

A detailed description of the subject of contract

The subject of the contract is to render services involving the recruitment of candidates from the following regions: Egypt, Uzbekistan, Kazakhstan, Morocco, Algeria, Tunisia, Ethiopia, Nigeria, Ghana, Kenya, Zimbabwe, Rwanda, Zambia, Gambia, Tanzania, India, Pakistan, Nepal, Bangladesh, Sri Lanka, Bhutan, Turkey, China, Vietnam, Jordan, Great Britain, Brazil, Mexico, Mauritius, Colombia, who are not Polish citizens and who express the will to undertake studies with English as the language of instruction at the Lublin University of Technology in accordance with the following specification:

Part 1. Recruitment requirements for candidates not being Polish citizens

1. Foreigners, in order to be admitted to second-cycle studies, must have:
 - a) a diploma (issued by a competent university operating within the system of higher education in a Member State of the European Union, the Organisation for Economic Co-operation and Development (OECD) or the European Free Trade Association (EFTA), confirming the completion of three-year uniform studies or first-cycle studies lasting at least 3 years, which validates, in the Republic of Poland, one's education at the level of first-cycle studies;
 - b) a diploma confirming the completion of studies abroad, entitling one to continue his or her education at second-cycle studies or to apply for a doctoral degree in a state in the system of higher education of which operates a university which has issued it, and which entitles one to continue his or her education at second-cycle studies;
 - c) a graduate diploma in accordance with Article 69(2) of the Act of 20 July 2018 on Higher Education and Science (Dz.U. [Journal of Laws] No. 2018, item 1668), hereinafter referred to as the "Act."
2. In order to apply for second-cycle studies, candidates must have completed studies (specialties) which are the same as, or similar to, the second-cycle studies.
3. The University may request translations of the documents referred to in Section 1 into Polish, to be rendered by:
 - 1) a person entered in the register of sworn translators by the Minister of Justice, or
 - 2) a person registered as a sworn translator in a member state of the European Union, the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area, or the Organisation for Economic Co-operation and Development (OECD), or
 - 3) a consul of the Republic of Poland for a state on the territory of which, or in the education system of which, a diploma has been issued, or

- 4) a diplomatic agency accredited in the Republic of Poland or a consular agency on the territory of which, or in the education system of which, a diploma has been issued.

4. In the case of diplomas and other graduation documents issued abroad, subject to acceptance through nostrification, the foreigner shall produce a certificate stating the equivalence of his or her diploma with the relevant graduate diploma or doctoral diploma issued in the Republic of Poland, no later than by the end of the first semester of studies or, only where justified, at a later date, set by the Rector.

5. Foreigners may be admitted to higher education studies, with English as the language of instruction, should they produce a document confirming their command of the foreign language which is the language of instruction at the studies for which they apply, listed in Schedule No. 6 to the Resolution Resolution No. 19/20223/IV of the Senate of the Lublin University of Technology of 27 April 2023 on the conditions, procedure and dates of recruitment for degree programmes conducted at the Lublin University of Technology beginning in the academic year 2024/2025.

6. Additionally, foreign candidates are obliged to attach motivation letter, in which they explain the choice of the university and given field of study.

7. Foreigners may study at the University should they:

- a) have a medical certificate from an occupational medicine physician stating that there are no contraindications for them to study a subject of their choice, in accordance with the recruitment requirements provided for in the case of that subject; the University shall refer the candidate to medical examination;
- b) have an insurance policy which covers illness or consequences of unfortunate accidents, valid for the period of their education in Poland, or the European Health Insurance Card, or will take out an insurance at the National Health Service (NFZ) immediately upon beginning their studies.

8. The documents submitted as part of the qualification procedure for foreigners admitted under the Rector's decision must be in English or Polish, or be translated into English or Polish. It is permissible to submit documents translated into other languages upon the Rector's consent.

9. The qualification of foreigners applying for admission to higher education studies at the University under the Rector's decision shall take place based on the documents sent in electronic format through the Electronic Candidate Recruitment system, as well as other recruitment procedures set forth in the Resolution.

Part 2: Qualification procedure

1. In order to undergo the qualification procedure, a foreigner applying for admission to higher education studies at the University under the Rector's decision is obliged to register with the Electronic Candidate Recruitment (ECR) system on the University's website: <https://ehms.pollub.pl/rekrutacja-eng/>.
2. As part of the electronic registration for studies with English as the language of instruction, the candidate is obliged to:
 - 1) create an online personal recruitment account in the ECR system;
 - 2) choose a department, major, specialty and level of studies;
 - 3) fill in and confirm a personal data form (personal questionnaire);
 - 4) enter, in accordance with the rules given, information necessary to run the qualification procedure and attach copies of required documents, which are:
 - a) the documents concerning education referred to in paragraphs 1 and 2, Part 1 of the present document;
 - b) a diploma supplement or, in its absence, other official document listing courses and grades if those are not included in the document concerning education referred to in paragraphs 1 and 2, Part 1. If a candidate is being qualified for second-cycle studies, the document should include the courses passed by that candidate as part of his or her previous higher education studies. In certain special cases (students who have not completed the same or similar studies), the curriculum content is required as well (syllabi);
 - c) a certificate demonstrating the actual grading scale if that is not included in the document concerning education referred to in paragraphs 1 and 2, Part 1. If a candidate applies for second-cycle studies, the document should be issued by the university from which the candidate has already graduated;
 - d) the documents referred to in paragraphs 5-7, Part 1;
 - e) a photocopy of the passport page with a photo and personal details;
 - f) an up-to-date photograph in electronic format;
 - g) the candidate statement on not being a Polish citizen or not having the status referred to in Article 324 (2) of the Act of 20 July 2018 – Higher Education and Science Law.
7. Foreigners may register for a maximum of 3 courses of study. Each declaration requires a separate admission fee.
8. The admission fee, once paid, shall not be returned also in the case where the foreigner has not been admitted to the first year of studies at a given course.
9. The documents referred to in paragraph 8, Part 1 shall be verified against formal requirements by the Office of International Education. Should any formal errors in the course of registration or incompleteness of the documents be established, the candidate shall be notified of the necessity to correct and/or complete them.

10. Should the Dean decide that the candidate cannot be admitted to studies at a given department, due to his or her failure to fulfil the eligibility requirements, the Dean shall request the Rector, through the Office of International Education, to issue a negative decision concerning the foreigner's admission, no later than 21 days before the results of the qualification procedure are published.
11. In the case referred to in paragraph 9, Part 2, the candidate may apply for admission to another department through the Office of International Education.
12. The Rector shall make a conditional decision on admitting a foreigner to studies at the University on the condition that he or she fulfils formal requirements within the specified time limit. A foreigner – the candidate – receives the decision in writing. Failure to fulfil the formal requirements within the specified time limit shall result in reversal of the decision to admit, to be ascertained by the Rector.
13. In order to fulfil the formal requirements referred to in paragraph 11, Part 2 the foreigner is obliged, at the time and place stated in the decision, to:
 - 1) make the original copies of all the documents concerning education available for review within the dates set forth in the Announcement of the Vice-Rector for Student Affairs concerning the schedule of admission, available at the Office of International Education (OIE) website: (<https://bkm.pollub.pl/en/admission/studies-in-english/schedule-of-admission-20242025>);
 - 2) submit the original copies of the documents referred to in paragraph 2(4)(d)-(e), Part 2;
 - 3) submit the medical certificate referred to in paragraph 7a, Part 1;
 - 4) make the document confirming the right to insurance, as referred to in paragraph 7, Part 1, available for review, in order to make it possible for a staff member at the dean's office to issue a certified copy thereof and attach it to the student's files. Should the candidate fail to make the document confirming his or her taking out the said insurance, together with the original copies of the other documents, available for review, the student, immediately upon beginning his or her studies, is obliged to submit to the relevant dean's office the document confirming his or her health insurance at the National Health Service or a copy of his or her EHIC;
 - 5) in addition, produce, if required:
 - a) in the case of the qualification procedure for second-cycle studies, a certificate issued by a competent department council confirming the equivalence of the diploma or other graduate document obtained abroad, and submitted in the course of the qualification procedure, with the relevant Polish graduate diploma. Should the acquisition of the aforementioned certificate be impossible within the time limit stated in the decision referred to in paragraph 12, Part 2 one needs to submit a proof confirming that an appropriate application has been submitted to a competent department council;
 - 6) submit 2 photographs, in accordance with the requirements applicable to the issuance of identity cards;

- 7) submit a personal questionnaire printed from the ECR system and signed – an application for admission.
14. Submission of the documents required in the recruitment process, as well as the receipt thereof and the receipt of the decision on admission or non-admission, may be performed by the candidate's attorney-in-fact. The power-of-attorney should be certified by a notary so as to confirm that the principal's signature has been put with his or her own hand.
15. A foreigner is obliged to make available for review, at a relevant dean's office, valid and up-to-date documents entitling him or her to stay in the territory of the Republic of Poland, in order to make it possible for a staff member at that dean's office to issue a certified copy thereof and attach it to the student's files.

Part 3: Time limits

1. The Principal shall take the candidates found by the Contractor through the recruitment procedure on condition that the Contractor provides the Lublin University of Technology with:
 - a) the set of recruitment documents of respective candidates within the dates set forth in the Announcement of the Vice-Rector for Student Affairs concerning the schedule of admission, available at the OIE website;
 - b) a proof of payment of the application fee within 14 days following registration with the ECR system;
 - c) the set of original recruitment documents of respective candidates within the dates set forth in the Announcement of the Vice-Rector for Student Affairs concerning the schedule of admission, available at the OIE website.

Part 4: Contractor's offer

1. Detailed responsibilities of the contractor have been set forth in the Agreement being a schedule to the present document;
2. The contractor shall give information on the costs of the services involving recruiting candidates who are not Polish citizens and who express their will to undertake studies conducted in English in the Lublin University of Technology;
3. The tender shall be made according to the attached offer form and shall include:
 - Gross price (commission per each successfully enlisted candidate, in accordance with the conditions set forth in the Agreement being a schedule to the present document);
 - Number of candidates to be recruited by the Contractor;
 - Geographical region of the candidate's origin (name of countries);
 - Order delivery date;
 - Form of payment (transfer would be preferred).

4. Tenders shall be submitted until 26.01.2024 2:00 pm.
5. The Contractor may submit the tender in paper by submitting it personally or through traditional mail to the following address: Office of International Education, ul. Nadbystrzycka 42a, 20-501 Lublin (D.S. 4, room 6) or via e-mail: s.filip@pollub.pl

Schedules:

- 1) Agreement form
- 2) Offer form