

## **ORDINANCE NO. 77**

OF THE RECTOR OF THE UNIVERSITY OF WARSAW

dated 30 April 2021

### **on amending the Ordinance no. 284 of the Rector of the University of Warsaw dated 18 December 2020 on the recognition of foreign studies graduation diplomas and confirming studies graduation at a specific level**

Pursuant to paragraph 36 section 1 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), in conjunction with Article 327 of the Higher Education and Science Act dated 20 July 2018 (consolidated text: Polish Journal of Laws of 2021, item 478 as amended), hereinafter referred to as the "Act" and the Regulation of the Minister of Science and Higher Education dated 28 September 2018 on the recognition of foreign studies graduation diplomas and confirming studies graduation at a specific level (Polish Journal of Laws of 2018, item 1881), hereinafter referred to as the "Regulation", it is hereby ordered as follows:

#### § 1

The Ordinance no. 284 of the Rector of the University of Warsaw dated 18 December 2020 on the recognition of foreign studies graduation diplomas and confirming studies graduation at a specific level (Monitor UW of 2020, item 505) shall be amended as follows:

1) in § 2:

a) section 1 shall be replaced with:

"1. The proceedings mentioned under paragraph 1 item 1 shall be initiated solely upon an application addressed to the University of Warsaw. The application shall be submitted to the Office of Academic and Student Affairs.";

b) section 1a is hereby inserted following section 1 with the following wording:

"1a. An application shall be submitted separately for:

- 1) each foreign studies graduation diploma or
- 2) each studies,

– for which appropriate proceedings mentioned under paragraph 1 item 1 are to be initiated.";

c) section 2 shall be replaced with:

"2. The application mentioned under section 1 is to be submitted in Polish. The application shall include information allowing for identification of the teaching and learning council competent to provide an opinion on the application, including the appointment of the leading academic discipline for the application for foreign diploma recognition, or the appointment of the competent teaching and learning council. Moreover, in the case mentioned under paragraph 1 item 1 letter a, the following documents shall be attached to the application:

- 1) studies graduation diploma;
- 2) certificate or information from the Polish National Agency for Academic Exchange on the possibility to have the studies graduation diploma, mentioned under item 1, recognized in Poland;
- 3) documents allowing for the assessment of the course of the studies, educational results obtained and duration of the studies;
- 4) certificate, diploma or another document, based on which the applicant was admitted to studies;

5) applicant's statement on the place and date of birth.”;

d) section 2a is hereby inserted following section 2 with the following wording:

“2a. In the case mentioned under paragraph 1 item 1 letter b, the following documents shall be attached to the application:

1) documents evidencing:

a) studies graduation;

b) classes completed and grades obtained;

c) examinations passed;

d) qualifications or professional qualifications obtained;

e) vocational practice completed or history of employment;

f) holding a current refugee status, supplementary protection or temporary residence permit granted in connection with the circumstances mentioned under Article 159 section 1 item 1 letter c or d of the Foreigners Act dated 12 December 2013 (consolidated text: Polish Journal of Laws of 2020, item 35 as amended);

2) the applicant's statement on:

a) having graduated from the studies that they want to confirmed;

b) place and date of birth.”;

e) section 3 shall be replaced with:

“3. The documents mentioned under section 2 item 1, 3 and 4, as well as section 2a item 1 may be submitted in the form of true copies of the originals certified by an authorized employee of the University of Warsaw or official true copies of the originals certified by a notary or an attorney-at-law or legal counsel acting as the applicant's attorney in the case.

f) section 3a is hereby inserted following section 3 with the following wording:

“3a. In justified cases the Rector may request the applicant to submit non-sworn Polish translation into Polish of the documents mentioned under section 2 items 1, 3 and 4 and section 2a item 1 letters a–e by the specified deadline no shorter than 14 days from the day when the request is delivered. Where the lack of translation makes it impossible to determine the teaching and learning council competent for providing an opinion on the application, the request may sent under the pain of not considering the application.”;

2) the following amendments shall be introduced under paragraph 3:

a) section 1 shall be replaced with:

“1. A registered, formally correct application referred to under paragraph 2 section 1, upon paying the fee mentioned under paragraph 8, shall be referred to by the Rector to the relevant teaching and learning council. If there is uncertainty regarding which teaching and learning council shall be competent for the application, the Rector shall address the Recognition of Qualifications Council, mentioned under paragraph 10, to issue an opinion. In such a case the Rector attaches the opinion of the Recognition of Qualifications Council to the submitted application.”;

b) section 3 shall be replaced with:

“3. Should the teaching and learning council chairperson indicate another teaching and learning council as competent pursuant to section 2, they shall immediately transfer the application along with the documentation of the case and the opinion mentioned under section 2 to the Office of Academic and Student Affairs, which shall immediately pass the materials received to the appointed teaching and learning council. Should the chairperson of the appointed teaching and learning council, in their justified opinion, consider this teaching and learning council not to be competent for the case or determine that the University of Warsaw is not competent,

the Rector shall refer the matter to the Recognition of Qualifications Council for an opinion.”;

c) section 5 shall be replaced with:

“5. The University of Warsaw may conclude that it is not competent based on the lack of scientific category A+, A or B+ in the academic discipline to which the application applies.”;

3) under paragraph 4 section 2 shall be replaced with:

“2. Prior to issuing an opinion, the competent teaching and learning council may request the applicant to submit specific evidence, in particular non-sworn translation into Polish of the documents mentioned under paragraph 2 section 2 item 1, 3 and 4, as well as section 2a item 1 letters a-e. In particularly justified cases, the teaching and learning council may request the applicant to submit Polish translations into Polish of the documents mentioned under paragraph 2 section 2 item 3 and section 2a item 1 letters a-e drafted and certified by a sworn translator or drafted by a foreign translator and certified by the relevant consul of the Republic of Poland. Moreover, in justified cases the teaching and learning council may request the applicant to submit an apostille or legalization of a specific document.”;

4) under paragraph 5 section 4 item 1 shall be replaced with:

“1) recognize the foreign studies graduation diploma as equivalent to a Polish diploma and professional title by way of an administrative decision and after the decision becomes final, issue the relevant certificate or”;

5) under paragraph 6 section 4 item 1 shall be replaced with:

“1) confirm graduation of studies at a specific level by way of an administrative decision and, after this decision becomes final, issue a relevant certificate or”;

6) paragraph 7 shall be replaced with:

## “§ 7

The Office of Academic and Student Affairs shall maintain a register of applications, certificates issued, decisions and resolutions in the cases mentioned under paragraph 1 item 1.”;

7) section 1a is hereby inserted following section 1 under paragraph 8 with the following wording:

“1a. The fee shall be collected separately for each application subject to paragraph 2 section 1a.”;

8) under paragraph 10 section 3 shall be replaced with:

“3. The Recognition of Qualifications Council shall be composed of two persons representing each area of science, i.e. humanities, social sciences and exact and natural sciences. Moreover, the Recognition of Qualifications Council shall include an employee of the Office of Academic and Student Affairs appointed by the Rector. The Rector shall appoint a Chairperson of the Recognition of Qualifications Council. Additionally, the Rector may appoint a Deputy Chairperson for the Recognition of Qualifications Council.”

## § 2

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

Rector of the University of Warsaw

A. Z. Nowak