

**Ordinance No. 56/2021
of 11 May 2021
of the Rector of the Medical University of Lodz**

**on the procedure of recognition (nostrification) of higher education diplomas
obtained abroad and confirmation of completion of a specific level of studies
conducted at the Medical University of Lodz**

Pursuant to Article 23(1), in conjunction with Article 327 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended), the Regulation of the Minister of Science and Higher Education of 28 September 2018 on recognition of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies (Journal of Laws, item 1881) and pursuant to § 13(2) in conjunction with §70(3) and §72(2)(6) of the Statutes of the Medical University of Lodz of 27 June 2019, as amended, the following Ordinance is made:

§ 1

The procedure is hereby introduced regarding recognition (nostrification) of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies. It is enclosed as the Annex hereto.

§ 2

This Ordinance becomes effective upon being signed.

RECTOR: *Prof. Radzisław Kordek. MD, PhD*

CC:

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Procedure of recognition (nostrification) of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies

GENERAL PROVISIONS

§ 1

1. This procedure specifies:
 - 1) the rules of proceedings for recognition (nostrification) of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies;
 - 2) the amount of fees for conducting proceedings, as well as conditions and grounds for exemption from such fees.
2. At the Medical University of Lodz, the procedure of recognition of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies is conducted by the following faculty entities:
 - 1) committee appointed by a teaching council for a field of study;
 - 2) teaching council for a field of study, if a relevant committee is not appointed;
– hereinafter referred to as the “body conducting the procedure”.
3. The body conducting the procedure may specify detailed rules on conducting the procedure and determine:
 - 1) time limits for submission of applications;
 - 2) schedule of proceedings;
 - 3) mode of conducting proceedings;
 - 4) rules on comparing programmes of study, curricular contents and a list of recommended textbooks providing preparation for examinations;
 - 5) additional documents allowing assessment of the course of study, the learning outcomes achieved and the duration of study;
 - 6) form and procedure for conducting additional examinations and work placement;
 - 7) criteria for obtaining credit for examinations and work placement;
 - 8) rules for keeping a register of applications filed and certificates issued, as referred to in § 8(3).

§ 2

1. The terms used in this Ordinance have the following meanings:
 - 1) University - Medical University of Lodz;
 - 2) Applicant - a person applying for recognition of a higher education diploma obtained abroad as equivalent to a relevant Polish diploma and professional title, or a person applying for confirmation of completion of a specific level of studies;
 - 3) recognition procedure - a procedure aimed at recognition (nostrification) of a higher education diploma obtained abroad, i.e. recognising of a higher education diploma obtained abroad as equivalent to a relevant Polish diploma and professional title; the procedure is not conducted with respect to diplomas whose equivalence is determined under a relevant international agreement;
 - 4) confirmation procedure - a procedure aimed at confirmation of completion of a specific level of studies.

§ 3

The recognition or confirmation procedure is initiated upon an application for recognition of a higher education diploma obtained abroad as equivalent to a relevant Polish diploma and professional title or an application for confirmation of completion of a specific level of studies, hereinafter referred to as the "application", submitted to the body conducting the procedure.

Submission of an application in the recognition procedure

§ 4

1. The Applicant is required to submit an application to the body conducting the procedure, through a relevant dean's office; the template form of the application is provided as Annex No. 1 hereto. The application should be submitted in Polish.
2. The Applicant should enclose the following documents:
 - 1) diploma of completion of higher education studies;
 - 2) documents allowing assessment of the course of study, the learning outcomes achieved and the duration of study, including:
 - a) diploma supplement or transcript, including information on examinations passed or credits awarded,
 - b) list of courses and grades or a student record book,
 - c) contents or syllabuses of completed courses,
 - d) certificates on work placement, with specified time and place of completion (if it was an integral part of the programme of study), and the programme scope;
 - 3) certificate, diploma or other documents based on which the Applicant was admitted to studies;
 - 4) a statement on the place and date of birth; a template form of the statement is provided as Annex No. 4 hereto.
3. The documents referred to in paragraph 2(1-3) may be submitted in the form of copies certified as true copies by an employee of a relevant dean's office.
4. The documents referred to in paragraph 2(1) should include an apostille clause affixed on the original diploma or attached to the document if the diploma was issued by an institution operating in the education system of a country that is a party to the Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents, made in Hague.
5. In the case of a change of the surname to a surname different from that for which the diploma was issued, the Applicant is required to submit a statement on the change of surname and a document certifying the change of surname (made available for verification).

Submitting an application in the confirmation procedure

§ 5

1. The Applicant is required to submit an application to the body conducting the procedure, through a relevant dean's office; the template form of the application is provided as Annex No. 2. The application shall be submitted in Polish.
2. The Applicant should enclose the following documents:
 - 1) documents confirming:
 - a) completion of higher education studies,
 - b) credits awarded for classes and obtained grades,
 - c) passed examinations,
 - d) professional qualifications or licenses obtained,
 - e) completed work placement or employment,

- f) being granted the refugee status or subsidiary protection, or having a temporary residence permit provided due to the circumstance referred to in Article 159(1)(1)(c) or (d) of the Act on Foreigners of 12 December 2013 (Journal of Laws of 2020, item 35, as amended);
- 2) the Applicant's statements on:
 - a) completion of higher education studies in relation to which confirmation of completion is requested by the Applicant; the template form of the statement is provided as Annex No. 3 hereto,
 - b) place and date of birth; the template form of the statement is provided as Annex No. 4 hereto.
3. The documents referred to in paragraph 2(1) may be submitted in the form of copies certified as true copies by an employee of a relevant dean's office.
4. If the surname is changed to a surname different from that for which the documents were issued, the Applicant should submit a statement on the change of surname and a document certifying the change of surname (made available for verification).

Formal assessment of the application

§ 6

1. The body conducting the procedure makes a formal assessment of the application; if it is found that:
 - 1) there are formal defects – the Applicant is requested to correct them within no less than 14 days, under pain of their application being left unprocessed;
 - 2) the body is not competent to conduct the proceedings - a decision on refusal to conduct the proceedings is issued by the Chairperson of the Teaching Council for Field of Study, the decision may be appealed against with the Rector, within 7 days from the date of service thereof;
 - 3) the application is complete – substantive assessment is made.
2. The body conducting the procedure may require that the Applicant submit a non-certified Polish translation of the documents referred to in § 4(2)(1-3) and § 5(2)(1)(a-e).
3. In justified cases, the body conducting the procedure, may also require that Polish translation of the documents referred to in § 4(2)(2) and § 5(2)(1)(a-e) be prepared and certified by a sworn translator or a foreign translator; the translation should be certified by the competent consul of the Republic of Poland.
4. The Applicant is informed on specific stages of the procedure in writing - by registered letter or, upon consent, by e-mail.
5. The body conducting the procedure may refer the application to the Director of the National Agency for Academic Exchange with a request to verify whether the university issuing the diploma in question meets the conditions specified in Article 326(3) of the Act on Higher Education and Science (Journal of Laws of 2021, item 478, as amended).

Substantive assessment of the application

§ 7

1. In the case of submission of a complete application, and provided that the body conducting the procedure is competent to conduct the proceeding, it:
 - 1) reviews the documents enclosed to the application;
 - 2) compares the programmes of study, the learning outcomes obtained, the professional entitlements, the work placement completed and the duration of study with the programme of study, the learning outcomes and professional entitlements, work placement required and the duration of similar studies run by the University.

2. If differences in programmes of study, learning outcomes or duration of study are found, the body conducting the procedure will inform the Applicant about them and may oblige the Applicant to:
 - 1) take specific examinations;
 - 2) complete work placement– indicating the conditions and time limitations for organizing thereof.
3. The Applicant may take the examination only once. Nonappearance at the examination is considered as failing the exam.

Completion of the procedure

§ 8

1. After conducting proceedings in the recognition procedure, the competent body adopts a resolution on the following:
 - 1) recognising the diploma as equivalent to a Polish diploma of higher education completion of studies in a specific field and a professional title, or
 - 2) refusing to recognise the diploma as equivalent to a Polish diploma of completion of higher education studies in a specific field and professional title.
2. After conducting proceedings in the confirmation procedure, the competent body adopts a resolution on:
 - 1) confirming completion of a specific level of studies, or
 - 2) refusing to confirm completion of a specific level of studies.
3. In the case referred to in paragraph 1(1) and paragraph 2(1), pursuant to the resolution, the University issues a certificate to the Applicant, the template forms of which are, respectively, Annexes No. 1 and 2 to the Ordinance on recognition of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies.
4. In the case referred to in paragraph 1(2) and paragraph 2(2), pursuant to the resolution, the University issues an administrative decision, which is subject to request for reconsideration within 14 days from the date of service thereof.
5. Submitted copies of documents are not returned and are kept in the case file.

Duration of the procedure

§ 9

1. The date of filing the application is regarded as the date of initiation of the recognition or confirmation procedure.
2. The body conducting the procedure:
 - 1) recognises or refuses to recognise a diploma of completion of higher education studies obtained abroad as equivalent to a relevant Polish diploma and professional title;
 - 2) confirms or refuses to confirm completion of a specific level of studies;– within 90 days from the date of submission of an application meeting the formal requirements.
3. The period referred to in paragraph 2 does not include the periods set for:
 - 1) submitting translation of documents;
 - 2) taking exams or completing work placement.

The amount of the fee for conducting the procedure and conditions for exemption from fees

§ 10

1. The amount of the fee for conducting the procedure is 50% of the professor's remuneration.
2. The fee must be transferred to the indicated bank account, within 14 days from the date of submission of a complete application.
3. Confirmation of payment of the fee must be immediately submitted by the Applicant to the dean's office or sent to the indicated e-mail address.
4. If the fee is not paid in due time, the application for initiation of the procedure is left unprocessed.
5. The fee is not collected, and the collected fee is refundable, in the cases referred to in § 6(1)(2).

§ 11

1. If the Applicant provides documents that prove their difficult financial situation, at their request, the body conducting the procedure may exempt the Applicant from the obligation to pay the fee for conducting the procedure, in whole or in part.
2. The application referred to in paragraph 1 must be submitted by the Applicant, together with the procedure documentation; the decision on exemption from the obligation to pay the fee for conducting the procedure, in whole or in part, is final.



to the procedure of recognition of higher education diplomas obtained abroad
and confirmation of completion of a specific level of studies, conducted at the Medical University of Lodz

.....
(full name of the Applicant)

.....
(correspondence address)

.....
(e-mail address)

.....
(Phone no.)

Chairperson of the Teaching Council for Field of Study...../
Chairperson of the Committee for

APPLICATION*
for recognising of a higher education diploma obtained abroad
as equivalent to a relevant Polish diploma and professional title

I kindly request that higher education diploma no.,
issued on, by:

.....
.....
(full original name of the higher education institution, city, country)

based on which I was awarded the professional title of:
is recognised as equivalent to a relevant Polish diploma and professional title.

I was admitted to studies based on:

.....
(full name of the document including the place of issue – city, country)

issued on.....

.....
(place and date)

.....
(legible signature of the Applicant)

Annexes:

- 1) copy of the higher education diploma**;
- 2) copies of documents allowing assessment of the course of study, the learning outcomes achieved and the duration of study **(mark as applicable):
 - diploma supplement or a transcript,
 - list of courses and grades or a student book record,

- contents or syllabuses of completed courses,
- certificates confirming work placement, with specified time and place of completion (if it was an integral part of the programme of study), and the programme scope,
- other:..... ,

- 3) copy of a certificate, diploma or other document based on which the Applicant was admitted to studies **;
- 4) statement on the change of surname ***;
- 5) Applicant's statement on the place and date of birth.

*The application form should be filled out in capital letters.

**The Applicant is required to submit the original documents to an employee of the Dean's Office for verification.

***The statement must be submitted if the surname has changed.

APPLICANT'S STATEMENT

I have familiarised myself with the procedure of recognition of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies, conducted by the Medical University of Lodz, enclosed as the Annex to Ordinance No. 56/2021 of 11 May 2021 of the Rector of the Medical University of Lodz.

.....
(place and date)

.....
(legible signature of the Applicant)

STATEMENT
including consent to personal data processing

Pursuant to Article 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, I give my voluntary consent to the processing of my email address (provided in the application) by the Medical University of Lodz for information purposes related to the conducted recognition procedure,

Prior to giving this consent, I was informed that I may withdraw it at any time without affecting the lawfulness of the processing carried out under the consent prior to the withdrawal.

.....
(place and date)

.....
(legible signature of the Applicant)

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR"):

1. The Controller of your personal data is the Medical University of Lodz (hereinafter referred to as: "MUL"), with its registered seat in Łódź (Lodz), al. Kościuszki 4, 90-419 Łódź.
2. You may contact the Data Protection Officer by e-mail: iod@umed.lodz.pl, by phone no. 42 2725211, or by sending a letter to the Controller's address.
3. Your personal data will be processed for the following purposes:
 - a) conducting the recognition procedure - the legal basis is Article 6(1)(c) of GDPR in accordance with the content of the Regulation of the Minister of Science and Higher Education of 28 September 2018 on recognition of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies (Journal of Laws, item 1881),
 - b) information purposes related to the conducted recognition procedure (e-mail address) – pursuant to Article 6(1)(a) of GDPR.
4. Your personal data will not be disclosed to other entities, except for entities authorised under the law to process them, in particular public entities and authorities.
5. Your personal data will not be transferred to a third country or to an international organisation.
6. Access to your personal data inside the Controller's organisational structure will be granted to employees authorised by the Controller only, to the extent necessary.
7. Your personal data will be stored for a period necessary to fulfil the purposes set out in paragraph 3 above, and then for the time specified for a particular symbols of archival category with which documentation collected at the Medical University of Lodz is marked in accordance with the Uniform List of Files of the Medical University of Lodz developed based on the Regulation of the Minister of Culture and National Heritage of 20 October 2015 on the classification and qualification of documentation, transfer of archival materials to state archives and disposal of non-archival documentation. Whereas the e-mail address will be processed until the consent is withdrawn.
8. You have the right to access and rectification of your data, the right to erasure (subject to the cases referred to in Article 17(1)(b) of GDPR), the right to restriction of processing (subject to the cases referred to in Article 18(2) of GDPR), and the right to data portability (regarding the processing of your email address in connection with the processing of your email address under consent).
9. With regard to the processing of your e-mail address under your consent, you have the right to withdraw it at any time without affecting the lawfulness of the processing performed under the consent before the withdrawal.

10. You have the right to file a complaint with the President of the Office for the Protection of Personal Data if there occur reasonable grounds to suspect that your personal data are processed by the Controller in violation of the General Data Protection Regulation of 27 April 2016.
11. Provision of personal data with regard to the proceeding conducted is subject to a legal requirement and is otherwise entirely voluntary.
12. Decisions will not be taken by automated means, and your personal data will not be subject to profiling.

.....
(place and date)

.....
(legible signature of the Applicant)

To be filled out by an employee of the Dean's Office

The document was filed on

.....
(name stamp and signature of the person receiving documents)



to the procedure of recognition of higher education diplomas obtained abroad
and confirmation of completion of a specific level of studies, conducted at the Medical University of Lodz

.....
(full name of the Applicant)

.....
(correspondence address)

.....
(e-mail address)

.....
(Phone no.)

Chairperson of the Teaching Council for Field of Study/
Chairperson of the Committee for

APPLICATION*
for confirming completion of a specific level of studies

I kindly request that it is confirmed that I completed a specific level of studies at:

.....
.....
(full original name of the higher education institution, city, country)

I was admitted to studies based on:

.....
(full name of the document including the place of issue – city, country)

issued on.....

.....
(place and date)

.....
(legible signature of the Applicant)

Annexes:

- 1) Copies of documents confirming: **
 - a) completion of higher education studies,
 - b) courses for which credits and grades were awarded,
 - c) examinations passed,
 - d) obtained qualifications or professional licenses,
 - e) completed work placement or employment,

- f) being granted the refugee status or subsidiary protection, or having a temporary residence permit provided due to the circumstance referred to in Article 159(1)(1)(c) or (d) of the Act on Foreigners of 12 December 2013 (Journal of Laws of 2020, item 35, as amended);
- 2) statement on the change of surname ***;
- 3) Applicant's statements on:
 - a) completion of studies in relation to which confirmation of completion is requested by the Applicant,
 - b) place and date of birth.

*The application form should be filled out in capital letters.

**The Applicant is required to submit the original documents to an employee of the Dean's Office for verification.

***The statement must be submitted if the surname has changed.

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.....
(place and date)

.....
(legible signature of the Applicant)

STATEMENT
including consent to personal data processing

Pursuant to Article 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, I give my voluntary consent to the processing of my email address (provided in the application) by the Medical University of Lodz for information purposes related to the conducted procedure,

Prior to giving this consent, I was informed that I may withdraw it at any time without affecting the lawfulness of the processing carried out under the consent prior to the withdrawal.

.....
(place and date)

.....
(legible signature of the Applicant)

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as “GDPR”):

1. The Controller of your personal data is the Medical University of Lodz (hereinafter referred to as: “MUL”), with its registered seat in Łódź (Lodz), al. Kościuszki 4, 90-419 Łódź.
2. You may contact the Data Protection Officer by e-mail: iod@umed.lodz.pl, by phone no. 42 2725211, or by sending a letter to the Controller’s address.
3. Your personal data will be processed for the following purposes:
 - a) conducting the procedure of confirmation of completion of a specific level of studies - the legal basis is Article 6(1)(c) of GDPR in accordance with the content of the Regulation of the Minister of Science and Higher Education of 28 September 2018 on recognition of higher education diplomas obtained abroad and confirmation of completion of a specific level of studies (Journal of Laws, item 1881),
 - b) information purposes related to the conducted recognition procedure (e-mail address) – pursuant to Article 6(1)(a) of GDPR.
4. Your personal data will not be disclosed to other entities, except for entities authorised under the law to process them, in particular public entities and authorities.
5. Your personal data will not be transferred to a third country or to an international organisation.
6. Access to your personal data inside the Controller's organisational structure will be granted to employees authorised by the Controller only, to the extent necessary.
7. Your personal data will be stored for a period necessary to fulfil the purposes set out in paragraph 3 above, and then for the time specified for a particular symbols of archival category with which documentation collected at the Medical University of Lodz is marked in accordance with the Uniform List of Files of the Medical University of Lodz developed based on the Regulation of the Minister of Culture and National Heritage of 20 October 2015 on the classification and qualification of documentation, transfer of archival materials to state archives and disposal of non-archival documentation. Whereas the e-mail address will be processed until the consent is withdrawn.
8. You have the right to access and rectification of your data, the right to erasure (subject to the cases referred to in Article 17(1)(b) of GDPR), the right to restriction of processing (subject to the cases referred to in Article 18(2) of GDPR), and the right to data portability (regarding the processing of your email address in connection with the processing of your email address under consent).
9. With regard to the processing of your e-mail address under your consent, you have the right to withdraw it at any time without affecting the lawfulness of the processing performed under the consent before the withdrawal.

10. You have the right to file a complaint with the President of the Office for the Protection of Personal Data if there occur reasonable grounds to suspect that your personal data are processed by the Controller in violation of the General Data Protection Regulation of 27 April 2016.
11. Provision of personal data with regard to the proceeding conducted is subject to a legal requirement and is otherwise entirely voluntary.
12. Decisions will not be taken by automated means, and your personal data will not be subject to profiling.

.....
(place and date)

.....
(legible signature of the Applicant)

To be filled out by an employee of the Dean's Office

The document was filed on

.....
(name stamp and signature of the person receiving documents)

Annex No. 3

to the procedure of recognition of higher education diplomas obtained abroad
and confirmation of completion of a specific level of studies, conducted at the Medical University of Lodz



Lodz,

.....
(full name of the Applicant)

.....
(correspondence address)

.....
(e-mail address)

.....
(Phone no.)

Chairperson of the Teaching Council for Field of Study/
Chairperson of the Committee for

Statement
on completion of studies in relation to which confirmation of completion is requested
by the Applicant

I hereby declare that the studies I completed at:
.....,
(name and address of the higher education institution at which the Applicant completed their studies)

field of study
level, mode

in relation to which I am applying for confirmation of completion, were/were not* the subject of
the recognition procedure in the Republic of Poland.

.....
(date and signature of the Applicant)

Annex No. 4

to the procedure of recognition of higher education diplomas obtained abroad
and confirmation of completion of a specific level of studies, conducted at the Medical University of Lodz



Lodz,

.....
(full name of the Applicant)

.....
(correspondence address)

.....
(e-mail address)

.....
(Phone no.)

Chairperson of the Teaching Council for Field of Study/
Chairperson of the Committee for

Statement on the place and date of birth

I hereby declare that I was born in:
(name of the city/town and country of origin)

On
(date of birth (day/month/year))

.....
(date and signature of the Applicant)