

## **Nostrification of diplomas of completion of studies abroad and confirmation of completion of studies at a specified level**

Journal of Laws 2018.1881 of 2018.10.02

Status: legal act in force

Version from: October 2<sup>nd</sup>, 2018

### **Entry into force:**

October 3<sup>rd</sup>, 2018

## **ORDINANCE OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION<sup>1</sup>**

of September 28<sup>th</sup>, 2018

### **on the Nostrification of Diplomas of Completion of Studies Abroad and Confirmation of Completion of Studies at a Specified Level**

Based on Article 327 item 8 of the act of 20 July 2018 - the Higher Education and Science Law (Journal of Laws, item 1668), it is decided as follows:

#### **Chapter 1 General provisions**

§ 1. The ordinance specifies:

- 1) documents attached to the request for recognition of the diploma of completion of studies abroad as equivalent to relevant Polish diploma and professional title as well as to the request for confirmation of completion of studies at a specified level;
- 2) detailed mode of the nostrification proceedings and confirmation of completion of studies at a given level;
- 3) time limits for considering cases in the nostrification proceedings and the proceedings for confirmation of completion of studies at a specified level;
- 4) the method of payment for the nostrification proceedings and the proceedings for confirmation of completion of studies at a specified level;
- 5) model certificate issued after completion of the nostrification proceedings and the proceedings for confirmation of completion of studies at a specified level.

#### **Chapter 2 Nostrification proceedings**

§ 2.

1. A person requesting for recognition of a foreign diploma as equivalent to relevant Polish diploma and professional title shall submit the request to the selected university referred to in

art. 327 item 4 sentence 2 of the act of July 20<sup>th</sup>, 2018 - the Higher Education and Science Law, hereinafter referred to as "the nostrifying university".

2. The request referred to in item 1 shall be accompanied by:

- 1) a diploma of completion of studies;
  - 2) documents enabling assessment of the course of studies, learning outcomes obtained and duration of studies;
  - 3) a certificate, diploma or another document based on which the person referred to in item 1 was admitted to the studies;
  - 4) the statement of the person referred to in item 1 regarding his/her place and date of birth.
3. The documents referred to in item 2 points 1-3 may be submitted in the form of copies certified as true copies by the nostrifying university.

### **§ 3.**

1. The date of initiating the nostrification proceeding shall be the day on which the request is delivered to the nostrifying university.
2. The nostrifying university shall conduct formal assessment of the request. In the event of formal deficiencies in the request, the nostrifying university shall set for the person referred to in § 2 item 1 a time limit not shorter than 14 days to correct the deficiencies, under the pain of leaving the request without consideration.

### **§ 4.**

1. The nostrifying university may, after conducting formal assessment of the request, summon the applicant to submit an ordinary (uncertified) translation into Polish language of the documents referred to in § 2 item 2 points 1-3.
2. In particularly justified cases, the nostrifying university may require the applicant to submit a translation into Polish language of the documents referred to in § 2 item 2 point 2 made and certified by a sworn translator or made by a foreign translator and certified by the competent consul of the Republic of Poland.

### **§ 5.**

1. The nostrifying university shall compare the studies curriculum, learning outcomes and professional qualifications, implemented professional traineeship and duration of studies with the studies curriculum, learning outcomes and professional qualifications, implemented professional traineeship and duration of similar studies conducted at the university.
2. In the event of differences in the studies curriculum, learning outcomes or duration of studies, the nostrifying university may oblige the person referred to in § 2 item 1 to take specific examinations or undergo professional traineeship.
3. The nostrifying university shall determine the conditions and dates for conducting examinations or for traineeship referred to in item 2.

### **§ 6.**

1. The nostrifying university shall recognize or refuse to recognize the diploma of completion of studies abroad as equivalent to relevant Polish diploma and professional title within 90 days from the date of submission of the request meeting formal requirements.
2. In the time limit referred to in item 1 shall not be included time limits set for:
  - 1) submitting the translation of the documents - in the cases referred to in § 4;

2) passing examinations or undergoing professional traineeship - in the case referred to in § 5 item 2.

**§ 7.**

1. The fee for carrying out the nostrification proceedings shall be paid to the bank account or at the cash desk of the nostrifying university within the time limit set by the university.

2. The time limit referred to in item 1 may not be shorter than 14 days.

**§ 8.** A model certificate issued after the completion of the nostrification proceedings is attached as Annex 1 to the Ordinance.

### **Chapter 3**

#### **Proceedings regarding confirmation of the completion of studies at a given level**

**§ 9.**

1. A person requesting confirmation of completion of studies at a specified level shall submit the request to the selected university referred to in art. 327 item 4 sentence 2 of the act of July 20<sup>th</sup>, 2018 - the Higher Education and Science Law, hereinafter referred to as “the confirming university”.

2. The request referred to in item 1 shall be accompanied by:

1) the documents confirming:

a) completion of studies,

b) completed classes and grades obtained,

c) exams passed,

d) professional qualifications or entitlements obtained,

e) completed professional traineeship or employment,

f) obtaining the refugee status, subsidiary protection, or temporary residence permit granted in connection with the circumstances referred to in art. 159 item 1 point 1 letter c or d of the Act of December 12<sup>th</sup>, 2013 on Foreigners (Journal of Laws of 2017, items 2206 and 2282 and Journal of Laws of 2018, items 107, 138, 771 and 1669);

2) the statement of the person referred to in item 1 on:

a) completion of studies, confirmation of which is requested,

b) place and date of birth.

3. The documents referred to in item 2 point 1 may be submitted in the form of copies certified as true copies by the confirming university.

**§ 10.**

1. The date of commencement of the proceedings regarding confirmation of the completion of studies at a specified level shall be the date of delivery of the request to the confirming university.

2. The confirming university shall conduct formal assessment of the request. In the event of detecting formal deficiencies in the request, the confirming university shall set for the person referred to in § 9 item 1 a time limit not shorter than 14 days to be correct the deficiencies, under the pain of leaving the request without consideration.

**§ 11.**

1. After conducting the formal assessment of the request, the confirming university may require the applicant to submit an ordinary (uncertified) translation into Polish of the documents referred to in § 9 item 2 point 1 letters a-e.

2. In particularly justified cases, the confirming university may request the applicant to submit a Polish translation of the documents referred to in § 9 item 2 point 1 letters a-e, made and certified by a sworn translator or made by a foreign translator and certified by the competent consul of the Republic of Poland.

#### **§ 12.**

1. The confirming university shall assess the documents attached to the request referred to in § 9 item 1 and on their basis compare the studies curriculum, learning outcomes obtained and professional qualifications, implemented professional traineeship and duration of studies with the studies curriculum, learning outcomes obtained and professional qualifications, implemented professional traineeship and duration of similar studies conducted at the university.

2. In case of differences in the studies curriculum, learning outcomes or duration of studies, the confirming university may oblige the person referred to in § 9 item 1 to take specific examinations or undergo a professional traineeship

3. The confirming university shall determine the conditions and dates for conducting examinations or undergoing the professional traineeship referred to in item 2.

#### **§ 13.**

1. The confirming university shall confirm or refuse to confirm the completion of studies at a specified level within 90 days from the date of submission of the request meeting the formal requirements.

2. In the time limit referred to in item 1 shall not be included the periods set for:

1) submitting the translation of the documents - in the cases referred to in § 11;

2) passing examinations or undergoing traineeship - in the case referred to in § 12 item 2.

#### **§ 14.**

1. The fee for conducting proceedings regarding confirmation of the completion of studies at a given level shall be paid to the bank account or at the cash desk of the confirming university within the time limit set by the university.

2. The time limit referred to in item 1 may not be shorter than 14 days.

**§ 15.** A specimen of the certificate issued after conducting the proceedings regarding confirmation of the completion of studies at a given level constitutes Annex 2 to the Ordinance.

## **Chapter 4**

### **Final provision**

**§ 16.** The Ordinance shall enter into force on the day following the day of its publication.<sup>2</sup>

**ANNEXES**

**ANNEXE No. 1**

.....  
(name of the nostrifying university) (place and date)

**CERTIFICATE No. ...**

It is certified that the diploma of completion of studies no.  
.....  
on ..... awarding

.....  
(name of the professional title or professional entitlements acquired)  
issued on the day of

.....  
(date of issuance of the diploma)  
by

.....  
(name and seat of the institution which issued the diploma)

.....  
(name of the country in the higher education system of which the institution which issued the diploma is operating)

to ..... Mr./Mrs.  
.....  
(full name)

born on ..... in .....  
(date of birth) (place of birth)

has been recognized as equivalent to the Polish diploma  
.....

(name of diploma)  
and the professional title

.....  
(name of the professional title)  
based on ..... of

.....  
(name and number of the decision issued in the nostrification proceedings)  
The certificate is valid together with the original diploma or a copy of the diploma certified as being true to the original.

.....  
(official stamp of the nostrifying university)

.....  
(personal stamp and signature of the representative of the nostrifying university)

## ANNEX No. 2

.....  
(name of the confirming university) (place and date)

### CERTIFICATE No. ...

It is hereby certified that Mr./Mrs.

.....  
(full name)

born on ..... in .....  
(date of birth) (place of birth)

Completed studies at the level of

.....  
(first-cycle studies, second-cycle studies, uniform master's studies)

.....  
(official stamp of the confirming university)

.....  
(personal stamp and signature of the representative of the confirming university)

<sup>1</sup> The Minister of Science and Higher Education manages the sector of government administration - science, pursuant to § item 2 point 1 of the Ordinance of the Prime Minister of December 13<sup>th</sup>, 2017 on the Detailed Scope of Activities of the Minister of Science and Higher Education (Journal of Laws item 2317).

<sup>2</sup> This Ordinance was preceded by the Ordinance of the Minister of Science and Higher Education of August 19<sup>th</sup>, 2015 on Nostrification of Diplomas of Completion of Studies Obtained Abroad and on Confirmation of Completion of Higher Education at a Given Level of Education (Journal of Laws, item 1467), which expired on October 1<sup>st</sup>, 2018 pursuant to art. 169 point 3 of the Act of July 3<sup>rd</sup>, 2018 – the Regulations Introducing the Act - the Higher Education and Science Law (Journal of Laws, item 1669).