

ORDINANCE NO. 192/2020

OF RECTOR OF THE UNIVERSITY OF SZCZECIN

of 21st of December 2020

regarding validation of foreign university diplomas and confirming completion of studies at a specified level.

Pursuant to art. 327, section 4 of the Higher Education and Science Act of 20th of July 2018 (Dz.U. 2020, item 85 as amended) in relation to the Regulation of the Minister of Science and Higher Education of 28th of September 2018 regarding validation of foreign university diplomas and confirming completion of studies at a specified level (Dz.U. 2018, item 1881) it is hereby ordered as follows:

**§ 1.**

**General provisions**

This ordinance defines:

1. the regulations for proceedings at the University of Szczecin (hereinafter: the University) regarding:
  - 1) validation of foreign university diplomas;
  - 2) confirming completion of studies at a specified level by a foreigner who was granted the status of a refugee or received subsidiary protection or a foreigner holding a permit for temporary stay granted in relation to the circumstances stipulated in art. 159, section 1, point 1, letter "c" or "d" of Act on Foreigners of 12th December 2013 (Dz.U. 2020, item 35 as amended) who does not possess a university diploma.
2. The fee rates for conducting the procedure regarding the matters indicated in section 1 and conditions and mode for being released from the said fees.

**§ 2.**

**The validation procedure**

1. The Applicant submits a written application for initiating the proceedings indicated in §1, section 1, point 1 to Rector of the University of Szczecin (hereinafter: Rector) through Vice-rector for Education Affairs. The template of the application is provided in attachment 1 to this ordinance.
2. The date for initiation of the proceedings is the date of delivering the application to the University.
3. Vice-rector for Education Affairs passes the application indicated in section 1 to Dean of the faculty where studies are being realized in the field of study corresponding to the field

of study the completion diploma of which is to be subject of the proceedings indicated in §1, section 1, point 1.

4. Following consultation with the didactic council and in agreement with the Director of an appropriate Institute Dean of the Faculty appoints a three-person Commission consisting of:
  - 1) an academic teacher holding at least a postdoctoral degree as the chairman and
  - 2) academic teachers with scientific achievements in the science disciplines or didactic experience in the field of study to which the application pertains.
5. The formal assessment of the submitted application is performed by the Commission. In the instance of discovering formal deficiencies in the application the Applicant shall be summoned by the Commission to complete the application within 21 days under the pain of the application not being processed.
6. The Commission performs substantive assessment of the application. The Commission compares the study programme, produced learning outcomes and obtained professional qualifications, realized vocational internships and duration of studies with the programme of studies, produced learning outcomes and professional qualifications, realized vocational internships and duration of similar studies realized at the University in a given faculty.
7. The Commission draws-up the protocol of the performed actions along with a justification. The Commission passes these documents to Dean of the faculty and the didactic council.
8. Following review of the Commission's protocol and opinion the didactic council adopts a resolution regarding applying to Rector for recognizing or refusal to recognize a foreign university diploma as an equivalent to an appropriate Polish diploma and professional title. The didactic council attaches the opinion and justification indicated in art. 7 to the resolution.
9. Dean of the faculty turns to the President of the science council of the institute cooperating in education in the fields of study associated with the discipline appropriate for the institute and asks of the science council of the institute to make an opinion regarding the application for conducting the proceedings indicated in §1, section 1, point 1. The President of the science council of the institute passes these documents to Dean of the faculty and the didactic council.
10. Dean of the faculty, acting as the president of the didactic council, immediately after adoption of the resolution by the didactic council and the science council of the institute passes the documents indicated in sections 8 and 9 to Rector for the purpose of making a ruling.
11. Rector recognizes a foreign university diploma as an equivalent to a Polish diploma and professional title and issues an appropriate certificate or refuses to recognize a foreign university diploma as an equivalent to a Polish diploma and professional title.
12. In case of ascertaining that there is no basis for carrying out the validation proceedings Rector issues a ruling regarding refusal to carry out the validation proceedings against which the Applicant can appeal to Rector.
13. In cooperation with the Education Department Vice-rector for Education Affairs:
  - 1) maintains a register of the applications for carrying out validation proceedings, the certificates and refusal decisions issued in the matters stipulated in §1, section 1, point 1;

- 2) draws-up the certificates issued following conclusion of the validation proceeding as well as the refusal decisions in the cases indicated in §1, section 1, point 1.

### § 3.

#### **Proceedings for confirming completion of studies at a specified level**

1. The Applicant submits a written application for initiating proceedings indicated in §1, section 1, point 2 to Rector through Vice-rector for Education Affairs. Template for the application is provided in attachment no. 2 to this ordinance.
2. The date for initiation of the proceedings is the date of delivering the application to the University.
3. Vice-Rector for Education Affairs passes the application indicated in section 1 to Dean of the faculty where identical or similar studies are realized at a specified level.
4. Following consultation with the didactic council and in cooperation with the Director of an appropriate Institute Dean appoints a 3-person commission consisting of:
  - 1) an academic teacher holding at least a postdoctoral degree as the chairman and
  - 2) academic teachers with scientific achievements in science disciplines or didactic experience in the field of study to which the application pertains.
5. The formal assessment of the submitted application is performed by the Commission. In case of discovering formal deficiencies in the application the Applicant shall be summoned by the Commission to complete the application within 21 days under the pain of the application not being processed.
6. The Commission performs substantive assessment of the application. The Commission compares programme of study, produced learning outcomes and obtained professional qualifications, realized professional internships and duration of studies with the programme of studies, produced learning outcomes and professional qualifications, realized professional internships and duration of similar studies realized at the University in a given faculty.
7. The Commission draws-up the protocol of the performed actions along with a justification. The Commission passes these documents to Dean of the faculty and the didactic council.
8. Following review of the Commission's protocol and opinion the didactic council adopts a resolution regarding applying to Rector for confirming or refusing to confirm completion of studies at a specified level. The didactic council attaches the opinion and justification indicated in art. 7 to the resolution.
9. Dean of the faculty turns to the President of the science council of the institute cooperating in education in the fields of study associated with the discipline appropriate for the institute and asks of the science council of the institute to make an opinion regarding the application for carrying out the proceedings indicated in §1, section 1, point 2. President of the science council of the institute passes these documents to Dean of the faculty and the didactic council.
10. Dean of the faculty, acting as the president of the didactic council, immediately after adoption of the resolution by the didactic council and the science council of the institute

passes the documents indicated in section 8 and 9 to Rector for the purpose of making a decision.

11. Rector confirms completion of studies at a specified level and issues an appropriate certificate or refuses to confirm completion of studies at a specified level.
12. In case of ascertaining that there is no basis for launching the proceedings regarding confirming completion of studies at a specified level Rector issues a ruling regarding refusal for conducting the proceedings regarding confirming completion of studies at a specified level against which the Applicant can appeal to Rector.
13. In cooperation with the Education Department Vice-rector for Education Affairs:
  - 1) maintains a register of the applications for proceedings regarding confirming completion of studies at a specified level, the certificates and refusal decisions issued in the matters stipulated in §1, section 1, point 2;
  - 2) draws-up the certificates issued following conclusion of the proceedings for confirming completion of studies at a specified level as well as the refusal decisions in the cases indicated in §1, section 1, point 2.

#### **§ 4.**

##### **Proceedings fees**

1. Fees in the following amounts are charged for carrying out the proceedings regarding the matters indicated in §1, section 1, points 1 & 2:
  - 1) for validation of a foreign university diploma - PLN 3200;
  - 2) for confirming completion of studies at a specified level - PLN 3200.
2. Fees are not charged when there is no basis for carrying out the proceedings.
3. The fee shall be paid to the banking account of the University of Szczecin within 21 days from the date of submitting the application indicated in §1, section 1, points 1 & 2.
4. In specific justifiable cases, when it is demonstrated that a person applying for validation of a foreign university diploma or confirming completion of studies at a specified level is in difficult financial situation, Rector may on the basis of a properly documented application release the Applicant from the fee indicated in section 1 partially or in its entirety or agree to payment in instalments.

#### **§ 5.**

##### **Final provisions**

The ordinance comes into force on the day of its signing.