NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

Nostrification of higher education diplomas

1. What is nostrification?

Nostrification is an official procedure which is conducted to determine the Polish equivalent of a foreign diploma. Nostrification may be carried out if a diploma which confirms completion of higher education studies abroad may not be recognised as equivalent to a relevant Polish diploma and professional title under any international agreement on equivalence (Legal basis: art. 327.1 of *the Act of 20 July 2018 – Law on Higher Education and Science* (Journal of Laws of 2024, item 1571 with further amendments).

The rules for conducting nostrification procedure are established in the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881). http://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001881/O/D20181881.pdf

2. Which institutions conduct nostrification?

Nostrification procedure is conducted by higher education institutions rated as scientific category A+, A or B+ in the discipline to which the applicant's foreign diploma belongs (the list of higher education institutions and their rating categories can be found in the RAD-on database).

Legal basis: art. 327.4 of *the Act of 20 July 2018 – Law on Higher Education and Science* (Journal of Laws of 2024, item 1571 with further amendments).

3. Documents required

The person who applies for nostrification submits their application to a chosen higher education institution authorized to conduct nostrification and attaches to it the following documents:

1) diploma of completion of the higher education study programme;
2) documents which allow to assess the course of studies, learning outcomes and duration of the study done;
3) certificate, diploma or another document which was the basis for admission to the higher education study programme;

Documents listed under the points 1-3 above can be submitted in the form of copies certified as authentic by the higher education institution which conducts nostrification.

Legal basis: § 2.1, 2.2 and 2. 3 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

Legal basis: § 2.1, 2.2 and 2. 3 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

After the formal evaluation of the application, the higher education institution which conducts nostrification can require that the applicant provided ordinary translations into Polish of the documents listed under the points 1-3 above.

In particularly justified cases the higher education institution which conducts nostrification may require that the applicant provided translations into Polish of the documents which allow to assess the course of studies, learning outcomes and duration of the study done made and certified by a Sworn Translator or made by a foreign translator and certified by the competent Consul of the Republic of Poland.

Legal basis: § 4.1 and 4.2 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

The nostrification council may not request that the applicant submitted other documents than listed above.

4. How the nostrification procedure is conducted?

The higher education institution which conducts nostrification compares the programme and duration of study, the learning outcomes, the professional rights conferred and the professional traineeships completed with the programme and duration of study, learning outcomes, professional rights conferred and professional traineeships to be completed in the course of similar studies offered by this higher education institution itself. If differences are found in the study programme, duration or the learning outcomes, the higher education institution which conducts nostrification can oblige the applicant to pass specific examinations or undergo professional traineeships, defining the conditions and time frames in which they will be conducted.

Legal basis: § 5.1, 5.2 and 5.3 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

The decisions of the higher education institution which conducts nostrification shall be communicated to the applicant in writing and contain a justification.

5. Time limits

The procedure officially initiates on the date of submitting the application to the higher education institution which conducts nostrification. This higher education institution evaluates the application from the formal point of view. If the application is found incomplete, the higher

education institution which conducts nostrification establishes a time limit, not shorter than 14 days, for the applicant to complete the application, under the pain of disregarding it.

Legal basis: § 3.1 and 3.2 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

The applicant can submit the application whenever they choose.

Not later than 90 days from the date of submitting an application that meets all formal requirements the higher education institution which conducts nostrification recognises or refuses to recognise the diploma attesting completion of studies abroad as equivalent to a particular Polish diploma and professional title. The time periods set for submitting translations of documents, passing exams or undergoing professional traineeships are not counted into the 90-day time limit.

Legal basis: § 6.1 and 6.2 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

6. Fees

Payment of a fee is required to conduct the procedure. The maximum level of the fee amounts to 50% of the remuneration of a university professor. Each higher education institution specifies the requirements and mode of exemption from the fee. If the higher education institution is found not competent for conducting the nostrification procedure, the fee does not apply.

Legal basis: art. 327.6 and 327.7 of *the Act of 20 July 2018 – Law on Higher Education and Science* (Journal of Laws of 2024, item 1571 with further amendments).

The nostrification procedure fee is paid into the account or at the cash-desk of the higher education institution which conducts nostrification; the deadline for payment is specified by the higher education institution and cannot be shorter than 14 days.

Legal basis: § 7.1 and 7.2 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

7. Refusal to start nostrification prodecure

In the case of lack of competence for conducting the nostrification procedure the higher education institution issues a resolution (postanowienie) on refusal to conduct the procedure, which is subject to a complaint.

Legal basis: art. 327.7 of *the Act of 20 July 2018 – Law on Higher Education and Science* (Journal of Laws of 2024, item 1571 with further amendments).

The resolution shall contain:

- identification of the unit of the higher education institution or other scientific institution which issues the resolution;
- date of issue;
- identification of the person who applied for conducting the nostrification procedure;
- legal basis;
- decision on refusal to initiate the procedure and its justification;
- signature of the person competent to issue the resolution, including the specification of their position in the institution;
- instruction on the right to file a complaint to the rector of the higher education institution.

Legal basis: Code of Administrative Procedure (Journal of Laws of 2018, item 2096).

8. Final resolutions and issue of the certificate

On completion of the nostrification procedure a certificate shall be issued, according to the model specified in the annex to the regulation.

Legal basis:

- art. 327.2 and 327.5 of *the Act of 20 July 2018 – Law on Higher Education and Science* (Journal of Laws of 2024, item 1571 with further amendments).
- § 8 of the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

The certificate states that the submitted diploma obtained abroad is equivalent to a particular Polish diploma (e.g. a diploma confirming completion of first-cycle or second-cycle studies) which confers a particular Polish professional title (e.g. *licencjat, inżynier, magister, lekarz*).

The applicant has legal right to appeal against the resolutions of the higher education institution which conducts nostrification, based on art. 127 of the Code of Administrative Procedure and the Revised Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications, adopted in 2001 and revised in 2010.