

Regulation No. 410/2019/2020
Rector of Adam Mickiewicz University in Poznań
19 December 2019

**on the determination of the conditions and procedures for exemption from the fee for
nostrification proceedings, proceedings to confirm the completion of studies at a given level
and the rules of proceeding with applications for nostrification proceedings and proceedings
to confirm the completion of studies at a given level**

Pursuant to Article 23(2)(2) in conjunction with Article 327(6) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668 as amended):

§1

Proceedings for the recognition of a diploma of completion of studies abroad as equivalent to the corresponding Polish diploma and professional title (nostrification proceedings) and proceedings for confirmation of completion of studies at a specific level are conducted on the basis of the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of diplomas of completion of studies abroad and confirmation of completion of studies at a specific level (Journal of Laws 2018, item 1881).

§2

1. An application for recognition of a diploma of completion of studies abroad as equivalent to a corresponding Polish diploma and professional title or an application for confirmation of completion of studies at a specific level shall be addressed to the Rector. Each application should include at least: the applicant's name, correspondence address, explanation what the request refers to (recognition of the diploma or confirmation of the completion of studies, indicating the number of the diploma, the name of the awarding institution, the name of the course of study completed and the professional title obtained), the applicant's signature.
2. An application for the recognition of a diploma of completion of studies abroad as equivalent to the corresponding Polish diploma and professional title shall be accompanied by:
 - 1) the diploma confirming completion of studies,
 - 2) documents enabling the assessment of the course of study, the learning outcomes achieved and the duration of the course of study,
 - 3) a certificate, diploma or other document based on which the applicant has been enrolled
 - 4) the applicant's statement of the place and date of birth.
3. An application for confirmation of completion of studies at a given level shall be accompanied by:
 - 1) documents certifying:
 - a) completion of studies,
 - b) courses passed and grades obtained,
 - c) examinations passed

- d) any professional qualifications or certificates obtained
 - e) practical placements or employment,
 - f) obtaining refugee status or subsidiary protection, or possession of a temporary residence permit granted in connection with the circumstances referred to in Article 159(1)(1)(c) or (d) of the Act on Foreigners of 12 December 2013 (Journal of Laws of 2018, item 2094, as amended);
- 2) the applicant's statement about the completion of the studies for which confirmation of completion is sought;
 - 3) the applicant's statement of the place and date of birth.
4. The documents listed in sections 2 and 3 may be submitted as copies certified as true copies by an authorised employee of the nostrifying (confirming) higher education institution.

§3

- 1. The date of commencement of the nostrification procedure or proceedings for confirmation of completion of studies at a specific level is the date of delivery of the application to the nostrifying (confirming) institution.
- 2. The Rector shall designate the dean responsible for conducting nostrification proceedings or proceedings to confirm the completion of studies at a particular level, taking into account the academic discipline or degree programme to which the application pertains.
- 3. The dean shall perform a formal assessment of the application referred to in §2 in terms of the required elements. If formal deficiencies are found, the dean shall set a deadline of at least 14 days for the applicant to complete the application or the application will not be considered.

§4

- 1. The dean may, after a formal assessment of an application, require the applicant to submit a translation into Polish of the documents referred to in §2 section 2 or §2 section 3.
- 2. In specific justifiable cases, the dean may require an applicant to submit a translation into Polish of documents referred to in §2 section 2 or §2 section 3, prepared and certified by a sworn (certified) translator, or prepared by a foreign translator and certified by a competent consul of the Republic of Poland.

§5

- 1. During the nostrification proceedings, the dean, with the assistance of the director of the degree programme, compares the curriculum of the studies, the learning outcomes and professional entitlements obtained, the practical placements completed, and the duration of the studies with the curriculum of the studies, the learning outcomes and professional entitlements obtained, the practical placements completed, and the duration of similar studies conducted at the nostrifying institution.
 - 2. In proceedings to confirm the completion of studies at a specific level, the dean, with the assistance of the director of the degree programme, evaluates the documents referred to in §2 section 3 and, on the basis of these documents, compares the

curriculum of the studies, the learning outcomes and professional entitlements acquired, the practical placements completed, and the duration of the studies with the curriculum of the studies, the learning outcomes and professional entitlements acquired, the practical placements completed, and the duration of similar studies at the confirming institution.

§6

1. If differences are found in the curriculum, learning outcomes, or duration of studies, the dean may require the applicant to take specific examinations or complete practical placements.
2. The dean shall set the terms and deadlines for the examinations or practical placements referred to in section 1.

§7

1. The dean:
 - 1) shall recognise or refuse to recognise a diploma of completion of studies abroad as equivalent to the corresponding Polish diploma and professional title, or
 - 2) shall confirm or refuse to confirm the completion of studies at a given level
 - within 90 days of the date of submission of an application complying with the formal requirements.
2. The time limit referred to in section 1 shall not include periods allocated for:
 - 1) submitting translations of documents - in the cases referred to in §4;
 - 2) taking examinations or completing practical placements - in the cases referred to in §6.

§8

1. The dean shall issue a certificate that a diploma is recognized as equivalent to a Polish diploma or a certificate that confirms the completion of studies at a specific level.
2. The certificates shall be issued in accordance with the templates set out in the appendices to the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the recognition of diplomas of completion of studies abroad and confirmation of completion of studies at a specific level (Journal of Laws 2018, item 1881).

§9

1. The fee for conducting nostrification proceedings or proceedings to confirm completion of studies at a particular level shall be set at PLN 3200.
2. The fee referred to in section 1 shall be paid by the applicant after a formal assessment of the application into a bank account of the higher education institution designated by the dean.

§10

1. The Rector may exempt an applicant from paying the fee referred to in § 9, section 1 in part or in whole in the case of documented special circumstances that prevent the applicant from paying the fee.
2. The fee exemption referred to in section 1 can only be granted upon the applicant's written application to the Rector after receiving the opinion of the dean. The application must be accompanied by documents confirming the special circumstances that prevent the applicant from paying the fee.

§11

1. Nostrification proceedings and proceedings to confirm completion of studies at a specific level initiated and not completed before 1 October 2018 are conducted on the basis of existing regulations.
2. Nostrification proceedings and proceedings for confirmation of completion of studies at a specific level initiated after 1 October 2018 and not completed by the date of entry into force of this Regulation shall be conducted pursuant to the principles set out in this Regulation.

§12

The Regulation shall enter into force on the date of its adoption.

Rector
Prof. dr hab. Andrzej Lesicki