

**REGULATION
OF THE MINISTER OF EDUCATION AND SCIENCE
of 24th February, 2006,
on the Nostrification of Higher Education Diplomas Obtained Abroad
(Journal of Laws, 3rd March, 2006)**

Under Para. 4 of Art. 192 of the Act of 27th July, 2005: *Law on Higher Education* (Item 1365 of No. 164 of the Journal of Laws) it is hereby ordered as follows:

§ 1. The following bodies shall be competent to nostrify higher education diplomas obtained abroad:

- 1) the Council of the organizational unit of a higher education institution authorized to confer the academic degree of *doktor* in a given field of science or a given art, or in academic or artistic disciplines corresponding to the field of study the completion of which was confirmed with a diploma obtained abroad;
- 2) the Council of the organizational unit of a higher education institution authorized to confer the academic degree of *doktor*, appointed by the Rector as the leading one and acting for this purpose in consultation with the councils of the organizational units of the higher education institutions which run courses of study being in line with those completed abroad – for a higher education diploma whose holder did his/her studies in an area of learning which in a Polish higher education institution corresponds to more than one field of study or is covered under an interdisciplinary programme;
- 3) (*repealed*),
hereinafter referred to as the "Council".

§ 2. 1. A person seeking nostrification of his/her higher education diploma obtained abroad, hereinafter referred to as "the applicant", shall submit his/her application to the Council with the following attachments:

- 1) an original copy of the diploma obtained abroad; and
- 2) a copy of the school certificate, or of the maturity certificate, or of the higher education diploma, whose submission was the basis for admitting the applicant to the course of study upon the completion of which he/she was granted a diploma obtained abroad whose nostrification he/she is seeking; and
- 3) a CV in the Polish language; and
- 4) a declaration saying that the diploma obtained abroad has not been subject to any nostrification procedure in any Polish higher education institution before.

2. In a situation to which it is referred in Para. 1.2 the applicant shall apply to the Rector for the appointment of the leading Council for conducting the nostrification procedure. It is to the so appointed Council that the applicant shall submit his/her application with the attachments referred to in Subparagraph 1 above.

3. The Council may require that:

- 1) the diploma referred to in Subparagraph 1.1) should be legalized by the Consul of the Republic of Poland appointed for the country in which the diploma obtained by the applicant was issued, or by the accredited diplomatic mission or a consular agency of the country within whose education system the higher education institution which issued the diploma operates, with the stipulation made in Subparagraph 4 below;
- 2) documents showing the history of the study done, in particular the student record book, his/her grade sheet(s), the diploma supplement, or his/her diploma thesis should be presented;
- 3) the documents referred to in Sections 1) and 2) of Subparagraph 1 as well as documents showing the history of the study done, referred to in Section 2 above, should be translated into the Polish language, or – should they already be translated – certified to be true to the original either by the Consul of the Republic of Poland having jurisdiction over the area in question, or by a Sworn Translator entered into the Record of Sworn Translators maintained by the Polish Minister of Justice.

4. Should the diploma referred to in Subparagraph 1.1) above be issued by a higher education 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), the Council may require that an Apostille be provided on the document in question, or attached to it.

§ 3. 1. Should the Council be found not to have jurisdiction over the case in accordance with the provision of Para. 1, it shall issue a decision refusing to initiate the requested nostrification procedure.

2. The Council's decision refusing to initiate the requested nostrification procedure may be appealed against to the Rector.

§ 4. 1. The nostrification procedure shall end up with the Council's resolution:

- 1) saying that the diploma in question, obtained abroad, should be recognized as equivalent to the relevant higher education diploma obtained from a domestic higher education institution; or
- 2) refusing to recognize the relevant diploma obtained abroad;

2. The Council, prior to passing a resolution referred to in Subparagraph 1, within three months of the date at which the applicant submitted all the required documents, may pass a resolution putting the applicant under an obligation to complete the required credits of coursework or pass the required examinations by way of satisfying the coursework deficiencies.

3. The nostrification procedure shall be completed within three months of the date at which the applicant submitted all the required documents.

4. Should a resolution be passed putting the applicant under an obligation to complete the required credits of coursework or pass the required examinations, the nostrification procedure shall be completed within a month of the date at which documents confirming the fact that the resolution had been complied with are filed.

5. The applicant has the right to appeal against the resolutions referred to in Subparagraph 1 above to the Senate of the respective higher education institution.

§ 5. 1. Should the passed resolution referred to in Para. 4.1 be in favour of diploma recognition, the organizational unit of the higher educational institution in question shall issue a certificate confirming the equivalence of the applicant's diploma obtained abroad with a higher education diploma obtained from a domestic higher education institution, whose sample form constitutes an attachment to this Regulation.

2. The certificate referred to in Section 1 above must be presented together with the original copy of a diploma obtained abroad.

§ 6. 1. A diploma obtained abroad which was issued in confirmation of its holder's having completed an approved course of study at a higher education institution to which he/she had been sent in accordance with the legal provisions specifying the conditions under which persons could be sent abroad for academic, didactic and/or training purposes, and the special rights vested in them, shall be recognized without the nostrification procedure applicable. Should this be the case, a certificate referred to in Para. 5.1 shall be issued to the applicant.

2. In situations referred to in Subparagraph 1 above the certificate shall be issued by:

- 1) the organizational unit of a higher education institution: to the applicant who used to attend that organizational unit before he/she was sent abroad by the higher education institution to pursue a given course of study;

2) the minister competent for higher education, or another minister having jurisdiction over that sector: to an applicant who was sent abroad by the competent minister, or by another central body of state administration, to pursue a given course of study;

§ 7. 1. A holder of a diploma obtained abroad, seeking admission to a second-cycle degree programme or to a non-degree postgraduate programme in a Polish higher education institution may be exempted from the nostrification procedure.

2. It is the Council of the organizational unit of the higher education institution in which the person to whom it is referred in Section 1 seeks admission to a given course of study that shall pass a resolution on exemption from the nostrification procedure.

3. A person to whom it is referred in Section 1 above shall submit to the Council of the organizational unit in which he/she intends to commence his/her study an application for exemption from the nostrification procedure, with attachments as listed in Para. 2.1. The provisions specified in Subparagraphs 3 and 4 of Para. 2 shall apply accordingly.

§ 8. 1. A person seeking admission to a third-cycle (doctoral) programme run in a Polish higher education institution or to a doctoral programme offered by an academic research institution may be exempted from the nostrification procedure should he/she hold a higher education diploma:

1) issued by an authorized institution operating within the education system of a country being a member of the European Union, of the Swiss Confederation, or of the European Free Trade Association (EFTA) – party to the Agreement on the European Economic Area;

2) entitling its holder to seek admission to doctoral studies in the country in which the diploma was obtained;

2. It is the Council of the organizational unit of a higher education institution running third-cycle programmes in which the person referred to in Section 1 seeks admission to a given course of study that shall pass a resolution on exemption from the nostrification procedure.

3. Should a person to whom it is referred in Subparagraph 1 seek admission to a doctoral programme run in an academic research institution, it is the Council of the academic research institution that shall pass a resolution on exemption from the nostrification procedure.

4. A person to whom it is referred in Subparagraph 1 shall submit to the Council of the organizational unit of the higher education institution referred to in Section 2, and, should it be doctoral courses run by an academic research institution, to the Council of the above said academic research institution:

1) his/her application for exemption from the nostrification procedure together with the attachments referred to in Para. 2.1;

2) the certification issued by the competent educational authorities or by the diplomatic mission or a consular agency of a country being a member of the European Union, of the Swiss Confederation, or of the European Free Trade Association (EFTA) and party to the Agreement on the European Economic Area, or by the competent Consul of the Republic of Poland – in confirmation that the diploma referred to in Subparagraph 1 entitles its holder to seek admission to doctoral courses in the country in which the diploma was obtained.

5. The Council of the organizational unit of a higher education institution, referred to in Subparagraph 2 above, or the Council referred to in Subparagraph 3 above, may require that the certification referred to in Subparagraph 4.2) above be translated into the Polish language, or – should it already be translated – certified to be true to the original either by the Consul of the Republic of Poland having jurisdiction over the area in question, or by a Sworn Translator entered into the Record of Sworn Translators maintained by the Polish Minister of Justice. The provisions of Subparagraphs 3 and 4 of Para. 3 shall apply, accordingly.

§ 9. The Council shall refuse exemption from the nostrification procedure, sought by a person referred to in Para. 7.1 or in Para. 8.1, or recognition of a higher education diploma obtained

abroad as equivalent to the relevant Polish diploma obtained from a domestic higher education institution if:

- 1) the institution which issued the diploma in question is not an accredited higher education institution, or the course of study whose completion was confirmed by the diploma has not been accredited within the meaning of the domestic legal system of the country in whose education system the concerned institution operates; or
- 2) the institution which issued the diploma does not operate within the education system of any country; or
- 3) the relevant course of study, or its part, was completed in the Republic of Poland inconsistently with the provisions of the Polish law on higher education.

§ 10. 1. The head of the organizational unit whose Council is responsible for the nostrification procedure shall specify the amount of the nostrification fee with due regard, in particular, to the costs entailed in the applicant's completing the required credits of coursework and passing the required examinations referred to in Para. 4.2, under the stipulation that the said fee must not exceed 40% of the maximum rate of basic pay due to a full professor as specified in the provisions governing the conditions of remuneration for work and other job-related benefits granted to staff members of public institutions of higher education.

2. The remuneration fee shall be paid into the bank account of the higher education institution whose Council conducts the nostrification procedure, or directly to the Bursar's Office, within the time frame fixed by the head to whom it is referred in Subparagraph 1, no later, however, than 14 days in advance of the date at which the resolution referred to in Para. 4.1 shall be passed.

3. The fee shall be paid irrespective of the result of the nostrification procedure.

4. Should the applicant's financial status be bad, the head of the organizational unit responsible for the nostrification procedure may, at the applicant's request, lower the amount of the fee or exempt the applicant from the obligation to pay it.

§ 11. Any nostrification procedures and any proceedings for exemption from the nostrification procedure, instituted prior to and pending at the date at which this Regulation enters into force shall be conducted in accordance with the provisions of the Regulation.

§ 12. This Regulation shall enter into force at the date of its publishing.¹

¹ This Regulation was preceded by the Regulation of 10th August 2004 on the Nostrification of Higher Education Diplomas Obtained Abroad (Journal of Laws No. 184, Item 1894 and No. 194, Item 2003)