

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

Nostrification may be carried out if a diploma which confirms completion of higher education studies abroad may not be recognised as equivalent to a relevant Polish diploma under any international agreement on equivalence (legal basis: art. 327.1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2022, item 574, as amended)).

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

To obtain guidance on the nostrification of Bachelor's or Master's diplomas, please contact the Education Support Centre: <https://bok.uw.edu.pl/nostryfikacja/>

The rules for conducting the nostrification procedure are established in the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of higher education diplomas obtained abroad and on the confirmation of completion of higher education studies at a given level of education (Journal of Laws, item 1881).

<https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001881/O/D20181881.pdf>

The application

The procedure of recognition is initiated upon application (in Polish or English language) submitted to the Scientific Councils Office. The document template is available at:

<https://radynaukowe.uw.edu.pl/wzory-wnioskow/>.

The application must include the attachments listed below.

1a. The degree of a doctor

- diploma of completion of the higher education study programme;
- documents that allow assessing the course of studies, learning outcomes, and duration of the study done;
- certificate, diploma or another document that 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 performing 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.

The Academic Council may require the applicant to provide the ordinary translation to the Polish language of the documents listed in points 1-3.

Payment

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

Currently the total fee is **4685 PLN**.

Bank transfer details:

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

Receipient:

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 appropriate Academic Council shall conduct the nostrification procedure within 90 days. Should it be found that the application is incomplete, the Academic Council shall obliged the applicant to provide the necessary documents or their translation to the Polish language within a period of a minimum of 14 days.

In the case of lack of competence for conducting the nostrification procedure, the University issues a resolution on refusal to conduct the procedure, which is subject to a complaint.

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 28 September 2018 on the recognition of higher education diplomas obtained abroad and on the confirmation of completion of higher education studies at a given level of education.

Should the Academic Council refuse 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.