

Nostrification is a procedure that is conducted to recognize a foreign diploma is equivalent to a relevant Polish diploma.

The authorities eligible to conduct the procedure of nostrification at the University of Warsaw are the academic councils of disciplines.

*To obtain guidance on nostrification of Bachelor's degree or Master's degree diplomas please contact the Admissions Office: <http://rekrutacja.uw.edu.pl/en/>

The procedure of recognition is initiated upon application (in Polish or English language) submitted to the Scientific Councils Office. The application must include the attachments listed below.

The application

1a. The degree of a doctor

- diploma of completion of the higher education study programme;
- documents which allow assessing the course of studies, learning outcomes, and duration of the study done;
- certificate, diploma or another document which was the basis for admission to the higher education study programme.

1b. The habilitated doctoral degree

- diploma of completion of the higher education study programme;
- documents certifying the achievements based on which the scientific degree has been awarded

- certificate, diploma, or another document which was the basis for admission to the higher education study programme;

2. Statement containing information:

- whether the academic degree for which the Applicant is applying was the subject of the nostrification procedure in the Republic of Poland;
- place and date of birth;
- current postal address.

3. Proof of payment of the fee for conducting the nostrification procedure.

Documents listed under points 1a and 1b are required in the original. They can also be submitted in the form of copies certified as authentic by the coordinator of The Academic Council.

When the application is recognized, The Academic Council may require the applicant to provide the ordinary translation to the Polish language of the documents listed under the points 1-3.

Should it be found that the Scientific Council has no competence to conduct the procedure, it shall issue the ruling refusing to conduct the procedure, against which a complaint may be lodged within 7 days. In case of a refusal, the fee shall not be charged.

Payment

The fee for the procedure shall amount to 50% of the professor's remuneration, determined based on Art. 137 sec. 2 Act of 20 July 2018 The Law on Higher Education and Science.

The amount of **3205 PLN** is bound to be transferred to the following bank account.

Bank details:

Bank Millennium S.A.
Stanisława Żaryna 2A
02-593 Warszawa
SWIFT: **BIGBPLPW**
IBAN: **PL 28 1160 2202 0000 0004 6390 8135**

Recipient:

Uniwersytet Warszawski
Krakowskie Przedmieście 26/28
00-927 Warszawa

The transfer title should consist of the applicants first and last name as well as the information, that the payment is settled for the nostrification of a foreign scientific diploma.

The procedure

The procedure is initiated on the date the application is submitted to the Academic Councils Office. The suitable Academic Council shall conduct the nostrification procedure within 90 days. Should it be found that the application is incomplete, the applicant shall be obliged by the Academic Council to provide the necessary documents or their translation to the Polish language within the established time limit, not shorter than 14 days.

When the recognition procedure is complete, the Academic Council shall issue a certificate, according to the model specified in the annex to the Regulation of the Minister of Science and Higher Education of 28th September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education.

Should the Academic Council refuses to issue the certificate, the applicant shall be notified by a registered letter sent to the address specified in the application. The applicant has the legal right to appeal against such refusal within 14 days from the date of receiving the letter, based on **art. 127 of the Code of Administrative Procedure and the Revised Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications**, adopted in 2001 and revised in 2010.