



**RECRUITMENT REGULATIONS FOR THE FIRST YEAR
OF STATIONARY MASTER DEGREE STUDIES OF MANAGEMENT
IN THE ACADEMIC YEAR 2017/2018
FOR CANDIDATES – FOREIGNERS (INCLUDING CARD OF THE POLE
HOLDERS) APPLYING FOR ADMISSION UNDER RULES OTHER THAN THOSE
CONCERNING POLISH NATIONALS**

I. GENERAL PROVISIONS

1. The number of places for Master degree studies of Management is 40:
 - speciality: *smart and innovative business* – 20;
 - speciality: *management of business relations between the EU and Eurasian countries* – 20.
2. The condition for taking up Master degree studies of Management is the enrolment of at least 50% of Foreigners and 50% of Poles for the first year of studies.
3. In the recruitment process, the grade on the graduation diploma and the grade point average are taken into account. The condition for the admission to the university is the knowledge of English at B2 level (B2 certificate). The recruitment process also takes into account the documented additional achievements of the candidate (opinions, diplomas, awards).
4. Admissions are based on a ranking list. The requirement for admission is the submission of the required documents. In case the number of eligible applications exceeds the admission limits the final decision on acceptance will be made taking into account:
 - firstly – the grades on the diploma of graduation,
 - secondly – the average of grades in first-cycle studies (first-degree studies),
 - thirdly – the documented additional achievements of the candidate.
5. Recruitment activities are conducted by the International Relations Office. Contact person: Artur Mazur, Wiejska 45 A, room 1/1C, 15-351 Białystok, e-mail: artur.mazur@pb.edu.pl, phone: +48 85 746 70 20.
6. Foreigners (including the Card of the Pole holders) have two choices for applying for admission, i.e. based on the rules applicable to Polish citizens and the rules applicable to non-Polish citizen's. Candidates who make the choice to apply for admission based on the rules other than those applicable to Polish citizens are entitled to a scholarship of 1500 PLN/month, in the course of their studies.
7. Candidates are required to submit scans of the recruitment documents mentioned in point 9, marked with letters: A, C, D, E, G, H, I, to the International Relations Office within



the time set in accordance with the Recruitment Schedule from 4 May 2017 to 14 July 2017. Documents should be sent by e-mail to: artur.mazur@pb.edu.pl (and a copy to wz.logman@pb.edu.pl) in the form of scans of original documents in colour.

8. After the acceptance of the candidate it is essential to submit the originals of the documents listed in point 9, marked with the letters: A-L, to the International Relations Office within the time required by the Recruitment Schedule from 31 July 2017 to 11 August 2017.

II. RECRUITMENT DOCUMENTS

9. The set of documents required from a candidate when applying for admission to the university comprises:
 - A. Application form for admission to the first year of studies in English (available on www.wz.pb.edu.pl/study).
 - B. Foreign candidate's declaration in Polish and English (available on www.wz.pb.edu.pl/study).
 - C. Copy of candidate's passport (page with personal information, photo and signature) validated by the Bialystok University of Technology (in order to certify the true copy, a foreign candidate shall submit the passport for review).
 - D. One photograph signed with the full name, dimension of 35mmx45mm, without headgear, light background, along with the electronic version stored on CD/DVD in JPG format, size 400 x 500 pixels, resolution 300 dpi (according to the requirements available on <http://wz.pb.edu.pl/Study>). The photograph in the electronic version should be identical with the one in the printed form.
 - E. Medical certificate confirming the lack of contraindications to undertake studies in the requested field and form of education. If a medical certificate is issued in other language than Polish or English, candidate should attach a certified translation into Polish or English.
 - F. Copy of the insurance policy (the amount of 30 000 Euro) in case of illness or accident for a period of studying in Poland or the European Health Insurance Card or confirmation of health insurance in the National Health Fund (Narodowy Fundusz Zdrowia – NFZ) validated by Bialystok University of Technology (in order to certify the true copy, a foreign candidate shall submit the passport for review).
 - G. Copy of a document certifying the English skills level of at least B2 (upper intermediate according to the Common European Framework of Reference for Languages) (certificate list available on <http://wz.pb.edu.pl/Study>).

- H. Document confirming candidate's education: graduation diploma of the first-cycle programme (first degree studies) obtained in Poland or either legalised or an apostille-bearing certificate or any other document issued abroad entitling the candidate to apply for second-cycle studies (second-degree studies), considered to be equivalent to the relevant Polish diploma of graduation of the first-cycle programme (first degree studies), in accordance with the law on the recognition of foreign higher-education diplomas (in case of documents in languages other than Polish or English certified translation into Polish or English must be provided).
- I. Optional documents: opinions, diplomas, awards.
- J. Project participation form.
- K. Contract with the student for education of Master degree studies of Management.
- L. Document confirming the payment of a fee for issuing the student card in the amount of PLN 17.

**SCHEDULE OF THE RECRUITMENT PROCESS FOR THE FIRST YEAR
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Action	Timeframe
The candidate submits scans of a set of recruitment documents indicated in the Recruitment Regulations for Master degree studies of Management within the framework of LogMan2 project.	04.05.2017- 14.07.2017
Verification of documents submitted by the candidates at the Bialystok University of Technology in accordance with the Recruitment Regulations for Master degree studies of Management within the framework of the LogMan2 project.	17.07.2017- 27.07.2017
Announcement of the ranking list of people qualified for Master degree studies of Management within the framework of the LogMan2 project	28.07.2017
Providing the candidate with a complete set of original recruitment documents indicated in the Recruitment Regulations for Master degree studies of Management within th framework of the LogMan2 project.	31.07.2017- 11.08.2017