



Universiteti Publik "KADRI ZEKA" Public University			
Pranuar nga data: 23. 02. 2022			
Neshtë Oriantim:	Numri:	Shifra:	Titulli:
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ANNEX 1 TO THE AGREEMENT ON DOUBLE DIPLOMA PROGRAMS

The UEHS admission procedures and foreign language policy

To successfully apply to the UEHS, candidates need to follow the steps below:

Step 1 – Preparing the documents

Candidates need to prepare the following documents:

A. Education confirmation:

For Bachelor studies - high school leaving certificate (for example "Atestat" or equivalent document valid in your country) with the supplement (or transcript).

For Master studies - Bachelor diploma with the supplement (or transcript).

For transfer students – transcript of records from previous year or semester of studies

If the document is in English, Russian, Turkish or Azerbaijani, it does not have to be translated. If it is in another language, candidates need to prepare the translation into English or Polish. It does not have to be notarized translation at this step.

If the candidate does not have the above documents yet and is waiting for the educational institution to issue it, but the candidate needs the acceptance letter before the document is issued, the candidate needs to ask the school or university for confirmation of finishing a particular education level.

B. Language certificate according to the UEHS language policy:

Candidates who want to study at the University of Economics and Human Sciences in Warsaw in the English language must provide, along with other application documents, an English language certificate (B2 level equivalent) such as TOEFL, TOEIC, IELTS, FCE, ESOL, IESOL, SET, EBC, EOS, LCCI, CAE, CPE, BEC, CEIBT, CELS. For a candidate to be exempt from this, he or she must be a native English language speaker or must have completed high school (or secondary school, depending on the education model in a given country) education at a school where the medium of instruction is at least 80% in English. Diplomas from bilingual schools or English language-oriented schools are not sufficient.

1. The candidate can begin to study at a chosen program directly if his/her English language test score is a minimum IELTS= 5.5, TOEIC =785, TOEFL=IBT 72 (above B2 level).

2. If the candidate has a test score lower than the above-given minimum scores, then the candidate can still "conditionally" begin to study at a chosen program if his/her English language test score is a minimum IELTS= 5.0, TOEIC =550, TOEFL=IBT 42. Such students will have to sit an official exam within one year of enrollment at the University of Economics and Human Sciences in Warsaw and submit the result (with a minimum score indicated in #1 above).

3. If the candidate has a test score lower than the required minimum levels indicated in #2 above, then he/she must attend the Preparatory Language Course. When the student brings an acceptable test score, program studies can commence in the nearest appropriate intake (October or February).

If the score that the student acquired is slightly lower than the scores indicated in #3 above, the student can study both in preparatory language courses and fields of studies.

4. If the candidate does not have a certificate or has a different one from the above-mentioned test scores at the moment of the application for admission, but still would like to finalize his/her application for program studies without an English language preparation, then there are three options:

- a. The candidate will take one of the tests mentioned above, acquire and submit the score (with minimum scores indicated in #1 and #2 above) at the beginning of October (for winter semester) and at the beginning of March (for spring semester) to the University of Economics and Human Sciences in Warsaw's admissions office.
- b. The candidate will take a mock TOEIC or equivalent exam at the University of Economics and Human Sciences in Warsaw upon arrival in Poland. If the score is above the minimum level indicated in #2 above (level B1), then the candidate can commence program studies subject to the same condition indicated in #2 (they can still "conditionally" begin to study provided they take obligatory English course).
- c. If the candidate fails to do either as indicated in "a" or "b" above, meaning the test score obtained fails to reach the minimum level mentioned in #2 (level B1), then the student has to attend the Preparatory Language Course for 1 or 2 semesters until a test score is obtained as indicated in #1 and #2 above. Any other way of action will result in the cancellation of student's enrollment, along with other possible consequences such as the annulment of visa obtained to enter Poland.

Step 2 - Enrollment

The candidate needs to visit the website: <https://rekrutacja.vizja.pl/en>

- Choose the field and the level of study,
- Fill in the admission form,
- Upload prepared documents,
- Wait for a confirmation email.

Double Degree students have to send an additional email to enrollment@vizja.pl and indicate a year of study they want to transfer to

Step 3 - Offer letter

If the documents are complete and appropriate to accept the candidate for study, he/she will get an offer letter (invoice) for the tuition and application fees.

When the UEHS receives the payment, it will send the candidate an acceptance letter which needs to be presented in the Polish embassy at the visa meeting.

Step 4 - Visit at the Admission Office, UEHS

After completing all the steps mentioned above, candidates must appear in the Admission Office of University of Economics and Human Sciences in Warsaw.

All the above-mentioned procedures are valid for the academic year 2021/2022 and subsequent years until amended.

SIGNED for and on behalf of the UEHS


REKTOR
Dr. hab. Konrad Janowski, prof. AEH

Dr. hab. Prof. AEH Konrad Janowski
Rector

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SIGNED for and on behalf of the Public
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Prof. Dr. Bajram Kosumi
Rector

Date: 22.02.2022