

REGULATION OF THE MINISTER OF EDUCATION AND SCIENCE

of 6th April, 2006,

on the Nostrification of School Certificates and Maturity Certificates Obtained Abroad

Under Section 3 of Art. 93 of the *Act of 7th September, 1991, on the School Education System* (Item 2572 of No. 256 of the 2004 Journal of Laws, as amended ²⁾), it is hereby ordered as follows:

§ 1. 1. This Regulation shall determine the conditions and the procedure for the nostrification of school certificates and of maturity certificates obtained abroad as well as the categories of school certificates and of maturity certificates obtained abroad which shall be recognized as equivalent to the certificates referred to in the *Act of 7th September, 1991, on the School Education System* with no obligation for their holders to undergo the nostrification process.

2. Whenever in this Regulation it is referred to:

1) a school certificate obtained abroad, it shall mean a document issued by an authorized body in confirmation that its holder had completed the required course work in a given school abroad, or a certain stage of education abroad;

2) a certificate of completion of a Polish public¹ school, it shall also mean a diploma awarded for the completion of such a Polish public school

§ 2. Nostrification of school certificates obtained abroad shall be conducted by the school superintendent having jurisdiction over the applicant's place of residence and, should the applicant have no such place of residence, the superintendent of schools having jurisdiction over the head office of the institution where the applicant intends to submit his/her school certificate obtained abroad, hereinafter referred to as "the nostrifying authority".

§ 3. What shall be recognized as equivalent to a certificate of completion of a Polish public primary school is a school certificate obtained abroad for which the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 6 years altogether, and pupils enrolled in their first year at school must be at least six years old.

§ 4. What shall be recognized as equivalent to a certificate of completion of a Polish public gymnasium is a school certificate obtained abroad for which the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 9 years altogether, and pupils enrolled in their first year at school must be at least six years old.

§ 5. 1. What shall be recognized as equivalent to a certificate of completion of a Polish public basic vocational school is a school certificate obtained abroad for which:

1) the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 11 years altogether, and pupils enrolled in their first year at school must be at least six years old; and

2) the curricular content covered by the student in a given school abroad must comply with the key components of both general and vocational coursework prescribed for the respective Polish public basic vocational school.

¹ Whenever 'public' is referred to a school it shall mean a state education institution

2. Should the conditions to which it is referred in Subparagraph 1.2 above not be satisfied, a school completion certificate obtained abroad to which it is referred in Subparagraph 1 above shall be recognized as equivalent to a certificate of completion of the relevant Polish public basic vocational school upon the applicant's passing the appropriate examinations in general-education subjects and/or vocational subjects as specified by the nostrifying authority.

§ 6. 1. What shall be recognized as equivalent to a certificate of completion of a Polish public general lyceum is a school certificate obtained abroad for which:

1) the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 11 years altogether, and pupils enrolled in their first year at school must be at least six years old; and

2) the curricular content covered by the student in a given school abroad must comply with key components of general education coursework, prescribed for the respective Polish public general lyceum.

2. Should the conditions to which it is referred in Subparagraph 1.2 above not be satisfied, a school completion certificate obtained abroad to which it is referred in Subparagraph 1 above shall be recognized as equivalent to a certificate of completion of the relevant Polish public general lyceum upon the applicant's passing the appropriate examinations in general-education subjects as specified by the nostrifying authority.

§ 7. 1. What shall be recognized as equivalent to a certificate of completion of a Polish public specialized lyceum is a school certificate obtained abroad for which:

1) the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 11 years altogether, and pupils enrolled in their first year at school must be at least six years old; and

2) the curricular content covered by the student in a given school abroad must comply with the key components of both general and specialized coursework prescribed for the respective Polish public specialized lyceum.

2. Should the conditions to which it is referred in Subparagraph 1.2 above not be satisfied, a school completion certificate obtained abroad to which it is referred in Subparagraph 1 above shall be recognized as equivalent to a certificate of completion of education in the relevant Polish public specialized lyceum upon the applicant's passing the appropriate examinations in general-education subjects and/or generally-oriented vocational subjects corresponding to a given section, as specified by the nostrifying authority.

§ 8. 1. What shall be recognized as equivalent to a certificate of completion of a Polish public technical secondary school is a school certificate obtained abroad for which:

1) the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 12 years altogether, and pupils enrolled in their first year at school must be at least six years old; and

2) the curricular content covered by the student in a given school abroad must comply with the key components of both general and vocational coursework prescribed for the respective Polish public technical secondary school.

2. Should the conditions to which it is referred in Subparagraph 1.2 above not be satisfied, a school completion certificate obtained abroad to which it is referred in Subparagraph 1 above shall be recognized as equivalent to a certificate of completion of the relevant Polish public technical secondary school upon the applicant's passing the appropriate examinations in general-education subjects and/or vocational subjects, as specified by the nostrifying authority.

§ 9. What shall be recognized as equivalent to a Polish maturity certificate is a secondary school-leaving certificate or maturity certificate obtained abroad should it authorize its holder to seek admission to any category of higher education institutions in the country within the education system of which the institution that issued the certificate operates.

§ 10. The following shall be recognized as equivalent to a Polish maturity certificate with no obligation for their holders to undergo the nostrification process:

- 1) IB (International Baccalaureate) Diplomas issued by the International Baccalaureate Organization headquartered in Geneva;
- 2) EB (European Baccalaureate) Diplomas issued by European Schools in accordance with the Luxemburg Convention defining the Statute of the European Schools dated 21st June, 1994.

§ 11. What shall be recognized as equivalent to a certificate of completion of a Polish public postsecondary school is a school certificate obtained abroad for which:

- 1) the overall period of school attendance, in accordance with the national curriculum prescribed for schools in the relevant foreign country, must not be shorter than 12 years altogether, and pupils enrolled in their first year at school must be at least six years old; and
- 2) the curricular content covered by the student in a given school abroad must comply with the key components of vocational coursework prescribed for the respective Polish public post-secondary school.

2. Should the conditions to which it is referred in Subparagraph 1.2 above not be satisfied, a school completion certificate obtained abroad to which it is referred in Subparagraph 1 above shall be recognized as equivalent to a certificate of completion of the relevant Polish public post-secondary school upon the applicant's passing the appropriate examinations in vocational subjects as specified by the nostrifying authority.

§ 12. 1. The examinations to which it is referred in Para. 5.2, Para. 6.2, Para. 7.2, Para. 8.2, and Para. 11.2, shall be held by examination boards appointed by the nostrifying authority under the procedure and in accordance with the rules specified in legal regulations on examinations for candidates from outside school.

2. The Examination Board shall prepare the examination minutes, and submit them to the nostrifying authority.

§ 13. A school completion certificate issued abroad which confirms the vocational qualifications of its holder and which, under Para. 5, 8, or 11, has been recognized as equivalent to a certificate of completion of a given Polish public school shall, in addition, be considered equivalent to a corresponding Polish diploma confirming vocational qualifications.

§ 14. 1. A person seeking nostrification of his/her school certificate obtained abroad shall submit an application for instituting the nostrification procedure, enclosing the original certificate or its duplicate legalized by the Consul of the Republic of Poland appointed for the country in which the document was issued, with the stipulation made in Section 3 below, together with his/her declaration saying that the certificate in question has never been subjected to any nostrification procedure in Poland.

2. Should the institution that issued such a certificate abroad operate within the education system of a country different from the one in whose territory the education was provided, the person seeking nostrification of his/her certificate shall file the original of the certificate or its duplicate referred to in Section 3 above, legalized by:

- 1) the Consul of the Republic of Poland appointed for the country in which the school operates; or

2) the Consul of the Republic of Poland appointed for the country of whose education system the school is a part; or

3) the accredited in the Republic of Poland diplomatic mission or the Consulate of the country within whose education system the school operates, or the accredited in the Republic of Poland diplomatic mission or the Consulate of the country in which the education was provided;

3. Should a school certificate obtained abroad be issued by an institution operating within the education system of a country being a party to the Hague Convention of 5th October, 1961, Abolishing the Requirement of Legalization for Foreign Public Documents (Items 938 and 939 of No. 112 of the 2005 Journal of Laws), a person applying for nostrification of his/her school certificate obtained abroad shall enclose with the application referred to in Section 1 above the original of his/her school certificate or its duplicate, or its true notarized copy with an apostille provided on the document or attached to it. Should a person choose to submit a true notarized copy of his/her school certificate, he/she must also present to the nostrifying authority, for viewing purposes, the original of the school certificate, or its duplicate.

4. For school certificates referred to in Para. 5-8 and 11, the application referred to in Section 1 above shall have an attachment in the form of a transcript of records listing all the course units completed and all the grades obtained by the applicant, with the course load specified.

5. Should a school certificate, obtained abroad, referred to in Para. 9 contain no clause confirming the right of its holder to seek admission to any higher education institution in the country within whose education system the institution that issued the certificate operates, there is a need to attach to the application referred to in Section 1 above a document certifying the existence of such a right, issued by:

1) the educational authorities in the country within the education system of which such a school certificate was issued; or

2) the accredited in the Republic of Poland diplomatic mission or the Consulate of the country in whose education system the school operates; or

3) the Consul of the Republic of Poland appointed for the country within the education system of which such a school certificate was issued.

6. Documents to which it is referred in Sections 1, 4 and 5 above, drawn up in a foreign language, must be submitted together with their translation into Polish, done or certified to be true to the original by:

1) a sworn translator entered into the Record of Sworn Translators maintained by the Polish Minister of Justice; or

2) the Consul of the Republic of Poland appointed for the country in which the document was issued.

§ 15. 1. Once it is found that the person seeking nostrification of his/her school certificate obtained abroad satisfies the requirements referred to in Para. 3-9 and 11, the nostrifying authority shall issue a certificate in which, in particular, it shall indicate:

1) the name or the reference number of the school certificate obtained abroad; and

2) the full name and the head office of the institution which issued the school certificate obtained abroad; and

3) the name of the country within the education system of which the institution referred to in Section 2 above operates; and

4) the full name of the person who obtained his/her school certificate abroad, with his/her date and place of birth indicated; and

5) the name of the Polish school completion certificate, or of the Polish maturity certificate, or of the Polish diploma confirming vocational qualifications which was

recognized by the nostrifying authority as equivalent to the respective school certificate obtained abroad.

2. Should a school certificate issued abroad be recognized as equivalent to a certificate of a Polish public school providing generally-oriented vocational education or vocational education, the relevant certificate shall have the name of generally-oriented vocational section or the occupation indicated in it respectively.

3. The certificate must be presented together with the original school certificate obtained abroad or its duplicate on pain of invalidity.

§ 16. The nostrifying authority is obligated to keep a record of the certificates referred to in Para. 15, issued by it.

§ 17. A school certificate obtained abroad may be nostrified only once.

§ 18. Any nostrification proceedings instituted prior to and pending at the date at which this Regulation enters into force shall be conducted in accordance with the hitherto existing regulations.

§ 19. The Regulation of the Minister of National Education of 15th October, 1997, on the Rules and Procedure for Nostrification of School Certificates Obtained Abroad (Item 739 of No. 78 of the Official Gazette of the Republic of Poland) shall hereby be vacated.

§ 20. This Regulation shall enter into force upon the lapse of a 14 day period following its date of publication.