

Attachment No. 1  
to Order No. 173/2020  
of the Rector of the Wrocław University of Environmental and Life Sciences  
of June 16, 2020

## REGULATIONS ON THE PROCEDURE FOR GRANTING RECOGNITION TO A DEGREE FROM A FOREIGN UNIVERSITY AND CONFIRMING THE FINISHING OF COLLEGE AT A CERTAIN LEVEL

### § 1

#### General provisions

1. Whenever these Regulations refer to:
  - 1) nostrification, it means granting recognition to a degree obtained from a foreign university and considering it equivalent to the relevant Polish degree and professional title;
  - 2) a university which grants recognition or carries out the procedure for confirming the finishing of college/university at a certain level, it means the Wrocław University of Environmental and Life Sciences;
  - 3) a programme committee of a field of study or programme committee of a group of fields of study, it means a consultative and advisory body referred to in the Statute of the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the “programme committee”;
  - 4) an applicant, it means a person applying for granting recognition to a degree obtained from a foreign university or for confirming the finishing of college/university at a specific level;
  - 5) an application, it means an application submitted to a dean of a relevant faculty together with the required attachments.

### § 2

#### Procedure

1. University degree is subject to recognition if it cannot be identified as equivalent to a degree obtained at Polish university and professional title based on an international agreement on the equivalence of education.
2. The procedure for confirming the finishing of college/university at a certain level applies to a foreigner who has obtained refugee status or subsidiary protection, or to a foreigner who has a temporary residence permit given in connection with granting him/her refugee status or subsidiary protection, and who does not have a graduation diploma.
3. The procedure for granting recognition to a degree obtained from a foreign university or confirming the finishing of college/university at a certain level is carried out by the programme committee of a field of study or a group of fields of study of a relevant faculty.

4. The dean, upon the Rector's authorisation, grants recognition to a degree obtained from a foreign university or confirms the finishing of college/university.
5. The programme committee of a field of study or a group of fields of study carrying out the procedure for granting recognition to a degree obtained from a foreign university or the procedure for confirming the finishing of college/university, may, if necessary, invite experts in an advisory capacity, whose opinions may be significant to settle matters discussed at the meeting.
6. The nostrification procedure or the procedure for confirming the finishing of college/university is initiated upon request (Attachment No. 1 or 2).
7. A fee is charged for the procedure for granting recognition to a degree obtained from a foreign university or confirming the finishing of college/university at a certain level, and its amount is set by the Rector's order. The Wrocław University of Environmental and Life Sciences shall not bear the costs of preparing documents by the applicant and the costs of the applicant serving internship outside the University.
8. The date of the application delivery to a relevant dean of the faculty shall be the date of initiation of the nostrification procedure or the procedure for confirming the finishing of college/university at a certain level.
9. Having assessed formal correctness of the submitted documents, the dean forwards the application referred to in point 4 to the programme committee. If any formal shortcomings are found in the application, the dean sets a deadline of not less than 14 days for the applicant to eliminate such shortcomings, otherwise the application will not be considered.
10. The programme committee assesses documents submitted in the nostrification procedure or the procedure for confirming the finishing of college/university, i.e. it compares:
  - 1) study programme, including internships,
  - 2) learning outcomes and professional qualifications,
  - 3) duration of study.
11. The tasks of the programme committee also include the preparation and conduct of any exam(s).
12. After the conduct of the procedure for granting recognition to a degree obtained from a foreign university or confirming the finishing of college/university at a certain level, the programme committee drafts a memorandum, which, together with a complete set of documents from the procedure, is submitted to a relevant dean.
13. The dean, upon the Rector's authorization, within 90 days from the date of submitting the application that meets formal requirements, recognizes (or refuses to recognize) a degree obtained from a foreign university as equivalent to the relevant Polish degree and professional title, or confirms (or refuses to confirm) the finishing of college/university. To the above 90-day period does not include periods set for submitting translation of documents, taking exams, and serving internships.
14. After the conduct of the procedure for granting recognition to a degree obtained from a foreign university or confirming the finishing of college/university at a certain level, the

- dean issues a certificate in accordance with template set forth in legal acts issued pursuant to Article 327 (8) (5) of the Act – Law on Higher Education and Science.
15. The refusal to grant recognition to a degree obtained from a foreign university or to confirm the finishing of college/university at a certain level shall take a form of the dean's decision. An applicant has the right to appeal against the dean's decision and apply to the Rector for reconsideration of the case within 14 days from the date the decision was delivered. The Rector's decision is final.
16. The decision referred to in point 15 should contain:
- 1) indication of an authority issuing the decision,
  - 2) date of issuance of the decision,
  - 3) indication of a person who applied for recognition of a degree obtained from a foreign university as equivalent to the relevant Polish degree and professional title, or for confirmation of the finishing of college/university,
  - 4) reference to the legal basis,
  - 5) decision with factual and legal justification of the refusal to recognize a degree obtained from a foreign university as equivalent to the relevant Polish degree and professional title, or to confirm the finishing of college/university,
  - 6) signature with a full name and position of a person authorized to issue the decision,
  - 7) instruction on whether and in what way the decision may be appealed against and whether the applicant may apply for reconsideration of the case.
17. If there is no authority competent to conduct the nostrification procedure or the procedure for confirming the finishing of college/university, the dean issues a decision to refuse to conduct the procedure; this decision may be appealed against to the Rector within 14 days from the date of its delivery. The Rector's decision is final.
18. The decision referred to in point 17 should contain:
- 1) indication of an authority issuing the decision,
  - 2) date of issuance of the decision,
  - 3) indication of a person who applied for the initiation of the procedure for granting recognition to a degree obtained from a foreign university or confirming the finishing of college/university at a certain level,
  - 4) reference to the legal basis,
  - 5) a decision to refuse to initiate the procedure with justification,
  - 6) signature with a full name and position of a person authorized to issue the decision,
  - 7) instruction on whether the decision may be appealed against to the university rector.
19. The decisions referred to in points 15 and 17 made by the University that conducts the procedure for granting recognition to a degree obtained from a foreign university or confirming the finishing of college/university at a certain level may be appealed against pursuant to Article 3 (2) (2) of the Act of August 30, 2002 – Law on Proceedings before Administrative Courts.

### § 3

#### **Documents**

1. The application for granting recognition to a degree obtained from a foreign university or for confirming completion of studies at a specific level is submitted to the dean of a relevant faculty.
2. The application for the recognition of a degree includes:
  - 1) full name and address of residence in Poland of a person applying for diploma nostrification,
  - 2) full name of qualifications or professional degree obtained abroad,
  - 3) specification of discipline that the application refers to,
  - 4) date of issuance of the diploma,
  - 5) name of a university/college that awarded the diploma,
  - 6) name of the country where a university/college that awarded the diploma operates.
3. The following documents must be attached to the decision referred to in point 2:
  - 1) graduation diploma,
  - 2) documents enabling the assessment of the course of study, the learning outcomes and duration of study;
  - 3) certificate, diploma, or other document on the basis of which the applicant was admitted to a university/college,
  - 4) the applicant's declaration on his/her place and date of birth.
4. The application for confirmation of the finishing of study at a certain level includes:
  - 1) full name and address of residence in Poland of a person applying for confirmation of the finishing of study at a specific level,
  - 2) full name of qualifications or professional degree obtained abroad,
  - 3) specification of discipline that the application refers to,
  - 4) name and address of a university/college where the applicant studied,
  - 5) name of the country where a university/college from which the applicant graduated, operates.
5. The following documents must be attached to the decision referred to in point 4:
  - 1) documents certifying:
    - a) graduation,
    - b) completed classes and received grades,
    - c) passed exams,
    - d) obtained qualifications or degrees,
    - e) internship or employment,

- f) acquiring refugee status or subsidiary protection or having a temporary residence permit given in connection with granting refugee status or providing subsidiary protection,
- 2) the applicant's declaration on:
  - a) the finishing of college/university that he/she is applying to be confirmed,
  - b) his/her place and date of birth.
- 6. The documents referred to in points 3 (1-3) and 5 (1) (a-f) may be submitted in the form of copies certified by a notary public or an employee of the dean's office of a relevant faculty to be a true copy of the original.
- 7. Having formally examined the application, the dean may request the applicant to submit translation of documents referred to in points 3 (1-3) and 5 (1) (a-e) into the Polish language.
- 8. In particularly justified cases, the dean may request the applicant to submit translation of documents referred to in points 3 (2) and 5 (1) (a-e), made and certified by a certified translator or made by a foreign translator and certified by a competent consul of the Republic of Poland.

#### § 4

#### **Comparison of learning outcomes, exams, and internships**

1. If there are differences in the study programme, the learning outcomes or duration of study, the dean may oblige the applicant to take specific exams or serve internships.
2. Exams in subjects covered by the study plan and programme in a given field of study, resulting from differences in the study programme, the learning outcomes or duration of study, are taken orally or in writing within deadlines set by the dean.
3. Exams are taken and internships are served according to the General Regulations for Students of the Wrocław University of Environmental and Life Sciences.
4. The applicant is notified in writing about the date of exams or internships.
5. The applicant may apply for rescheduling the exam date within 14 days from the date of the decision delivery.
6. The dean may set another date for the exam, which must take place no later than 90 days from the first exam date.
7. The applicant may submit a request for the exam rescheduling once.
8. If there is more than one exam to take, the application for rescheduling the exam may refer to a maximum of 50% of such exams.
9. The applicant may take the exam in a given subject(s) once.
10. If there is more than one exam to take, failure to pass one of them shall result in the dean issuing the decision referred to in § 2 (14) of these Regulations.

11. The applicant has the right to view his/her exam card only in the dean's office of a relevant faculty within 14 days from the date of receipt of the exam result. It is not possible to duplicate, copy or otherwise record the exam questions.
12. Failure to turn up for the exam by the applicant without documented justification is tantamount to failing the exam.