

**REGULATION**  
**OF THE MINISTER OF NATIONAL EDUCATION<sup>1)</sup>**

dated March 25, 2015 with amendments dated August 24, 2016

**on the proceedings for the recognition of a certificate or other document or  
confirmation of the educational qualifications or the entitlement to continue education,  
acquired in a foreign education system**

On the basis of art. 93h of the act on education system dated September 7, 1991 (Dz. U. [Journal of Laws] for 2004, No. 256, item 2572, as amended<sup>2)</sup>), the following regulations are hereby enacted:

**§ 1.** The present Regulation specifies:

- 1) the types of documents to be presented alongside the application for the recognition of the certificate or other document referred to in art. 93.3 of the act on education system dated September 7, 1991, hereinafter referred to as “the act”, as well as the formal requirements pertaining to the documents presented;
- 2) the types of documents to be presented alongside the application for the confirmation of the educational qualifications or the entitlement to continue education referred to in art. 93a of the act, which prove – whether directly or indirectly – the acquisition by the applicant of educational qualifications abroad or the entitlement to continue education abroad;
- 3) the manner of authentication of the certificates or other documents referred to in art. 93.3 of the act;

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<sup>1)</sup> The Minister of National Education remains in charge of the government administration department – education and upbringing, on the basis of § 1.2 of the regulation of the President of the Council of Ministers dated September 22, 2014 on the specific scope of operation of the Minister of National Education (Dz. U. [the Journal of Laws] item 1255).

<sup>2)</sup> Amendments to the consolidated text of the aforementioned act have been published in: Dz. U. [the Journal of Laws] for 2004 No.273, item 2703 and No.281, item 2781, for 2005, No.17, item 141, No.94, item 788, No.122, item 1020, No.131, item 1091, No.167, item 1400 and No.249, item 2104, for 2006, No.144, item 1043, No.208, item 1532 and No.227, item 1658, for 2007, No.42, item 273, No.80, item 542, No.115, item 791, No.120, item 818, No.180, item 1280 and No.181, item 1292, for 2008 No.70, item 416, No.145, item 917, No.216, item 1370 and No.235, item 1618, for 2009 No.6, item 33, No.31, item 206, No.56, item 458, No.157, item 1241 and No.219, item 1705, for 2010, No.44, item 250, No.54, item 320, No.127, item 857 and No.148, item 991, for 2011 No.106, item 622, No.112, item 654, No.139, item 814, No.149, item 887 and No.205, item 1206, for 2012, item 941 and 979, for 2013 item 87, 827, 1191, 1265, 1317 and 1650, for 2014, item 7, 290, 538, 598, 642, 811, 1146, 1198 and 1877 and for 2015, item 357.

- 4) the conditions to be satisfied by the translated versions of the certificates or other documents referred to in art. 93.3 of the act as well as of the documents referred to in item 2;
- 5) the conditions and method of conducting the verification interview, including the composition of the commission referred to in art. 93f.1 of the act as well as the conditions for the determination of the results of the verification interview and the scope of subjects which may be covered during the interview;
- 6) the amount of remuneration of the members of the commission referred to in art. 93f.5 of the act;
- 7) the procedure for the payment of the fee referred to in art. 93g.1 of the act;
- 8) the amount of the fee, which may be reimbursed in cases referred to in art. 93g.5 of the act, as well as the procedure for the reimbursement of the fee in question;
- 9) the cases in which the fee referred to in art. 93g.1 of the act shall not be reimbursed.

§ 2. 1. In cases referred to in art. 93.3 of the act, the application for the recognition of the certificate or other document, hereinafter referred to as the “certificate”, shall be accompanied by an original or duplicate of the certificate (attached for inspection), legalized by:

- 1) the consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which, or in the education system of which, the given certificate was issued, or
- 2) the educational authorities of the state in the territory of which, or in the education system of which, the given certificate was issued, or
- 3) a diplomatic representation or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland or in another European Union Member State, an Organization for Economic Cooperation and Development (OECD) member state, or an European Free Trade Association (EFTA) member state which is party to the European Economic Area agreement, where the said certificates or documents confer an entitlement to apply for admission to a higher education programme in the states in question.

2. Where the certificate was issued by a school or educational institution operating within the education system of a state which is party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, drawn up in the Hague on October 5, 1961 (Dz. U. [the Journal of Laws] for 2005, No. 112, item 938 and 939), the

application referred to in section 1 shall be accompanied by an original or duplicate– of the certificate (attached for inspection), or a notarized certified true copy of the certificate, along with an apostille placed in the document or attached to it.

3. Where the certificate does not contain any information on the course of education, the application referred to in section 1 shall be accompanied by:

- 1) the list of grades received in the course of examinations required for completing the school or educational institution or the given stage of the educational programme;
- 2) the list of subjects and other classes completed in the course of the given stage of education, along with the grades received;
- 3) information on the completed curriculum pertaining to the contents thereof, the planned duration of tuition as well as the grade scale applied;
- 4) information on the conferred entitlements to continue education at an appropriate level in the state in the education system of which the given certificate was issued, including the entitlements to apply for admission to a higher education programme as well as on the scope of the entitlements in question.

4. The documents referred to in section 3 should be issued or approved by the school or educational institution which issued the certificate or by the educational authorities of the state within the territory of which, or in the education system of which, the given certificate was issued.

5. The documents referred to in sections 1-3, attached to the application, shall be accompanied by a translation thereof into Polish.

**§ 3. 1.** In cases referred to in art. 93a of the act, the application for the confirmation of educational qualifications or entitlement to continue education shall be accompanied by:

- 1) original or duplicate of the certificate – for inspection, or documents referred to in § 2.3, or documents which make it possible to determine, indirectly, the level of educational qualifications or entitlement to continue education, including, in particular, documents which confirm the professional qualifications, job position, internships or work placements obtained, or
- 2) the declaration of the applicant concerning the educational qualifications obtained, the schools, educational institutions or stages of education completed abroad or the entitlements to continue education or, alternatively, the declaration of the applicant pertaining to information referred to in § 2.3.

2. Persons who do not hold Polish citizenship shall, in addition, be under an obligation to attach to the application referred to in section 1 a document confirming their right to stay within the territory of the Republic of Poland.

3. The documents referred to in section 1, attached to the application, shall be accompanied by a translation thereof into Polish.

**§ 4. 1. The translation into Polish of the documents referred to in § 2.1-3 and § 3.1 shall be done or confirmed** by:

- 1) a person entered on the list of sworn translators by the Minister of Justice, or
- 2) a person registered as a sworn translator in European Union Member State, an Organization for Economic Cooperation and Development (OECD) member state, or an European Free Trade Association (EFTA) member state which is party to the European Economic Area agreement, or
- 3) the consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which, or in the education system of which, the given certificate was issued, or
- 4) a diplomatic representative or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland.

2. Where the translation of the documents into Polish in accordance with section 1 causes substantial difficulties, the education superintendent (kurator oświaty) may agree for the applicant to present a translation of the documents in question performed by another entity, provided that the credibility of such entity is beyond reproach.

**§ 5. 1.** The education superintendent (kurator oświaty) notifies the applicant of the scope of the verification interview and agrees upon the date for conducting such interview.

2. The verification interview may cover:

- 1) foreign literature, general history, mathematics, biology, general geography, physics and a modern foreign language – where the applicant seeks the recognition of the certificate as a document confirming lower secondary, basic vocational or upper secondary education or the entitlement to continue education, or where the applicant seeks the confirmation of lower secondary, basic vocational or upper secondary education or the entitlement to continue education.

2) foreign literature, mathematics and a modern foreign language– where the applicant seeks the recognition of the certificate as a document confirming primary education or entitlement to continue education, or where the applicant seeks the confirmation of primary education or entitlement to continue education.

3. Where the verification interview includes a modern foreign language, the language in question shall be selected by the applicant from among the following foreign languages: English, French, Spanish, German, Russian or Italian; by applying for recognition of a foreign certificate as a document which confirms the completion of lower secondary education, or by applying for confirmation of the lower secondary educational qualifications or the entitlement to continue education obtained abroad, the language in question shall be selected by the applicant from among the following foreign languages: English, French, Spanish, German, Russian, Italian or Ukrainian.

4. In the event that the application cannot attend the interview on the designated date due to fortuitous causes or health issues, the education superintendent (kurator oświaty) shall agree upon a new date for the interview with the applicant.

5. Where the applicant is a disabled person, the verification interview shall be conducted in a manner and under conditions designed to take the applicant's disability into account.

§ 6. 1. The commission conducting the interview, hereinafter referred to as the "commission", shall consist of 3 to 5 members, including its chairperson.

2. Within the scope of the verification interview specified by the education superintendent (kurator oświaty), the commission shall prepare proposals for questions on the basis of the requirements specified in the general education core curriculum for the given stage of education. The proposals for questions must be approved by the education superintendent (kurator oświaty).

§ 7. 1. The verification interview shall commence with the verification of the applicant's identity.

2. The commission presents questions to the applicant and specifies the time which the applicant shall have to prepare an answer.

3. The applicant shall be free to speak during the interview.

4. In case of an applicant who does not speak Polish, the verification interview shall be conducted in a language used by the applicant. Where none of the commission members

speaks the language used by the applicant, a person who speaks the language in question must be present during the interview to act as an interpreter.

**§ 8.** 1. Following the verification interview, the commission expresses its view as to the level of educational qualifications or entitlement to continue education covered by the given proceedings for the recognition of the given certificate as a document confirming the specific level of educational qualifications or entitlement to continue education, or the proceedings for the confirmation of the educational qualifications or entitlement to continue education of the given individual. The opinion of the commission may be positive or negative.

2. The commission adopts its decision by a simple majority of votes. In case of an equal number of votes, the chairman of the commission shall have the casting vote.

3. The commission's opinion shall be made in writing. The commission's opinion shall include a detailed statement of reasons as well as the dissenting opinions of commission members who have not concurred with the opinion of the majority, along with a detailed statement of reasons for such dissent.

4. The opinion shall be signed by the members of the commission.

5. The commission prepares a protocol containing the detailed description of the verification interview, including the duration thereof. The opinion referred to in section 1 above shall be attached to the protocol referred to above.

6. The protocol shall be signed by the members of the commission.

7. The commission shall present the education superintendent (kurator oświaty) with the protocol along with the attached opinion.

**§ 9.** The remuneration of the members of the commission referred to in art. 93f.5 of the act shall be PLN 200.

**§ 10.** 1. The payment of the fee for the verification interview referred to in art. 93g.1 of the act shall be made by the applicant by way of a wire transfer to the bank account specified by the education superintendent (kurator oświaty).

2. In cases referred to in art. 93g.5 of the act, the fee may be reimbursed, following a deduction of the handling costs in the amount not exceeding 10% of the fee.

3. The reimbursement of the fee shall be effected by way of a wire transfer to the bank account specified by the applicant, or by way of a postal order to an address specified by the applicant.

4. Where the applicant fails to attend the verification interview on the specified date and fails to notify the education superintendent (kurator oświaty) of this fact at least three days in advance, the fee shall not be reimbursed.

§ 11. The present Regulation shall become effective as of March 31, 2015<sup>3)</sup>

The amendments shall become effective as of September 1, 2016.

## THE MINISTER OF NATIONAL EDUCATION

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<sup>3)</sup> The present Regulation was preceded by the Regulation of the Minister of Education and Science dated April 6, 2006 on the nostrification of school certificates and baccalaureate diplomas obtained abroad (Dz. U. [the Journal of Laws] No. 63, item 443), which shall become null and void on the day on which the present Regulation enters into force due to the entry into force of the act amending the act on education system and certain other acts dated February 20, 2015 (Dz. U. [the Journal of Laws] item 357).