

Annexe to Resolution No 16/2019 passed by the Senate of the Academy of Music in Cracow on 27th June, 2019 in Cracow.

Terms and Conditions, Course of Procedures, Time Frames for the Commencement and Completion of Recruitment and the Mode of Conduct for the Recruitment for the First Year of Intramural And Extramural Studies of the First-Cycle and the Second-Cycle at the Academy of Music in Cracow for the Academic Year 2020/2021

**CHAPTER 1
GENERAL TERMS AND CONDITIONS OF THE RECRUITMENT**

§ 1

1. The Academy of Music in Cracow accepts admissions for the first year of first cycle and second cycle studies within the framework of restrictions laid out and educational curricula introduced at the Academy.
 2. The recruitment procedures include additional studies conducted in English as the language of tuition. The powers of decision on the initiation of such studies in English as the language of tuition lie with the Rector.
 3. The Academy of Music in Cracow carries out recruitment procedures for *Church music* major in conjunction with the The Pontifical University of John Paul II in Kraków.
 4. Entrance examinations are conducted based on the competitive entry process.
 5. The results of the practical entrance exam and submission of the school-leaving examination certificate with “matura” exams results covering the grade awarded at the basic matura exam in the Polish language are primary conditions of acceptance to first cycle studies. Foreign students are required to submit relevant certificates certifying the grade awarded for an equivalent exam in their mother tongue.
 6. Candidates for second cycle studies are required to submit results of practical entrance exams and a copy of the diploma of completion of first cycle studies or uniform MA studies, or an equivalent document.
 7. Candidates who wish to enrol for studies must pay a recruitment fee. The recruitment fee shall be reimbursed only provided that the candidate submits a written resignation from participation in the exams no later than three days preceding the deadline fixed.
 8. Candidates who pass the matura examination in the year 2020 are required to submit written agreement to the processing of their personal data (while filling in school-leaving exams declarations in secondary schools) in the National Register of Matura Examinations, in order to enable the Academy to access their "matura" results in the aforementioned register. The Academy of Music carries out registration procedures for candidates for the first and second cycle studies via an electronic registration system available in both the Polish and the English language.
- 1) Electronic registration of candidates opens on 30th April 2020 and closes on 30th May 2020.
 - 2) www.amuz.krakow.pl website is an online platform providing a link to the internet system of registration for candidates.
 - 3) The Academy shall not secure access to the Internet for candidates.
 - 4) The candidate is required to complete a questionnaire, to confirm data included in the questionnaire, as well as to agree to the processing of their personal data. The candidate is obliged to indicate the major/speciality selected and submit a printed application form bearing their handwritten signature to the Recruitment Committee for the relevant major within the time frame specified.
 - 5) The electronic registration shall be regarded as legally binding after the candidate has provided all necessary data, and subsequently generated and forwarded the questionnaire.
 - 6) Candidate's personal account is created for the purpose of carrying out and confirming the registration procedures. Moreover, it enables the Academy to deliver any information pertaining to entrance examinations.
 - 7) The Academy relinquishes responsibility for any cases of failure to register for studies resulting from malfunctions of electronic systems or occasional server overloads. In the event that such a situation arises, the candidate is requested to report the case personally to the Secretary of the Recruitment Committee for the relevant major.

10. Recruitment procedures for the first and second cycle studies for the following majors: composition and music theory, conducting, artistic education in the realm of music arts, church music, instrumental studies, vocal studies shall commence on the 16th June 2020 and close on the 31st October 2020.

11. Detailed time frames for entrance exams shall be specified by relevant recruitment committees after the electronic registration of candidates has been completed. They shall be published on the Academy website www.amuz.krakow.pl under the "Candidates" bookmark.

§ 2

1. Only those candidates shall be admitted to participation in entrance examinations who comply with the requirements set forth in § 1 and who:
 - 1) have completed the electronic recruitment questionnaire within the time frames specified and published by the Academy of Music;
 - 2) have submitted the required documentation referred to in § 13 within the time frames specified and published by the Academy of Music;
2. Candidates who apply for admission to second-cycle studies, who have completed correlated first-cycle studies or correlated uniform Master Studies, may be admitted to relevant studies after the Recruitment Committee for the relevant major acknowledges the compatibility of the core curricula at the appropriate level, which shall allow the candidate to undertake second-cycle studies, on condition that the candidate achieves a satisfactory grade in the entrance exam.
3. Candidates who submit a school-leaving matura certificate or a diploma certifying the completion of first-cycle studies issued abroad by an authorised higher education institution operating within the European Union educational system, any member state of the Organisation for Economic Cooperation and Development (OECD), or any member state of the European Free Trade Association (EFTA) – party to the agreement on the European Economic Area (EEA), may apply for admission in accordance with general principles, provided that they submit the aforementioned documents in the original version accompanied by their translation into the Polish language prior to the entrance exams.
4. Candidates who submit a "matura" school-leaving certificate or a diploma certifying the completion of first-cycle studies issued abroad by a school or university other than those specified in item 3, may apply for admission in accordance with generally binding principles, pursuant to a relevant international agreement on educational equivalence. Candidates from a country that was not a signatory of an international agreement are obliged to submit a document certifying the nostrification. The candidate is required to submit the aforementioned documents (both the originals and the copies) for inspection prior to the exams. In justified cases the Recruitment Committee for relevant majors may designate a later deadline for the submission of the nostrification document, whilst taking into account other time frames specified in the recruitment process.

§ 3

1. Candidates for first-cycle studies are not required to hold a certificate of completion of the second grade music school. However, during the entrance exam the candidates are expected to demonstrate skills and knowledge at the level corresponding to that represented by alumni of such a school.
2. Students of the Academy of Music in Kraków who apply for admission to studies as their second major are required to pass all the mandatory exams for the first year candidates for the major chosen.
3. Laureates and finalists of music competitions are not granted any extra privileges/powers when applying for admission to studies.
4. Candidates with disabilities and candidates suffering from chronic illnesses are expected to adhere to the regular recruitment procedure. Candidates may submit a request for adapting the form of the exam with the aim of facilitating the process, with the proviso that such a solution shall not be interpreted as an exemption from the exam, but rather as an implementation of equal opportunities. The form of the exam shall be determined individually with the President of the Recruitment Committee for the relevant major, after holding a detailed consultation with the candidate and after a verification of documents corroborating the candidate's disability, delivered at least 7 days prior to the commencement of the recruitment.

§ 4

The recruitment procedure for the first year of the first-cycle and second-cycle studies is conducted pursuant to the point-based system detailed in Chapter IV.

§ 5

1. Candidates shall be admitted to respective majors in chronological order. The chronological order shall derive from the number of points obtained.
2. Candidates for studies shall be admitted until such time as all quota places have been filled.
3. In the event that two or more candidates achieve an identical number of points, the following factors shall determine the dominance of a given candidate:
 - 1) in the course of procedures for first-cycle studies: percentage points calculated based on the results of the “matura“ school-leaving exams in the Polish language (at the basic level). In the event that the said results prove to be identical, percentage points calculated based on results of the “matura“ school-leaving exams in maths (at the basic level) shall be the decisive factor.
 - 2) in the course of procedures for second-cycle studies: grade-point average of all grades awarded in first-cycle studies.
4. Candidates are admitted to studies upon enrolment on the student list. Candidates admitted to studies are required to enrol for the first year of studies within time frames announced by the Academy. Failure to enrol for studies shall be interpreted as resignation from studies.

§ 6

In the event extramural (part-time) studies are launched, admission of candidates to the first year of studies shall be conducted:

- 1) based on results obtained during entrance exams for intramural (full-time) studies,
- 2) based on separate exams, after additional recruitment is announced by the Rector.

§ 7

1. The recruitment procedure is conducted by recruitment committees for relevant majors (hereinafter referred to as KrdKs), appointed by the President of the Academy Recruitment Committee acting in liaison with a relevant Dean.
2. Only a Dean, or a person appointed by a Dean, may become the President of the Recruitment Committee.
3. Recruitment Committees For Relevant Majors (KrdK) consist of: the President, the Secretary, the Deputy Secretary and at least three other members.
4. Presidents of Recruitment Committees For Relevant Majors (KrdK) nominate examination committees and their presidents to conduct respective exams. Examination committees may conduct activities as teams.
5. Recruitment Committees For Relevant Majors may nominate Secretaries of Examination Committees for respective specialities. The Secretary of KrdK supervises and coordinates activities of KrdKs.
6. Such a committee or a team must consist of no fewer than three people.
7. KrdKs tasks include, primarily:
 - 1) receiving applications within the electronic registration system and verifying such applications,
 - 2) receiving documentation submitted by candidates for studies and ensuring that such documentation is complete,
 - 3) verifying the compatibility of data introduced by candidates in the course of electronic registration with the data contained in the documentation submitted on paper,
 - 4) in the event that candidates apply for admission to second-cycle studies for a major other than that completed in the course of first-cycle studies or Master studies, KrdKs' tasks involve checking the compatibility of the core curricula referred to in § 2 sec.2,
 - 5) drawing up the list of candidates admitted to the entrance exam,
 - 6) delivering information on the venues and dates of exams to candidates,
 - 7) organising and carrying out recruitment procedures as well as announcing recruitment results, (at consecutive stages and at the final stage).
 - 8) determining, in liaison with faculty deans, the quota of places available for respective specialities where the number of admission slots is restricted,
 - 9) taking decisions whether or not to admit or reject a candidate within quota limits.
 - 10) preparing and publishing the lists of candidates admitted to the first year of studies, candidates rejected due to an insufficient number of points obtained within the quota of places available, and lists of individuals who failed the entrance exam.
 - 11) informing candidates about the results of the recruitment proceedings via the electronic mail system (the Academy relinquishes responsibility for any failures to deliver such messages, with the proviso that administrative decisions [issued only in the event that a candidate is rejected] shall be delivered via regular mail),

- 12) issuing (at candidate's request) certificates of the results of recruitment proceedings,
 - 13) drawing up reports of the results of recruitment proceedings,
 - 14) sending appeals against negative decisions together with case files to the Rector.
8. Secretaries of KrdKs are responsible for the appropriate performance of the tasks stipulated in Sec. 7, with the exclusion of item 8.
9. After the conclusion of entrance exams KrdKs draw up and announce the lists of candidates who:
- 1) passed the entrance exam (the order is based on the number of points obtained),
 - 2) failed the entrance exam (in alphabetical order).
10. KrdKs carry out recruitment procedures after receiving the results of "matura" school-leaving exams and publish:
- 1) the list of candidates admitted to the first year of studies (in alphabetical order)
 - 2) the list of candidates who have passed the entrance exam, but were not admitted to the first year of studies within the quota of places available due to an insufficient number of points obtained (the order results from the number of points obtained).
11. In the event that a candidate resigns from enrolment for studies, his or her place shall be assigned to the next candidate who obtained the highest number of points on the list of candidates who passed the entrance exam for a given major/speciality, but were not admitted due to an insufficient number of points obtained within the quota of places available.

§ 8

Individuals authorised to conduct entrance exams shall be nominated from among members of the academic staff employed at the Academy.

§ 9

1. The course of recruitment proceedings is recorded in a protocol drawn up separately for each candidate.
2. An individual protocol contains the number of points obtained in respective exams. The protocol is signed by the President of the examination committee or the examination team and the secretary of the examination committee. Any deletions, alterations and corrections entered in the protocol ought to be confirmed with additional signatures appended by the President of the committee and the secretary of the committee.
3. Based on individual protocols, secretaries draw up a consolidated protocol for the entire major/speciality, which includes all candidates applying for admission. The protocol must contain the sum of points obtained by candidates and the results (pass/fail), including the final result (admitted/rejected). The protocol ought to be signed by all members of the Recruitment Committees For Relevant Majors (KrdK).

§ 10

1. Instrumental exams and vocal exams are of public nature. Presidents of examination committees may reduce the number of individuals present during the exam owing to unforeseen spatial limitations, or with a view to ensuring greater convenience for the candidate.
2. Results of the recruitment proceedings are open, with the proviso that the candidates' personal data will be processed solely in compliance with the applicable provisions of law and internal acts of law in force at the Academy and will not be used for purposes other than those stated above.

§ 11

After the completion of the recruitment procedure the candidate may request a certificate of the number of points obtained in respective exams, including the overall score.

§ 12

1. The supervisory authority for the recruitment procedures is the Academy Recruitment Committee (UKR) appointed by the Rector.
2. Members of the Academy Recruitment Committee (UKR) include the president, at least one vice-rector, the secretary and representatives of respective faculties.
3. The President of the Academy Recruitment Committee (UKR) must be a Vice-rector appointed by the Rector.
4. The tasks entrusted to UKR include primarily the following:
 - 1) appointing recruitment committees for relevant majors in conjunction with deans,
 - 2) taking measures pertaining to KrdK's scope of responsibilities,
 - 3) verifying the compatibility of KrdK's activities with regulations and the course of procedures;

- 4) auditing KrdK's activities and correctness of examination procedures during exams for the first-cycle and second-cycle studies,
- 5) drawing up a draft of an administrative decision in the event that a candidate appeals against a negative decision announced by KrdK.
 5. Candidates may appeal to the Rector against the decision of not being admitted to the Academy within 14 days of receipt of the relevant notification.
 6. The appeal ought to be submitted to the committee that issued the said decision.
 7. KrdKs are obliged to hand the appeal over to the Rector within 7 days of the date of its receipt, together with relevant case files.
 8. The Rector shall resolve any appeals lodged by candidates within one month of the date on which the KrdK's decision was delivered to the Rector's office.
 9. The powers of decisions regarding appeals lie with the Rector. The Rector's decisions shall be regarded as final and binding.

Chapter II DOCUMENTS REQUIRED

§ 13

1. Candidates are required to attach the following documents to the recruitment questionnaire:
 - 1). Color photograph (complying with regulations for identity card photographs, i.e. 35X 45 mm, taken against uniform bright background, the image must be sharp not blurred and reflect natural skin complexion, the image must encompass the top of the head and the shoulders, the face must occupy 70-80% of the photo; both eyes open, pupils exposed in particular, photo must be taken in full-face view, no head covering, no dark glasses, directly facing the camera, no hair covering face, with a neutral facial expression, mouth closed).
 - 2). Scanned copy of the diploma supplement certifying the completion of first-cycle studies or uniform Master Studies, or any other document certifying the completion of studies (this provision applies to candidates who apply for a major other than that completed as first-cycle studies, with the exclusion of alumni of the Academy of Music in Cracow).
 2. Prior to taking the entrance exam, the candidate ought to submit the following documents to the examination committee:
 - 1) ID – for visual inspection,
 - 2) Proof of payment of the application fee to the Academy bank account,
 - 3) Candidates who wish to take up **COMPOSITION** major as part of the **first-cycle studies** are required to submit at least three pieces of music composed autonomously, preferably one instrumental, one vocal and one mixed.

Candidates who wish to take up **COMPOSITION** major as part of second-cycle studies are required to submit a selection of scores and recordings of their own, varied compositions (orchestral, chamber, solo, vocal, instrumental, electroacoustic) executed in recent years and regarded as proof of their expertise in the realm of composition at the level of relevant first cycle studies completed in the composition speciality.
 3. Upon successful passing of the entrance exam, any candidates who applied for admission to second-cycle studies and who were not required to attach to the recruitment form the scanned copies of documents referred to in § 13 sec.1 item 2, ought to send them via electronic mail or submit them in person to the secretary of the Recruitment Committee for the relevant major. Failure to deliver the aforementioned documents within the deadline specified shall result in the rejection of the candidate on the grounds of their failure to submit the diploma of completion of first-cycle studies, uniform Master Studies or an equivalent document. Alumni of the Academy of Music in Cracow are exempted from this requirement.
 4. In order to enrol for studies, the candidates ought to submit the following documents:
 - 1) Secondary school-leaving completion certificate ("maturity certificate"), the original ought to be delivered for visual inspection or a certified copy submitted for records: this refers to candidates applying for admission to first-cycle studies,
 - 2) Diploma of completion of first cycle studies – a copy, the original available for inspection. This obligation refers to candidates applying for admission to second-cycle studies,
 - 3) photocopies of documents referred to in Sec. 1 and 2 of this paragraph, with a view to archiving them in the student's personal files,
 - 4) non-obligatory: original or copy of the diploma of completion of a second degree music school – this refers to graduates of music schools of the second degree.
 - 5) ID for visual inspection,

- 6) three colour photos complying with regulations specified in § 13 sec.1;
5. Foreign candidates and candidates who have selected studies in English as the language of tuition ought to submit documents translated into the Polish language.
 6. In the event that the documents referred to in Sec. 3, item 1 and 2 were obtained abroad, the candidate ought to submit them both in the original version and in the Polish translation, accompanied by a document corroborating their nostrification (where required).

Chapter III

§ 14

THE SCOPE OF THE ENTRANCE EXAM

1. Examination committees are authorised to select a composition or a part thereof in the course of an entrance exam.
2. Detailed curriculum requirements form Attachment o 1 and 2 to **TERMS AND CONDITIONS OF RECRUITMENT FOR THE FIRST YEAR OF THE FIRST-CYCLE AND second-cycle studies AT THE ACADEMY OF MUSIC IN CRACOW FOR THE ACADEMIC YEAR 2019/2020.**
3. Candidates taking the entrance exam are obliged to arrive with their own scores. The candidate may appear with his or her accompanist or contact an accompanist employed at the Academy prior to the examination. This requirement applies also to the eurhythmics section.

COMPOSITION AND MUSIC THEORY MAJOR

first cycle studies

stage I

exam testing proficiency in selected major

Refers to candidates declaring readiness to take up composition major:

- review of composed works, testing the candidate's creative and practical predispositions, testing their basic knowledge of the study of instruments and compositional techniques, as well as analysis of their artistic pursuits - oral exam.

Refers to candidates declaring readiness to take up music theory major:

- discussion devoted to a pre-prepared article from the Academy of Music in Cracow journal entitled: "Music Theory. Studies, Interpretations, Documentation".
- test of the candidate's musical and theoretical proclivities, including their artistic and scientific pursuits, in the form of an interview conducted by the examination committee.

Stage II

Supplementary examinations

- ear training- practical examination
- harmony – practical examination
- piano and sight reading – practical examination

COMPOSITION AND MUSIC THEORY MAJOR

second cycle studies

stage I

Refers to candidates declaring readiness to take up composition major with a general academic profile, electroacoustic music specialisation and theatre, film and commercially usable music composition specialisation:

Oral exam testing proficiency in selected major – 2 components:

- summary of the candidate's professional accomplishments, artistic concepts and plans, accompanied

- by the presentation of selected compositions;
- testing the candidate's knowledge of composition, compositional styles and techniques, knowledge of instruments encompassing classical, romantic and modern orchestration, knowledge of the 20th century music and music of the most recent period.

Refers to candidates declaring readiness to take up music theory major:

Oral exam testing proficiency in selected major – 2 components:

- Summary of the candidate's Bachelor's Thesis (or any other diploma thesis relevant to the field of studies completed);
- presentation of two selected articles from the Academy of Music in Cracow journal entitled: "Music Theory. Studies, Interpretations, Documentation".

Stage II – collective for the entire major (does not apply to candidates who have completed studies majoring in the following specialities: *composition and music theory, conducting*, within the Polish system of music education.)

Supplementary examinations:

- **written**
 - ear training
 - harmony
 - music literature

- practical

- ear training
- harmony

major: CONDUCTING

first-cycle studies

stage I

exam testing proficiency in selected major

- conducting a pre-prepared music piece, testing the candidate's aptitude for conducting– a practical examination

stage II

supplementary examinations

- ear training – practical exam
- harmony – practical exam
- sight reading and piano performance - practical exam

Second- cycle studies

exams testing proficiency in selected major

- conducting
- score reading
- piano performance
- oral exam covering basic knowledge of conducting (at the level of first-cycle studies completed by the candidate)

MAJOR: ARTISTIC EDUCATION WITHIN THE REALM OF MUSIC ART
--

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I: exams testing proficiency in selected major

- performance on an instrument selected by the candidate*- practical exam
- harmony -practical examination
- ear training – practical examination

Stage II: supplementary exams – module exams**

module I – general

- vocal predisposition test – practical exam
- manual (conducting) predisposition test – practical exam

module II – eurhythmics

- eurhythmics – practical exam
- piano improvisation and voice emission – practical exam

**candidates who choose "module II – eurhythmics" are obliged to select "instrument performance – piano" from the group of exams testing proficiency in selected major.*

*** candidates choose an exam module appropriate for the general profile or for a speciality taught within the framework of a given major. Passing an exam module (or exam modules) with a positive grade is required for the realisation of respective specialities envisaged by the study curriculum created for the Artistic Education in the Realm of Musical Art major.*

Second-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I: exams testing proficiency in selected major

- interview

Stage II ***

Module I – conducting

- conducting – practical exam
- ear training – practical exam

module II – eurhythmics

- eurhythmics – practical exam
- piano improvisation and voice emission – practical exam

module III – pedagogical

- solo singing with the candidate's own accompaniment – practical exam
- presentation of an audition scenario or a music appreciation class scenario, critical discussion following the class.

**** candidates choose an exam module (or exam modules) whose passing with a positive grade is required for the realisation of respective specialities envisaged by the study curriculum created for the Artistic Education in the Realm of Musical Arts major.*

CHURCH MUSIC major

First-cycle studies

Exam testing proficiency in selected major

- organ performance or piano performance, possibly piano and additional instrument performance – practical exam;

supplementary exams

- harmony – practical exam
- ear training – practical exam
- vocal predisposition test - practical exam
- interview

Second-cycle studies

Exam testing proficiency in selected major

- organ performance or piano performance
- interview

Supplementary exams

- liturgical accompaniment
- test of conducting skills
- test of vocal skills

major: INSTRUMENTAL STUDIES

speciality: PIANO PERFORMANCE

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance exam – practical exam
- ear training – oral exam

Stage II:

- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work)- practical exam
- interview – oral exam

Second-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I: instrumental performance- practical exam

Stage II: strictly supervised exam (involving preparation of an indicated music piece – autonomous work)- practical exam

major: INSTRUMENTAL STUDIES

speciality: ORGAN PERFORMANCE

First-cycle studies

One stage exam:

- instrumental performance- practical exam

Second-cycle studies

One stage exam:

- instrumental performance- practical exam

major: INSTRUMENTAL STUDIES

speciality: HARPSICHORD PERFORMANCE, HISTORICAL PIANO PERFORMANCE*, LUTE PERFORMANCE, BAROQUE VIOLIN PERFORMANCE, BAROQUE CELLO PERFORMANCE, VIOLONE PERFORMANCE, VIOLA DA GAMBA PERFORMANCE, TRAVERSO FLUTE PERFORMANCE, RECORDER PERFORMANCE, BAROQUE OBOE PERFORMANCE, NATURAL TRUMPET PERFORMANCE,

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance- practical exam
- sight reading – practical exam

Stage II:

- interview – oral exam

Second-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I: instrumental performance- practical exam

Stage II:

- interview – oral exam

- ⑩ Applies to speciality realised only as part of second-cycle studies.

Major INSTRUMENTAL STUDIES

speciality: CLASSICAL GUITAR PERFORMANCE

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance- practical exam
- sight reading – practical exam

Stage II:

- interview – oral exam

Second-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I: instrumental performance- practical exam

Stage II: interview – oral exam

Major INSTRUMENTAL STUDIES

specialty: HARP PERFORMANCE

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance- practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work)- practical exam

Stage II: interview – oral exam

Second-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance- practical exam
- orchestral studies

Stage II: interview – oral exam

Major INSTRUMENTAL STUDIES

specialty: VIOLIN PERFORMANCE, VIOLA PERFORMANCE

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work)- practical exam

Stage II: ear training – oral exam

Candidates who have passed the entrance exams for the violin major, but were not admitted due to an insufficient number of accessible places, may undertake viola studies on provision there are free places available for that speciality and the candidates express their willingness to undertake such studies.

Second-cycle studies

The exam covers one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work)- practical exam

It is admissible to conduct an audition with a candidate for the violin major based on a programme that is identical to the programme for the undergraduate studies entrance exam (for the violin major).

Major INSTRUMENTAL STUDIES

specialty: CELLO PERFORMANCE, DOUBLE BASS PERFORMANCE, KNEE FIDDLE PERFORMANCE

First-cycle studies

The exam consists of one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work) - practical exam
- ear training – oral exam

Second-cycle studies

The exam covers one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work) - practical exam

Major INSTRUMENTAL STUDIES

specialty: FLUTE PERFORMANCE, OBOE PERFORMANCE, CLARINET PERFORMANCE, BASSOON PERFORMANCE, SAXOPHONE PERFORMANCE, ACCORDION PERFORMANCE
--

First-cycle studies

The exam consists of one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work) - practical exam
- ear training – oral exam

Second-cycle studies

the exam covers one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work) - practical exam

Major INSTRUMENTAL STUDIES

specialty: FRENCH HORN PERFORMANCE, TRUMPET PERFORMANCE, TROMBONE PERFORMANCE, TUBA PERFORMANCE, EUPHONIUM PERFORMANCE

First-cycle studies

The exam consists of one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work) - practical exam

Second-cycle studies

The exam consists of one stage:

- instrumental performance- practical exam
- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work)- practical exam

Major INSTRUMENTAL STUDIES

specialty: PERCUSSION PERFORMANCE; jazz music specialities: PIANO PERFORMANCE, DOUBLE BASS PERFORMANCE, TRANSVERSE FLUTE PERFORMANCE, SAXOPHONE PERFORMANCE, TRUMPET PERFORMANCE, TROMBONE PERFORMANCE, PERCUSSION PERFORMANCE, GUITAR PERFORMANCE

First-cycle studies

The exam consists of two stages, the second stage may be entered by those candidates who passed the first stage exams.

Stage I:

- instrumental performance- practical exam
- interview – oral exam

Stage II:

- sight reading – practical exam
- strictly supervised exam (involving preparation of an indicated music piece – autonomous work) - practical exam

- ear training – oral exam

Second-cycle studies

The exam consists of one stage:

- instrumental performance- practical exam
- interview – oral exam

major: VOCAL STUDIES

First-cycle studies

The exam consists of three stages, the second stage may be entered by candidates who passed the first stage exams. The third stage may be entered by candidates who passed exams at the first stage and the second stage.

Stage I: exam testing proficiency in selected major

-vocal performance* (the programme is to be performed from memory)

- Baroque aria in the Italian language
- performance of a music piece selected by the candidate

Stage II: exam testing proficiency in selected major

-vocal performance* - pieces must differ from those performed at the 1st stage (the programme must also be performed from memory)

- operatic aria or oratorio aria
- song

supplementary exam

- test of stage acting predisposition

- interpretation of one literary work: either a poem or an excerpt of prose (the programme must be performed from memory)
- performance of an acting episode assigned to the candidate by the exam committee;

* music pieces presented ought to derive from classical music repertoire exclusively and must not include popular entertainment music.

The examination committee reserves the right to terminate the presentation before it is fully performed.

Stage III:

Practical exam

- strictly supervised exam involving ear training;

During a strictly supervised exam candidates are allowed a fixed time frame during which they must prepare an assigned vocal piece in complete autonomy, with access to the piano guaranteed.

Second-cycle studies

exam testing proficiency in selected major

vocal performance* - (programme must be performed from memory)

- operatic aria or oratorio aria
- song

*The examination committee reserves the right to terminate the presentation before it is fully performed.

supplementary examination

- test of stage acting predisposition:

- interpretation of one literary work: either a poem or an excerpt of prose (the programme must be performed from memory)
- performance of an acting episode assigned to the candidate by the exam committee.

CHAPTER FOUR
TERMS AND CONDIONS OF THE RECRUITMENT PROCEDURE

§ 15

1. Entrance exams consist of one, two or three stages, depending on the major/ specialty.
2. Candidates who did not achieve the required number of points at either the first or the second stage shall not be admitted to the following stages of the entrance exam. The exam shall be regarded as failed.
3. The list of candidates (in alphabetical order) admitted to the II or III stage, bearing signatures of all the members of the Examination Committees for relevant majors is announced by the secretary.
4. Grades for respective exams are awarded based on the 0-25 points scoring system.

points	grade
25	Very good++
24	Very good +
23	Very good
22	Very good-
21	Very good - -
20	Good + +
19	Good +
18	Good
17	Good -
16	Good - -
15	Satisfactory + +
14	satisfactory+
13	satisfactory
12	Satisfactory -
11	Satisfactory - -
0- 10	Unsatisfactory

5. With regard to entrance exams for first-cycle studies, depending on the type of "matura" school-leaving exam taken (old, new, international or any other equivalent exam), grades, percentage point systems or letter-grade systems applied at final school-leaving exams are converted into points based on the following scheme:

Percentage values	Letter values	Grade	Number of points
100% – 90%	A	Excellent, very good	3
89% – 60%	B	good	2
59% – 30%	C	Satisfactory, passable (adequate)	1

§ 16

Rules for calculating the results of the entrance exam.

1. With regard to the following majors: Conducting, Church Music (first-cycle and second-cycle studies),

Composition and Music Theory, Artistic Education in the Realm of Music Arts (first-cycle studies), all components are summed based on the following premise:

- "x 3" multiplier is applied either to the number of points achieved in the leading exam for the major, or to the grade-point average obtained from the group of leading exams;
 - in the group of supplementary exams no multiplier is applied either to the number of points achieved in the supplementary exams for the major, or to the grade-point average obtained from the group of supplementary exams;
 - points achieved in the "matura" secondary school-leaving exam are added to the overall score for the entrance exams.
2. With regard to the Composition and Music Theory major, in the recruitment for second-cycle studies, for candidates who are required to take the first stage exams only, the grade-point average from the leading exam components constitutes the result of the exam. With regard to remaining candidates, the result of the exam is the grade-point average of the following: the grade-point average of the respective components of the leading exam for the major (stage one) added to the grade-point average of the second stage results.
3. With regard to Artistic Education in the Realm of Music Arts major, in the recruitment for second-cycle studies, the sum of points obtained in the course of the first and second stage constitutes the result of the exam, with the proviso that, in the event that two or more modules were selected at the second stage, only the module with the highest score is taken into consideration whilst calculating the final result.
4. With regard to the instrumental studies major all components are summed up based on the following premise:
- "x 3" multiplier is applied to the number of points achieved in the instrumental exam;
 - no multiplier is applied to the number of points achieved for the interview,
 - "x 1/2" multiplier is applied to the number of points achieved for remaining components of the exam;
 - points achieved in the "matura" secondary school-leaving exam are added to the overall score for the entrance exams.
5. With regard to Vocal Studies major all components are summed based on the following premise:
- "x 3" multiplier is applied to the number of points achieved in the leading exam for the major, or to the grade-point average obtained from the group of leading exams;
 - in the group of supplementary exams no multiplier is applied to the number of points achieved in the supplementary exam for the major, or to the grade-point average obtained from the group of supplementary exams;
 - points achieved in the "matura" secondary school-leaving exam are added to the overall score for the entrance exams.

6. Minimum score requirements:

conducting

First-cycle studies

- leading exam testing proficiency in selected major – minimum 18 points
- supplementary exams – minimum average 16 points, including minimum 18 points for the ear training exam, minimum 13 points for remaining exams.

second-cycle studies

- leading exams testing proficiency in selected major – minimum average 18 points, including minimum 18 points for the basic knowledge of conducting at the level of the first-cycle conducting studies completed, minimum 13 points for remaining exams.

Composition and music theory

first-cycle studies

- leading exam testing proficiency in selected major – minimum 18 points
- supplementary exams – minimum average 16 points, including minimum 14 points for each exam.

second-cycle studies

- leading exam testing proficiency in selected major – minimum average 18 points, including minimum 14 points for each component of the exam
- supplementary exams – minimum average 16 points, including minimum 14 points for each exam.

Artistic Education in the Realm of Music Arts

first- cycle studies

- leading exams testing proficiency in selected major – minimum 14 points for each exam
- supplementary exams (module* exams)– minimum 16 points for each exam.

second-cycle studies

- leading exam testing proficiency in selected major, stage I – minimum 18 points
- leading exams (module* exams) testing proficiency in selected major, stage II – minimum 16 points for each exam

* In the event that two or more modules are chosen, only the module with the highest score is taken into consideration whilst calculating the final result.

Church music

first-cycle and second-cycle studies

- leading exams testing proficiency in selected major – minimum 14 points for each exam
- supplementary exams – minimum 14 points for each exam.

Instrumental studies

first-cycle and second-cycle studies

- instrumental performance exam, interview – minimum 18 points
- remaining exams – minimum 13 points

Vocal studies

first-cycle and second-cycle studies

- leading exams testing proficiency in selected major – minimum 18 points for each exam
- supplementary exams – minimum 14 points for each exam.

§ 17

Additional and supplementary recruitment

1. Rector of the Academy may announce an additional recruitment for specified majors/specialities:
 - 1) in response to a motion submitted by a respective faculty dean – in the event that an insufficient number of admission slots were filled for first-cycle studies or second-cycle studies with a predetermined quota.
 - 2) as supplementary recruitment for the graduates who applied for admission to first-cycle studies at respective majors for the academic year specified in the recruitment, and whose "matura" school-leaving examination results were augmented as a result of an appeal lodged pursuant to Art. 44zzz Sec. 7 of the Education System Act of 7th September 1991.
2. Exam time frames within additional recruitment procedures shall be published on the Academy website by Examination Committees for respective majors no later than on the 1st of September.
3. Admission to the first year of studies resulting from supplementary recruitment shall take place prior to the commencement of the academic year, provided that verified results submitted by the candidates comply with the scoring criteria established for relevant majors by respective Recruitment Committees in a recruitment procedure completed.
4. All matters not settled herein shall be resolved by Recruitment Committees for respective majors.

§ 18

Extramural (part-time) studies

1. Candidates interested in undertaking extramural (part-time) studies are required to submit a written declaration to respective Dean's Offices within the time frames announced by the Academy.
2. The powers of decision on the initiation of extramural studies lie with the Rector.
3. Recruitment committees for respective majors shall take decisions regarding admission to the first year of extramural studies and announce the list of candidates admitted based on the results achieved either during entrance exams to intramural studies or during additional recruitment (the course of procedures as outlined in §2).

R e c t o r

prof. dr hab. Stanisław Krawczyński