



Item 257

**Ordinance No. 122  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 8 June 2020

**on the nostrification of academic degrees awarded abroad**

Pursuant to Article 328 of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85, as amended), hereinafter referred to as the “Act”, in connection with the regulation of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of degrees and degrees in art conferred abroad (Journals of Law of 2018, item 1877), hereinafter referred to as the “Regulation”, it is ordered as follows:

§ 1

1. The Ordinance lays down detailed rules of procedure at the University of Warsaw in cases of the nostrification of academic degrees awarded abroad the amount of fees for conducting proceedings in these matters mentioned and the conditions and procedure for granting an exemption from those fees.

2. To the extent not specified in the Act, the Regulation or the Ordinance, the provisions of the Act of 14 June 1960, the Code of Administrative Procedure, shall apply to the proceedings for the nostrification of degrees awarded abroad (consolidated text: Journal of Laws of 2020, item 256, as amended).

§ 2

1. Proceedings for the nostrification of academic degrees awarded abroad are initiated upon application for the recognition of an academic degree obtained abroad as equivalent to the relevant Polish academic degree of doctor or habilitated doctor, filed with the University of Warsaw through the Scientific Councils Office.

2. The procedure referred to in section 1 shall be conducted by the competent academic council of the academic council of the academic discipline, hereinafter referred to as the “Council”, however, if a degree was awarded abroad in the academic council, the procedure shall be conducted by the Academic Council of the Areas of Study.

3. The administration of the procedures referred to in section 1 shall be provided by the Scientific Councils Office, hereinafter referred to as the “Office”.

4. The Office shall keep the register of applications and of the certificates issued in the case referred to in section.

5. Summonses and requests on behalf of the Council, as referred to in the Ordinance, based on the Council resolutions, may be made by the Chairman of the Council.

### § 3

1. The applicant submits to the Office a signed application for recognition of the degree as equivalent to the corresponding Polish degree. The application shall be filed in Polish or English.

2. In the application, the applicant shall indicate the academic discipline or area in accordance with the classification of fields of science and scientific and artistic disciplines currently in force in Poland, in which he or she is applying for recognition of the diploma as equivalent.

3. The applicant shall attach to the application:

- 1) when applying for recognition of a degree as equivalent:
  - a) with a Polish doctoral degree:
    - a diploma confirming the award of the degree,
    - the documents on which awarding of the degree is based,
    - a diploma entitling the applicant to apply for the award of the degree for which recognition is sought;
  - b) with a Polish habilitated doctor degree:
    - a diploma confirming the award of the degree,
    - documentary evidence of the academic achievement on which awarding of the degree is based,
    - a diploma confirming the award of the degree entitling to initiate the procedure for the award of an academic degree for which recognition is sought;
- 2) a statement by the applicant:
  - a) including information on whether the academic degree for which recognition is sought has been the subject of nostrification procedure in the Republic of Poland,
  - b) on the place and date of birth,
  - c) of the address for service;
- 3) proof of payment of the fee for the nostrification procedure.

4. The documents mentioned in section 3 item 1 may be submitted in the form of true copies of the originals certified by an authorized employee of the Office.

5. The applicant shall provide an address for service in the application. An applicant who does not have a place of residence or habitual residence or an establishment in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area, and if he or she has not appointed an attorney to conduct the case residing in the Republic of Poland and does not act through a consul of the Republic of Poland, shall be required to appoint an agent for service in the Republic of Poland, unless service is effected by means of electronic communication. If an agent for service is not appointed,

the letters intended for the applicant shall be left on the case file with effect from the date of service. The application is subject to a formal assessment. If formal deficiencies are found in an application, the applicant shall be summoned by the Council to remedy them within a specified period, not less than 14 days after service of the summons, under penalty of leaving the application unprocessed.

6. In case of no jurisdiction to conduct the nostrification procedure, the Council shall issue an order refusing to conduct the procedure. The decision shall contain a statement of reasons. A decision to refuse to conduct the nostrification procedure may be appealed to the Council within seven days from the date of service of the decision.

#### § 4

1. The nostrification procedure shall be conducted by the Council, except in the cases, referred to in § 6.

2. The Council shall proceed with the matter of the nostrification of academic degrees awarded abroad without undue delay, but no later than within 90 days of the date of delivery to the Council of a complete application meeting the formal requirements referred to in § 3. This time limit shall not include the periods for submitting the review referred to in section 6 and the periods granted to the applicant for submitting the translation of documents in accordance with the provision of section 5.

3. The Council to which the application for the nostrification procedure is referred shall carry out a substantive assessment of the application and its attachments.

4. The Council may appoint a standing or ad hoc committee to carry out a full or partial formal and substantive assessment of the application in order to formulate a reasoned opinion for the Council. The rules for the work and appointment of the committee shall be determined by the Council.

5. The Council may, following the formal assessment of the application, require the applicant to submit an ordinary translation into Polish of the documents referred to in § 3 section 3 point 1. In particularly justified cases, the Council may require the applicant to submit translations into Polish of the documents constituting the basis for the award of the academic degree, as appropriate, or attesting to the scientific merit underlying the award of that degree, drawn up and certified by a sworn translator or drawn up by a foreign translator and certified by the competent consul of the Republic of Poland. The Council may set a time limit for the applicant to submit the above translations under penalty of leaving the application unprocessed.

6. In special cases justified by doubts concerning the achievements which form the basis for the award of the applicant's academic degree, The Council may request a review of the documents constituting, as appropriate, the basis for the award of that degree or confirming the academic achievements which constitute the basis for the award of that degree. In such a situation, the Council shall appoint no more than three reviewers holding at least a habilitated doctoral degree in the discipline to which the application relates and shall specify the scope of the review and the deadline for its submission.

## § 5

1. The nostrification procedure is concluded:
  - 1) with the issue by the Council of a certificate drawn up in accordance with the model annexed to the Regulation, stating that a degree awarded abroad is recognised as equivalent to the relevant Polish academic degree of doctor or habilitated doctor,
  - 2) or with a refusal to issue the certificate.

2. The refusal to issue the certificate referred to in section 1 point 2 shall be issued by means of an administrative decision. The applicant may, within 14 days after service of the decision, file a request for reconsideration of the case by the Council.

## § 6

1. If the degree was awarded abroad in an area of science, The assessment of an application for the nostrification of a degree awarded abroad and the attachments to it, as referred to in § 3, shall be carried out by the Academic Council of the Areas of Study

2. The provisions of § 4, sections 2-6 and of § 5 shall apply respectively.

## § 7

1. A fee set at 50% of the minimum monthly basic salary for a professor in a public university shall be charged for conducting the nostrification procedure specified in the regulations issued pursuant to Article 137(2) of the Act, rounded down to the nearest full zloty.

2. The fee shall be paid to the University of Warsaw bank account indicated by the Office. If the fee is not paid, the Chairperson of the Council shall call for the payment of the fee within 14 days of the service of the summons under pain of leaving the application unprocessed.

3. If it is established that the University of Warsaw has no jurisdiction to conduct the procedure, the fee shall not be charged or the fee charged shall be refunded.

4. If the application is left unprocessed, the fee paid shall be reimbursed at the request of the applicant for the nostrification of a degree awarded abroad, with a deduction of 10% of the fee.

## § 8

In the event that the applicant for the nostrification of a degree awarded abroad demonstrates that he or she is in a difficult financial situation and has significant academic achievements, the Rector may waive the applicant's fee in whole or in part or spread it in instalments.

## § 9

The ordinance enters into force on the day it is signed.

Rector of the University of Warsaw: *M. Palys*