

**INFORMATION BROCHURE FOR CANDIDATES FOR
THE ARTISTIC TRAINING PROGRAMME**

**DEPARTMENT FOR SYMPHONY AND OPERA
CONDUCTING**

ACADEMIC YEAR 2025/2026
WINTER SEMESTER

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General information

Candidates eligible to apply for admission to the artistic training programme at the Fryderyk Chopin University of Music (UMFC) must hold at least a secondary school-leaving diploma. In exceptional cases, the Rector may grant permission for a candidate without such a diploma to enrol in the programme.

Artistic training may be conducted in a language of instruction agreed upon by the artistic supervisor and the trainee. If the curriculum includes classes in multiple subjects, the agreed language of instruction should apply to all components of the training.

The enrolment procedure is administered by the Deans of the respective Departments and is conducted on a competitive basis.

Artistic training is subject to tuition fees. The fees are determined annually by the University's Rector. For the current fee schedule, please refer to the official University website:

<https://bip.chopin.edu.pl/zarzadzenie/z-14-2025>

The teaching load of the artistic training must not be less than 30 teaching hours. One teaching hour (TH) is equivalent to 45 minutes.

Enrolment for artistic training – information

Terms and conditions of the enrolment

1. Registration of candidates

Registration through the IRK (Internet Registration of Candidates) system is obligatory and will be available via <https://irk.chopin.edu.pl/en-gb/> from **30 June to 4 July 2025**.

2. Paying the enrolment fee

The fee for entering the enrolment procedure amounts to **250.00 PLN**. Please make your payment to your individual bank account number provided by the IRK system.

Important dates

Registration in the IRK system	30 June-4 July 2025
Paying the recruitment fee	30 June-4 July 2025
Sending links to recordings	30 June-4 July 2025
Qualification of candidates	5-11 July 2025
Delivery of documents (for accepted candidates only)	15-21 July 2025

Terms and conditions of the enrolment – enrolment documents

Candidates should submit the following documents either by post (the postmark date serves as proof) or by placing them in the designated box located at the University near room 312, in accordance with the Rules of the Artistic Training Programme at the UMFC.

<https://bip.chopin.edu.pl/zarzadzenie/z-20-2025>

1. An application form for admission to the Artistic Training Programme, completed in accordance with the template specified by the UMFC.
2. A personal questionnaire, completed in accordance with the template specified by the UMFC.
3. One photograph.
4. A declaration of commitment to cover the tuition fees for the Artistic Training Programme, completed in accordance with the template specified by the UMFC (this constitutes part of the application form).
5. Any additional documents, if specified in the published information on the admission requirements for the Artistic Training Programme.
6. In addition to the documents listed above, candidates who are not Polish citizens must also submit a certified copy of a valid health and accident insurance policy for the duration of their studies in Poland, or a copy of the European Health Insurance

Card, or a signed declaration stating that they will enrol in the National Health Fund (Narodowy Fundusz Zdrowia) immediately upon commencing their studies.

7. Applicants are required to submit a secondary school-leaving certificate (matura), unless they present a diploma of higher education, in accordance with §10(1) of the UMFC Artistic Training Programme Regulations. Candidates who obtained their school-leaving certificate or higher education diploma abroad must submit an authenticated copy of the document along with a sworn translation into Polish.

Admission to the qualification examination is conditional upon payment of the application fee.

All application documents must be submitted in full and in hard copy. Candidates who fail to submit a complete set of the required documents by the deadline, or who send them in electronic form, will not be admitted to the Artistic Training Programme.

The Secretariat for Artistic Training Programme coordinates administrative procedures related to recruitment and supports trainees throughout the duration of the programme.

Wojciech Parchem, Room 312
phone +48 22 827 72 41 ext. 248
e-mail: stazeartystyczne@chopin.edu.pl

Chopin University of Music
Artistic Training Office, Room 312
Address: ul. Okólnik 2
00-368 Warsaw

Teaching offer

Major: CONDUCTING

Specialty: Symphony and Opera Conducting

Description

Individual classes (optional) in the field of symphonic and operatic conducting. The aim of the internship is to acquire knowledge and skills in the above-mentioned area.

Lecturers

- prof. Tomasz Bugaj
- prof. dr hab. Szymon Kawalla
- prof. dr hab. Monika Wolińska
- prof. dr hab. Jan Miłosz Zarzycki
- dr hab. Rafał Janiak, prof. UMFC
- dr hab. Michał Klauza

Enrolment conditions

- Submission of links to audio-video recordings on YouTube, in which the candidate conducting is clearly visible, as well as a link to their artistic CV, must be completed by the end of the registration period by entering them in the designated field of the candidate registration form in the IRK system.

Admission limit

- 7 people

Fee

- 6 000 EUR per 30 THs