your arrival and collection of your original documents – make sure to visit our office upon arrival. If you send your documents by post, make sure to collect them from our office. If the documents are not collected from our office until **31<sup>st</sup> October**, they will be sent by post, to the address available in your IRK account.

❖ USOS account and student ID – every student is granted an individual account in the *University Study Service System*. Most information/ matters connected to your studies are available there. USOS accounts are created only if candidates submit all of the documents required during admission and only if information in the IRK account are correct. Getting your student ID is possible only after you receive access to your USOS account and only after you pay for the ID card to the appropriate bank account from your USOS.

❖ classes and schedules – classes usually start on the first working day of October. Specific dates are always published in the organization of the academic year. Schedules are available on Faculties' websites. Make sure to find your schedule beforehand.

## FAQ and contact

### **1. How can I pay the registration fee?**

The payment data will be available in the section “Payments” in your IRK account once you signed in for the chosen program. Please note that each candidate has its own account number.

### **2. Can tuition fee be paid in instalments?**

You can pay the tuition fee in two instalments – 2500 PLN/3400 PLN before each semester.

### **3. Is there any scholarship or discount for international students?**

No, there is no discount for international students. International students are entitled to apply for only one scholarship – the Rector’s Scholarship for the Best Students – after their first year of study at the University of Opole, on the basis of their grades and academic activities.

### **4. I have paid the registration fee, how can I check whether the university has received it?**

Once your payment is received, you will see it at your IRK account in the section “Enrolment applications” – the status of the registration fee will be “Paid”. Please note that for overseas payments it may take longer, up to 10-14 days.

**5. I registered for a study program, attached the documents and paid the registration fee. Why my application hasn't been accepted yet?**

Probably you haven't attached all of the required documents. International Students Office will accept your application only in the case all required documents are attached in the IRK account and meet conditions for a particular program. When some of the documents are missing, you will see that your Application is rejected and there is a comment which documents you are obliged to attach in order to get acceptance. Your Application will not be evaluated until you attach the missing documents. As soon as you attach missing documents our Office will re-evaluate your application. Before you send an e-mail regarding evaluation of your Application, please read the comment in your IRK account – the explanation is there.

**6. How will I know whether I am accepted?**

The qualification status and the decision will be published at your IRK account.

**7. Will I receive the acceptance letter by post?**

Yes, to all accepted candidates we will send the acceptance letter and other supporting documents for the visa procedure.

**8. I have uploaded all the scans of the documents in the IRK, was accepted and received the decision on admission. Does this mean that I am already a student at the University of Opole?**

The decision on admission issued on the basis of scanned documents is CONDITIONAL. You need to submit the originals of

the documents at our office. Otherwise, the decision will be revoked and you will not become a student at the University of Opole.

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In case you have any questions regarding the admission or your student status, you can contact us by e-mail: [hello@uni.opole.pl](mailto:hello@uni.opole.pl). Questions regarding admission are answered only if sent to the above-provided e-mail address.

**International Students Office**

**Grunwaldzka 31 (DS. Kmicic), room 1,8,9**

**45-054 Opole, Poland**

**Telephone no.: +48 77 452 74 96/**

**+48 77 452 72 92**