*Annex to Regulation No. 113 of the Rector of the University of Lodz of 27.08.2024.*

**Rules and Regulations for academic degree recognition procedure,
diploma recognition procedure and the procedure for confirmation
of studies completed at a certain level**

**Chapter I**

**General provisions**

**§ 1**

1. Recognition procedure for academic degrees obtained abroad, recognition procedure for diplomas obtained abroad and the procedure for confirmation of studies completed at a certain level are conducted at the University of Lodz on the basis of:
2. Act of 20 July 2018 – Law on Higher Education and Science (consolidated text, Journal of Laws of 2023, item742, as amended);
3. Regulation of the Minister of Science and Higher Education of 28 September on the nostrification[[1]](#footnote-1) of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881);
4. Regulation of the Minister of Science and Higher Education of 28 September on the nostrification of academic degrees and art degrees obtained abroad (Journal of Laws, item 1877);
5. Statute of the University of Lodz adopted by Resolution No. 440 of the UL Senate of 27 May 2019 (as amended);
6. Regulation No. 25 of the Rector of the University of Lodz of 26 October 2020 on the amount of fees, conditions and exemption from fees for diploma recognition procedure or confirmation of studies at a certain level and the amount and exemption from the fees for academic degree recognition procedure;
7. the present Rules and Regulations.
8. These Rules and Regulations define the procedures, referred to in sec. 1, in particular:
9. required documents that must be submitted by the person applying for:
10. recognition of a diploma obtained abroad as equivalent to a relevant Polish diploma and occupational title;
11. recognition of an academic degree obtained abroad as equivalent to a relevant Polish academic degree;
12. confirmation of the completion of studies at a certain level;
13. recognition procedure, confirmation of completing studies at a certain level.
14. The authorities conducting procedures, referred to in sec. 1, at the University of Lodz are the competent UL committees for academic degrees, hereinafter referred to as Committees.
15. Whenever these Rules and Regulations refer to:
16. the recognition or recognition procedure, it shall be understood as a procedure that leads to:
17. establishing a Polish equivalent of a diploma and occupational title. A diploma obtained abroad that cannot be considered as equivalent to the relevant Polish diploma and occupational title on the basis of international agreements is subject to recognition procedure;
18. establishing a Polish equivalent of an academic degree obtained abroad. A degree conferred by an authorised institution outside the EU, OECD, EFTA or a degree that cannot be recognised as equivalent on the basis of international agreements is subject to recognition procedure;
19. the confirmation of completing studies at a certain level, it shall be understood as the confirmation of studies at a certain level completed abroad by persons who did not obtain a higher education diploma;
20. the verification team, it shall be understood as a verification team for diploma recognition procedure, degree recognition procedure or confirmation of completing studies at a certain level;
21. the applicant, it shall be understood as the person who applies for:
22. a recognition procedure of a higher education diploma obtained abroad;
23. a recognition procedure of an academic degree obtained abroad;
24. a confirmation of studies completed at a certain level.

**Chapter II**

**Recognition of foreign diplomas**

**§ 2**

Documents submitted by the applicant

1. The person applying for the recognition of a foreign diploma as equivalent to a relevant Polish diploma and occupational title submits an application for diploma recognition procedure together with all the required documents to the competent Committee through the President of the Committee.
2. The template of the application to initiate recognition procedure is specified in Annex 1 to these Rules and Regulations.
3. Together with the application form, referred to in sec. 2, the applicant submits the following documents required by the provisions of law:
4. a declaration of place and date of birth (Annex 2);
5. a diploma obtained abroad that is subject to the recognition procedure;
6. documents that ensure the assessment of the course of studies, study outcomes and duration of studies – diploma supplement or other document containing the list of subjects, number of hours and a list of grades or certificate of studies;
7. a certificate, diploma or other document on the basis of which the applicant has been accepted for studies;

as well as the following:

1. a certificate from the National Agency for Academic Exchange (NAWA) on the possibility of recognising the diploma in Poland;
2. if the applicant’s surname is different than the one on the diploma – declaration on changing the surname and a copy of the document confirming the change of surname with the obligation to present the original so that an authorised University of Lodz employee can verify that the copy of the document is true to the original;
3. a declaration stating that the foreign diploma has been the subject of a diploma recognition procedure in the Republic of Poland (Annex 5).
4. Documents, referred to in sec. 3, pts. 2-4, may be submitted as copies, with the obligation to present the original so that an authorised University of Lodz employee can verify that the copy is true to the original. Copies certified by a notary may also be provided.
5. Copies of the documents in English attached to the application do not require their Polish translation, unless the Committee decides otherwise. Documents submitted in another foreign language require general translation into Polish.
6. The applicant provides their correspondence address in the application. The applicant, who does not have a place of residence, stay or their registered office in the Republic of Poland or other partner country of the European Union, Swiss Confederation or the European Free Trade Association (EFTA) – agreement on the European Economic Area, if they have not appointed an agent for delivery residing in the Republic of Poland and does not act through the Consul of the Republic of Poland, shall appoint an agent for delivery in the Republic of Poland, unless the delivery is made by means of electronic communication. If an agent for delivery is not appointed, the letters intended for the applicant shall be left in the case files and marked as delivered.
7. The date of initiating the procedure is the day of the delivery of the application to the competent Committee through the President of the Committee.
8. If the submitted documents are formally incomplete, the President of the Committee shall set
a deadline to provide a complete set of documents, which shall not be shorter than 14 days, otherwise the application shall not be processed.

**§ 3**

Diploma recognition procedure

1. The President of the Committee appoints a verification team for the recognition of a foreign diploma. In justified cases, the President of the Committee appoints a team after consultation with the competent Vice-Dean.
2. The President of the Committee shall appoint the verification team for the Committee’s term of office.
3. The verification team assesses the submitted documents and issues a decision on the possibility of recognising the diploma as equivalent to a Polish diploma and occupational title, and delivers the abovementioned decision of the Committee within 60 days from receiving the application.
4. The team, referred to in sec. 1, is composed of academics with at least a doctoral degree. The teams consists of at least three members:
5. President or Vice-President of the Committee or a person designated by the President or Vice-President of the Committee;
6. Competent Vice-Dean;
7. President of the Faculty Committee for the Quality of Education or a designated member of the Faculty Committee for the Quality of Education.

Additionally, the Verification Team may be extended by a maximum of 3 other academic teachers who conduct didactic classes within the study programme for which equivalence is to be established.

1. The Verification Team presents, among other things, the results of comparison between the study programme, learning outcomes, professional entitlements, professional traineeships and the duration of studies, and the study programme, learning outcomes, professional entitlements, professional traineeships and the duration of studies completed as part of equivalent or similar studies at the University of Lodz, and proposes how to eliminate any curriculum differences (examinations, credits, traineeships) necessary to conduct the recognition procedure.
2. The Committee recognises or refuses to recognise a graduation diploma obtained abroad as equivalent to a Polish diploma and professional title within 90 days of submitting an application that meets the formal requirements. The abovementioned 90-day period does not include the periods set aside for the completion of formal deficiencies, submission of a translation of documents specified in § 2(3)(2-4) and the completion of examinations or apprenticeships.
3. In the case of recognition of a graduation diploma obtained abroad as equivalent to a relevant Polish diploma and professional title as a result of recognition procedure, the applicant receives a certificate in accordance with the template annexed to the Regulation, referred to in
§ 1(1)(2).

**§ 4**

Programme differences

1. If differences in the curriculum, learning outcomes or duration of studies are identified, the Committee, on the basis of the assessment of the Verification Team, may require the applicant to take specific examinations, obtain credits or complete professional traineeships, specifying the conditions and deadlines for their completion.
2. Information on programme differences that need to be complemented (examinations, credits, traineeships) will be delivered to the applicant in writing.
3. The person who must complement programme differences:
4. collects a ‘’Programme Differences Card‘’ from the secretary of the Committee, which lists credits and examinations identified as necessary to make up for programme differences,
5. goes to the competent Vice-Dean in order to identify academic teachers who conduct the respective assessments or examinations in a given year,
6. contact individual academic teachers to agree on the scope of the material, the dates of assessments and examinations and the method of achieving the learning outcomes outlined in the course syllabus.
7. After the required programme differences have been complemented, a person applying for diploma recognition, shall submit the ‘’Programme Differences Card‘’ to the President of the Committee.
8. Failure to obtain positive grades from courses indicated to compensate for programme differences within the deadline set by the Committee, shall result in refusal to issue a certificate of recognition of the diploma obtained abroad as equivalent to the relevant Polish diploma and the acquired professional title.
9. Refusal to issue a certificate of recognition of the diploma obtained abroad as equivalent to the relevant Polish diploma and the acquired professional title shall be made by means of administrative decision.

**§ 5**

Refusal to initiate the procedure

1. If it is determined that there is no jurisdiction to conduct the recognition procedure, the Committee shall issue a decision to refuse to initiate the procedure, against which an appeal may be filed.
2. The appeal shall be filed with the Rector of the UL within 7 days of the delivery of the Committee's decision.
3. The applicant may lodge a complaint with the Voivodeship Administrative Court against the decision, referred to in sec. 1, without exercising the right to appeal. The complaint shall be lodged within 30 days of the date of delivery of the decision through the competent Committee.

**§ 6**

Request to review the case

1. The decision, referred to in § 4(6) may be appealed against. The appeal should be submitted to the Rector of the University of Lodz within 14 days from the date of the delivery of the decision.
2. The decision of the Rector, made after consideration of the appeal, is final.
3. The applicant may lodge a complaint to the Voivodeship Administrative Court against the decision, referred to in § 4(6), without exercising the right to appeal. The complaint shall be lodged within 30 days of the date of delivery of the decision through the competent Committee.

**Chapter III**

**Recognition of academic degrees**

**§ 7**

Documents submitted by the applicant

1. A person applying for the recognition of an academic degree as equivalent to a relevant Polish academic degree submits an application for recognition procedure to the competent Committee through the President of the Committee.
2. The applicant indicates a discipline or field, in accordance with the current classification of scientific fields and disciplines, in which they are applying for the recognition of a degree as equivalent to a Polish academic degree.
3. A template of the application to initiate a recognition procedure for a degree of doktor is specified in Annex 3, and a template for a degree of doktor habilitowany is specified in Annex 4 to these Rules and Regulations.
4. In the case of applying for the recognition procedure for a degree of doktor conferred abroad as equivalent to a Polish degree of doktor, together with the application form, referred to in sec. 3, the applicant submits the following documents required by the provisions of law:
5. a diploma confirming the award of the degree;
6. documents which constitute the basis for the award of the degree;
7. a higher education diploma which entitles the applicant to apply for a degree of doktor;
8. a declaration stating that the academic degree has been the subject of a recognition procedure in the Republic of Poland (Annex 5);
9. a declaration of place and date of birth (Annex 2);

as well as the following:

1. if the applicant’s surname is different than the one on the diploma – a declaration on changing the surname and a copy of the document confirming the change of surname with the obligation to present the original so that an authorised University of Lodz employee can verify that the copy of the document is true to the original.
2. In the case of applying for the recognition procedure for a degree of doktor habilitoway conferred abroad as equivalent to a Polish degree of doktor habilitoway, together with the application, referred to in sec. 3, the applicant submits the following documents required by the provisions of law:
3. a diploma confirming the award of the degree abroad;
4. documents confirming academic achievements which constitute the basis for the award of the degree of doktor habilitowany;
5. a diploma confirming the award of the degree that entitles the applicant to apply for the recognition of the degree of doktor habilitowany;
6. a declaration stating that the academic degree has been the subject of a recognition procedure in the Republic of Poland (Annex 5);
7. a declaration of place and date of birth (Annex 2);
8. if the applicant’s surname is different than the one on the diploma – a declaration on changing the surname and a copy of the document confirming the change of surname with the obligation to present the original.
9. Documents referred to in sec. 4, pts. 1-3 and sec. 5, pts. 1-3 may be submitted as copies, with the obligation to present the original so that an authorised University of Lodz employee can verify that the copy is true to the original. Copies certified by a notary may also be provided.
10. Copies of the documents in English attached to the application do not require their Polish translation, unless the Committee decides otherwise. Documents submitted in another foreign language require general translation into Polish.
11. The applicant provides their correspondence address in the application. The applicant, who does not have a place of residence, stay or their registered office in the Republic of Poland or other partner country of the European Union, Swiss Confederation or the European Free Trade Association (EFTA) – agreement on the European Economic Area, if they have not appointed an agent for delivery residing in the Republic of Poland and does not act through the Consul of the Republic of Poland, shall appoint an agent for delivery in the Republic of Poland, unless the delivery is made by means of electronic communication. If an agent for delivery is not appointed, the letters intended for the applicant shall be left in the case files and marked as delivered.
12. The date of initiating the procedure is the day of delivery of the application to the competent Committee through the President of the Committee.
13. If the submitted documents are formally incomplete, the President of the Committee shall set
a deadline to provide a complete set of documents, which shall not be shorter than 14 days, otherwise the application shall not be processed.

**§ 8**

Degree recognition procedure

1. The President of the Committee appoints a verification team for the recognition of a foreign academic degree. In justified cases, the President of the Committee appoints a team after consultation with the competent Vice-Dean.
2. The President of the Committee shall appoint the verification team for the Committee’s term of office.
3. The verification team assesses the submitted documents and issues a decision on the possibility of recognising the academic degree as equivalent to a Polish degree, and delivers the abovementioned decision of the Committee within 60 days from receiving the application.
4. The team, referred to in sec. 1, is composed of academics with at least a degree of doktor habilitowany. The teams consists of at least three members:
5. President or Vice-President of the Committee;
6. Competent Vice-Dean/Vice-Dean for academic degrees/Recognition procedure coordinator;
7. Person appointed by the President of the Committee.

If any of the appointed persons does not have a degree of doktor habilitowany, the Dean appoints another person.

1. In case of any doubts concerning the achievements which constitute the basis for awarding the degree, the Committee may review the documents constituting respectively the basis for awarding the degree or confirming academic achievements which constitute basis for awarding the degree.
2. In the event, referred to in sec. 5, the Committee shall appoint no more than three reviewers holding at least a degree of doktor habilitowany in the discipline indicated in the application, and shall define the scope of the review and the deadline for its submission.
3. The Committee recognises or refuses to recognise an academic degree as equivalent to a Polish degree within 90 days of the date of submission of an application that meets the formal requirements. The abovementioned 90-day period does not include the periods set for:
4. completing formal deficiencies;
5. submitting translations of documents specified in § 7(4)(1-3) and § 7(5)(1-3);
6. submitting reviews referred to in sec. 5.
7. In the case of recognition of an academic degree conferred abroad as equivalent to a relevant Polish academic degree as a result of recognition procedure, the applicant receives a certificate in accordance with the template annexed to the Regulation referred to in § 1(1)(3).
8. Refusal to issue a certificate of recognition of an academic degree as equivalent to a Polish degree shall be made by means of administrative decision.

**§ 9**

Refusal to initiate the procedure

1. If it is determined that there is no jurisdiction to conduct the recognition procedure, the Committee shall issue a decision to refuse to initiate the procedure, against which an appeal may be filed.
2. The appeal shall be filed with the Rector of the UL within 7 days of the delivery of the Committee's decision.
3. The applicant may lodge a complaint with the Voivodeship Administrative Court against the decision, referred to in sec. 1, without exercising the right to appeal. The complaint shall be lodged within 30 days of the date of delivery of the decision through the competent Committee.

**§ 10**

Request to review the case

1. The decision, referred to in § 8(9), may be appealed against. The appeal should be submitted to the Rector of the University of Lodz within 14 days from the date of the delivery of the decision.
2. The decision of the Rector, made after consideration of the appeal, is final.
3. The applicant may lodge a complaint to the Voivodeship Administrative Court against the decision, referred to in § 8(9), without exercising the right to appeal. The complaint shall be lodged within 30 days of the date of delivery of the decision through the competent Committee.

**§ 11**

If the academic degree was conferred abroad in a scientific field, the evaluation of the application for the recognition of the degree conferred abroad and the attachments, referred to in § 7(4) or § 7(5), shall be carried out by a Committee appointed by the Rector.

**Chapter IV**

**Confirmation of studies completed at a certain level**

**§ 12**

Documents submitted by the applicant

1. A person applying for the confirmation of studies completed at a certain level abroad submits an application to initiate the procedure together with all required documents to the competent Committee through the President of the Committee.
2. A template of the application is specified in Annex 6 to these Rules and Regulations.
3. Together with the application form, referred to in sec. 2, the applicant submits the following documents, required by the provisions of law, that confirm:
4. completing studies abroad;
5. passed courses and obtained grades;
6. examinations;
7. professional and other qualifications;
8. completed traineeships or work experience;
9. obtaining a refugee status or subsidiary protection, or holding a temporary residence permit granted for the purpose of family reunion in connection with obtaining a refugee status, or obtaining a temporary residence permit granted for the purpose of family reunion in connection with receiving subsidiary protection;
10. a statement of completing studies for the confirmation of which the person is applying (Annex 7);
11. place and date of birth (Annex 2);

as well as the following:

1. a certificate from National Agency for Academic Exchange (NAWA) on the possibility of confirmation of studies completed at as certain level abroad as equivalent to Polish studies;
2. if the applicant’s surname is different than the one on the diploma – a declaration on changing the surname and a copy of the document confirming the change of surname with the obligation to present the original so that an authorised University of Lodz employee can verify that the copy of the document is true to the original;
3. a declaration on whether the procedure for confirming studies completed at a certain level abroad has previously been the subject of a recognition procedure in the Republic of Poland (Annex 5).
4. Documents, referred to in sec. 3, pts. 2-4, may be submitted as copies, with the obligation to present the original so that an authorised University of Lodz employee can verify that the copy is true to the original. Copies certified by a notary may also be provided.
5. Copies of the documents in English attached to the application do not require their Polish translation, unless the Committee decides otherwise. Documents submitted in another foreign language require general translation into Polish.
6. The applicant provides their correspondence address in the application. The applicant, who does not have a place of residence, stay or their registered office in the Republic of Poland or other partner country of the European Union, Swiss Confederation or the European Free Trade Association (EFTA) – agreement on the European Economic Area, if they have not appointed an agent for delivery residing in the Republic of Poland and does not act through the Consul of the Republic of Poland, shall appoint an agent for deliver in the Republic of Poland, unless the delivery is made by means of electronic communication. If an agent for delivery is not appointed, the letters intended for the applicant shall be left in the case files and marked as delivered.
7. The date of initiating the procedure is the day of delivering the application to the competent Committee through the President of the Committee.
8. If the submitted documents are formally incomplete, the President of the Committee shall set
a deadline to provide a complete set of documents, which shall not be shorter than 14 days, otherwise the application shall not be processed.

**§ 13**

Confirmation procedure

1. The President of the Committee appoints a verification team for the confirmation of studies completed at a certain level abroad. In justified cases, the President of the Committee appoints a team after consultation with the competent Vice-Dean.
2. The President of the Committee shall appoint the verification team for the Committee’s term of office.
3. The verification team assesses the submitted documents and issues a decision on the possibility of confirming studies completed at a certain level abroad, and delivers the abovementioned decision of the Committee within 60 days from receiving the application.
4. The team, referred to in sec. 1, is composed of academics with at least a doctoral degree. The teams consists of at least three members:
5. President or Vice-President of the Committee or a person designated by the President or Vice-President of the Committee;
6. competent Vice-Dean;
7. President of the Faculty Committee for the Quality of Education or a designated member of the Faculty Committee for the Quality of Education.

Additionally, the Verification Team may be extended by a maximum of 3 other academic teachers who conduct didactic classes within the study programme for which equivalence is to be established.

1. The Verification Team presents, among other things, the results of comparison between the study programme, professional traineeships and the duration of studies, and the study programme, professional entitlements, professional traineeships and the duration of studies completed as part of equivalent or similar studies at the University of Lodz, and proposes how to eliminate any curriculum differences (examinations, credits, traineeships) necessary to conduct the procedure.
2. The Committee confirms or refuses to confirm the completion of studies completed at a certain level abroad within 90 days of submitting an application that meets the formal requirements. The abovementioned 90-day period does not include the periods set aside for the completion of formal deficiencies, submission of a translation of documents specified in § 12(3)(1-6) ,and the completing examinations or apprenticeships.
3. In the case of confirming studies completed at a certain level abroad as a result of the performed procedure, the applicant receives a certificate in accordance with the template annexed to these Rules and Regulations, referred to in § 1(1)(2).

**§ 14**

Programme differences

1. If differences in the curriculum or duration of studies are identified, the Committee, on the basis of the assessment of the Verification Team, may require the applicant to take specific examinations, obtain credits or complete professional traineeships, specifying the conditions and deadlines for their completion.
2. Information on programme differences that need to be complemented (examinations, credits, traineeships) will be delivered to the applicant in writing.
3. The person who must complement programme differences:
4. collects a ‘’Programme Differences Card‘’ from the secretary of the Committee, which lists credits and examinations identified as necessary to make up for programme differences,
5. goes to the competent Vice-Dean in order to identify academic teachers who conduct the respective assessments or examinations in a given year,
6. contact individual academic teachers to agree on the scope of the material, the dates of assessments and examinations and the method of achieving the learning outcomes outlined in the course syllabus.
7. After the required programme differences have been complemented, a person applying for confirmation of studies at a certain level, shall submit the ‘’Programme Differences Card‘’ to the President of the Committee.
8. Failure to obtain positive grades from courses indicated to compensate for programme differences within the deadline set by the Committee, shall result in refusal to issue a certificate of the completion of studies at a certain level abroad.
9. Refusal to issue a certificate of the completion of studies completed at a certain level abroad shall be made by means of administrative decision.

**§ 15**

Refusal to initiate the procedure

1. If it is determined that there is no jurisdiction to conduct the recognition procedure, the Committee shall issue a decision to refuse to initiate the procedure, against which an appeal may be filed.
2. The appeal shall be filed with the Rector of the UL within 7 days of the delivery of the Committee's decision.
3. The applicant may lodge a complaint with the Voivodeship Administrative Court against the decision, referred to in sec. 1, without exercising the right to appeal. The complaint shall be lodged within 30 days of the date of delivery of the decision through the competent Committee.

**§ 16**

Request to review the case

1. The decision, referred to in § 14(6) may be appealed against. The appeal should be submitted to the Rector of the University of Lodz within 14 days from the date of the delivery of the decision.
2. The decision of the Rector, made after consideration of the appeal, is final.
3. The applicant may lodge a complaint to the Voivodeship Administrative Court against the decision, referred to in § 14(6), without exercising the right to appeal. The complaint shall be lodged within 30 days of the date of delivery of the decision through the competent Committee.

**Chapter V**

**Fees**

**§ 17**

1. The amount of and rules for covering the fee for the recognition procedure are specified in Regulation No. 25 of the Rector of the University of Lodz of 26.10.2020 on the amount of fees, conditions and exemption from fees for diploma recognition procedure or confirmation of studies at a certain level and the amount and exemption from the fees for academic degree recognition procedure.
2. Confirmation of payment must be submitted to the Committee.

**Chapter VI**

**Final provisions**

**§ 18**

1. In all matters not regulated in the present Rules and Regulations regarding recognition procedure and the procedure for confirmation of studies completed at a certain level, the provisions of common law shall be applicable.
2. These Rules and Regulations come into force on the day of their signing.
1. Nostrification – diploma/degree recognition procedure [↑](#footnote-ref-1)