



**Admission principles
WROCLAW SCHOOL OF BANKING
FRANKLIN UNIVERSITY MASTER OF BUSINESS ADMINISTRATION
2019/2020 academic year**

§ 1

1. Admission to Franklin University Master of Business Administration postgraduate studies at WSB University in (hereinafter referred to as FUMBA) may be sought by all persons (Polish citizens and foreigners) holding full qualifications at level 6 obtained as a result of higher education system. The qualification at level 6 is confirmed by a diploma from undergraduate studies. The qualification at level 7 is confirmed by a diploma in graduate studies or uniform MA studies. A grade below „good” may involve a conditional admission to studies at Franklin University.
2. Diplomas discussed in point 1 are issued by an entitled University in the Polish system of higher education and science confirming the qualification at the level 6 or 7 in the Polish Qualification Framework in accordance to Art. 8 point 9 and 10 of the Act on the Integrated Qualification System dated 22nd December 2015 (Journal of Laws 2018 item 2153 as amended).
3. A diploma issued by an authorized University operating in the higher education system of the European Union, the Organization of Economic Cooperation and Development (OECD) or the European Free Trade Agreement (EFTA)- parties to the European Economic Area agreement confirming graduation from:
 - 1) three-year studies or undergraduate studies lasting at least 3 years- confirms education on the level of undergraduate studies in Poland;
 - 2) graduate studies- confirms education on the level of graduate studies;
 - 3) at least four-year uniform studies – confirms education on the level of graduate studies in Poland if it is considered equivalent to a diploma of graduate studies in the country of issuance.
4. A graduation diploma issued by a foreign University does not confirm education in Poland on a specific level of studies if:
 - 1) an issuing institution or an institution conducting an education:
 - a) does not operate in the higher education system of any country or
 - b) in the meaning of the internal law of the country whose higher education system the institution complies by, was not accredited or provided a curriculum with no accreditation;
 - 2) a curriculum or its part was executed not complying with regulations of the country where the education was provided.
5. If in doubt concerning a diploma as discussed in point 3, in particular regarding the status of an issuing University or compliance of the curriculum with regulations of the state providing an education, WSB University in Wrocław shall summon an applicant to FUMBA studies to submit information in writing about the diploma issued abroad, about the level of studies and the status of the university provided by a director of the Academic Exchange Agency pursuant to Art. 326 para. 4 of the Act – the Law on Higher Education and Science dated 20th July 2018 (Journal of Laws 2018 item 1668 as amended).
6. A graduation diploma abroad other than the one discussed in point 3 may be considered as equivalent to a relevant Polish one pursuant to an international agreement of equivalence and in the event of its absence – in the manner of academic recognition.
7. Graduation from studies at a particular level by a foreigner who obtained the status of a refugee or subsidiary protection or a foreigner possessing a permit for temporary stay granted in relation to circumstances as discussed by Art. 159 point 1 point 1 letter c or d of the Foreigners Act dated 13th December 2013 (Journal of Laws 2018 item 2094 as amended) who does not hold a graduation diploma may be confirmed in the manner of proceedings regarding confirmation of the graduation on the specific level.



8. Art. 327 para. 4-7 of the Act –Law on Higher Education and Science dated 20th July 2018 as well as a directive of the Minister of Science and Higher Education dated 28th September 2018 regarding recognition of diplomas and confirmation of graduation from studies on a particular level (Journal of Laws 2018 item 1881) apply to recognition proceedings and proceedings regarding confirmation of graduation from studies on a particular level. Certificates about recognizing a diploma as equivalent to a Polish diploma or graduation from studies on the particular level obtained until 30th September 2018 remain valid as of the previous principles.
9. If an applicant for FUMBA post-graduate studies submits an application for recognition of his/her foreign graduation diploma to an appropriate university or an application for confirmation of graduation from studies on a particular level, he/she is obliged to submit to WSB University in Wrocław a relevant certification (a certificate of recognizing a diploma as equivalent to a Polish diploma or a certificate of graduation from studies on a particular level) immediately after its reception.
10. An applicant for FUMBA post-graduate studies should be able to document at least three-year training on a managerial position.
11. The admissions process is conducted by the Admissions Commission appointed by the Rector of WSB University in Wrocław.

§ 2

1. Admissions run in the following periods:

- a) from 26.03.2019 to 01.07.2019
- b) from 02.07.2019 to 16.09.2019

2. Interviews take place:

- a) from 09.05.2019 to 10.05.2019
- b) from 27.06.2019 to 28.06.2019
- c) from 29.08.2019 to 30.08.2019
- d) 16.09.2019

Within 7 days of the last interview a list of applicants is announced who are recommended by WSB University in Wrocław for acceptance by Franklin University.

Franklin University makes a final decision about accepting an applicant for FUMBA studies by 11th October 2019.

3. In the event the University runs out of vacancies, the admissions may finish earlier than the deadline provided by § 2 item 1.
4. If the vacancies are still available, a new admission date will be announced as well as new interviews pursuant to § 2 item 2.

§ 3

1. Applicants for FUMBA postgraduate studies submit the following documents:

- a) a signed questionnaire (applicants fill it in online in the registration system on the University website www.studiamba.wsb.pl),
- b) confirmation of a three-year period in the managerial position (a statement of employment from the HR department or copies of certificates of previous employment in other companies or /and a photocopy of entry into the business registry or an entry into the National Court Register-not older than two months),
- c) a photocopy of a diploma of graduation from higher education studies including a supplement- an original document or a copy for inspection (in English),
- d) a cover letter written in English,
- e) a CV in English,
- f) an ID card or a passport for inspection for the purposes of verifying the identity and data compliance,
- g) documents required by Franklin University:
 - I) biographical information form
 - II) registration waiver



2. The applicant must confirm proficiency in the English language by passing an exam organized by WSB University in Wrocław.
3. Admission procedures consist of two stages:
 - a) the first stage - verification and evaluation of information included in the submitted documents,
 - b) the second stage - an interview.
4. Only applicants who submitted a set of documents will be admitted to the first stage by the admission deadline indicated.
5. The first stage evaluates: a cover letter and the period of working in the managerial position. The applicant may score maximum 25 points for the cover letter and maximum 25 points for the period of working in the managerial position.
6. Applicants who scored at least 35 points will qualify for the second stage. Their language proficiency must be confirmed in the first stage pursuant to para.3 point 2.
7. During the second stage of admission procedures (an interview) the Admission Commission evaluates applicant's capabilities to take up studies. Maximum number of points to score during the interview is 50.
8. Admission to studies is dependent on the total number of points scored by the applicant in the entire admissions process i.e. for the cover letter, the period of working in the managerial position and the interview.
9. Having carried out the admission procedures, the Admissions Commission makes individual decisions about enrolling for studies subject to § 3 item 11. Applicants are informed about the admission results by an electronic manner.
10. The applicant may appeal the decision of the Admissions Commission to the Rector within 14 days of servicing the decision. The Rector's decision is final.
11. Foreign nationals may take up FUMBA post-graduate studies on the basis of:
 - a) international agreements on the terms defined therein;
 - b) a decision of a minister in charge of higher education and science;
 - c) a decision of the National Agency for Academic Exchange regarding its fellows;
 - d) a decision of a Director of the National Science Centre about granting financial resources for conducting basic research in the form of a research project, internship or a scholarship, qualified for financing in the manner of competition;
 - e) an administration decision of the Rector of WSB University in Wrocław.
12. The decision as discussed in item 11 letter e may be appealed by submitting an application for reconsideration by the Rector within 15 days of servicing the decision. The Rector's decision is final.
13. The decision of the Admissions Commission may be appealed to the Rector within 14 days.
14. The Rector's decision is final.
15. An applicant is enrolled for the post-graduate students' list of Franklin University Master of Business Administration provided they have signed an agreement for rendering educational services.

§ 4

1. In other specific cases regarding admissions the decision is made by the Rector.