

## **RESOLUTION OF THE SENATE**

**Magdalena Abakanowicz University of the Arts Poznan**

**No. 16/2022/2023**

**of 28 June 2023**

**on the adoption of the Regulations on the admission of  
foreigners for full-time first-cycle studies, full-time second-  
cycle studies and uniform master's studies at Magdalena  
Abakanowicz University of the Arts Poznan  
conducted in English for the academic year 2023/2024**

Pursuant to art. 27 sec. 1 item 14 of the UAP Statute in connection with art. 70 and art. 72 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, consolidated text), the UAP Senate adopted the following resolution:

### **§ 1**

The "Regulations on the admission of foreigners for full-time first-cycle studies, full-time second-cycle studies and uniform master's studies at Magdalena Abakanowicz University of the Arts Poznan conducted in English for the academic year 2023/2024", are formulated in the wording attached to this resolution.

### **§ 2**

The Resolution comes into force on the day of its adoption.

number of those entitled to vote: 35

number of those present: 21

for: 21

against: 0

abstentions: 0

**Annex to the Resolution of the Senate of Magdalena Abakanowicz University of the Arts Poznan no. 16/2022/2023 as of 28 June 2023 on the Regulations on the admission of foreigners for full-time first-cycle studies, full-time second-cycle studies and uniform master's studies at Magdalena Abakanowicz University of the Arts Poznan conducted in English for the academic year 2023/2024**

**REGULATIONS ON THE ADMISSION OF FOREIGNERS FOR FULL-TIME FIRST-CYCLE STUDIES, FULL-TIME SECOND-CYCLE STUDIES AND UNIFORM MASTER'S STUDIES AT MAGDALENA ABAKANOWICZ UNIVERSITY OF THE ARTS POZNAN CONDUCTED IN ENGLISH FOR THE ACADEMIC YEAR 2023/2024.**

## **§ 1**

### **General provisions**

1. The date of application process of foreigners for full-time first-cycle studies, full-time second-cycle studies and uniform master's studies conducted in English shall be set by the Rector of Magdalena Abakanowicz University of the Arts Poznan (hereinafter referred to as UAP).
2. The Rector appoints the Admission Committee to recruit foreigners.
3. The Admission Committee is chaired by the Rector's Proxy for International Cooperation at Magdalena Abakanowicz University of the Arts Poznan represented by Dr hab. Agnieszka Meller-Kawa, prof. UAP.
4. The Admission Committee, apart from the Chairperson, includes representatives of faculties in which studies are conducted in English, appointed by relevant deans.

5. The predispositions of candidates applying for admission to studies are assessed each time by at least three members appointed by the Chairman of the Admission Committee from among the members of the Admission Committee.
6. Secretary of the Admission Committee for foreigners is an employee of the International Office.
7. The University reserves the right not to launch studies conducted in English in the field for which the minimum limit of candidates or students is not met.

## **§ 2**

### **Special provisions**

1. Recruitment of candidates applying for admission to full-time first-cycle studies, full-time second-cycle studies and uniform master's studies at UAP conducted in English is based on the evaluation of the candidate's portfolio and cover letter by the Admission Committee. When evaluating the application letter and portfolio, the Admission Committee may decide to interview the candidate. The recruitment is competitive and takes place electronically (on-line).
2. A candidate may receive a maximum of 20 points. The following is assessed:
  - a) Portfolio containing independent works of the candidate, primarily in the selected field (applicable to master's studies: bachelor's thesis in the field for which he or she is applying) (presentation of 15-30 works saved in .pdf format with a maximum size of 100 MB, video files / animations in .mov format with a maximum length of 1 minute and a maximum size of 5 files up to 1GB), for which the candidate can receive a maximum of 15 points,
  - b) Cover letter containing the candidate's artistic goals and expectations, for which the candidate can receive a maximum of 5 points,
  - c) Certificate of proficiency in English at a level sufficient for studying at the university (minimum intermediate level B1 Threshold; Intermediate),

- d) Possible interview (on-line), which should give the opportunity to concisely learn about the candidate's interests and determine his or her creative potential. The candidate is informed about the date of the meeting at least one week in advance.
3. The condition for qualifying the candidate for admission to full-time first-cycle studies, full-time second-cycle studies and uniform master's studies at UAP conducted in English is the candidate's obtaining of a **minimum of 13 points**.
4. Candidate applying for admission to studies may apply for more than one field of study. In this case, the candidate is obliged to pay as many recruitment fees as the number of fields of study he/she applies for and specify which field is his/her first and next choice.

### § 3

1. As a result of the recruitment process, the Admission Committee draws up a protocol, taking into account the scores obtained during the qualification process by all candidates subject to the evaluation by the Admission Committee. The protocol is signed by all members of the Admission Committee. Based on the presented Protocol, the UAP Rector admits or refuses admission to studies. Admission to studies takes place through entry on the list of students. Refusal of admission to studies takes place by way of an administrative decision.
2. A written decision together with a justification shall be delivered to the candidate with acknowledgment of receipt. The decision includes an instruction on the possibility of submitting an application to the Rector of the UAP for reconsideration of the case within 14 days from the date of its delivery, and information that the basis for the appeal may only be an indication of the violation of the conditions or the mode of admission to studies.

### § 4

1. The administrator of personal data processed at Poznan University of the Arts in the application process is the Rector of University of the Arts Poznan, al. K. Marcinkowskiego 29, 61-745 Poznań, tel. 61 855 25 21, email: office@uap.edu.pl.

2. The data administrator has appointed a Data Protection Officer supervising the correctness of personal data processing, who can be contacted via the e-mail address: [iod@uap.edu.pl](mailto:iod@uap.edu.pl)
3. Personal data of candidates applying for studies at Poznan University of the Arts will be processed in order to recruit candidates for studies at Poznan University of the Arts.
4. The basis for processing personal data is Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC
5. Providing data by candidates in the recruitment process is necessary to achieve the purposes for which they were collected, and failure to provide data will result in the inability to consider the candidacy submitted in the recruitment process.
6. The data will not be made available to third parties, except for cases provided for by law.
7. The data of candidates for studies at Poznan University of the Arts will be stored for the period necessary to achieve the above-mentioned goals, i.e. until the end of recruitment, and then after the end of recruitment for persons qualified, but not admitted, who consented to the processing of their data for purposes of future recruitment, and then immediately deleted.
8. Candidates for studies at Poznan University of the Arts have the right to request the Data Administrator to access their data and the right to rectify and delete them, limit processing, the right to transfer data, the right to raise objections, the right to withdraw consent at any time.
9. Candidates for studies at Poznan University of the Arts have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection. More information on pursuing rights in connection with the processing of personal data can be found at [www.uodo.gov.pl](http://www.uodo.gov.pl)
10. Personal data of candidates for studies at Poznan University of the Arts in will not be processed in an automated manner and will not be subject to profiling.