

Regulation no 48
of the Rector of Gdynia Maritime University
of 9th September 2022
RRP/0132/48/2022

**on the Recognition at Gdynia Maritime University of Diplomas Awarded Abroad and
Confirmation of Attainment of a Degree
at a Specified Academic Level**

Pursuant to Articles 23.1 and 23.2, and in conjunction with Article 327 of the Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2022, item 574 as amended), and also in conjunction with the Decree of the Minister of Science and Higher Education of 28 September 2018 on the Recognition of Qualifications Obtained Abroad and Confirmation of Attainment of a degree at a Specified academic level (Journal of Laws of 2018 item 1881), I decree the following:

1. General Provisions

Article 1

1. This Regulation determines detailed rules of procedure at Gdynia Maritime University ["GMU" or "the University"] in the following matters:
 - 1) recognition of diplomas awarded abroad;
 - 2) confirmation of attainment of a degree at a specified academic level by a foreigner who has attained refugee status or subsidiary protection, or a foreigner who holds a temporary residence permit granted in connection with the circumstances referred to in Article 159 (1.1c and d) of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2021, item 2354 as amended), and who is unable to present a valid diploma;
 - 3) the amount of fees payable for the proceedings referred to in 1.1 and 1.2 and the conditions for exemption from these fees.
2. Explanation of terms used in the Regulation:
 - 1) Dean of the Faculty – shall also be understood as an authorised Associate-Dean, whose areas of competence include education or student matters;
 - 2) APC – shall be understood to mean the Administrative Procedure Code Act of 14 June 1960 (Journal of Laws of 2021 item 735 as amended);
 - 3) MHES Regulation - the Minister of Science and Higher Education's Regulation of 28 September 2018 on the Recognition of Qualifications Obtained Abroad and Attainment of a degree at a Specified academic level (Journal of Laws of 2018, item 1881);
 - 4) The Act - shall be understood to mean the Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2021, item 574 as amended).

Article 2

1. The proceedings that are the subject of this Regulation shall be initiated at the request of the person concerned and may be conducted at an institute of higher education with a scientific rating of A+, A or B+ in the leading discipline to which the course of study is assigned, the completion of which shall be confirmed by a diploma awarded abroad as indicated in the application, subject to 2.2.
2. Until the date of expiry of the 30-day deadline, beginning on the date of the final decision on the award of a scientific rating as part of the first evaluation of the quality of scientific activity has become final, proceedings may be conducted in the matters referred to in this Regulation provided that the institute has the right to award a doctorate in the discipline to which the course of study is assigned, the completion of which shall be confirmed by a diploma issued abroad as indicated in the application.

Article 3

1. A fee equal to 50% of the standard salary for a professor at a public higher education institution shall be charged for conducting the proceedings in accordance with Article 137, Paragraph 2 of the Act.
2. Irrespective of the outcome of the proceedings, the applicable fee shall be paid in PLN to the bank account indicated by the University.
3. A fee shall not be charged should it be found that the University does not have the jurisdiction to conduct the proceedings.
4. The date of payment shall be understood as the date of clearance of the payment made to the indicated bank account.
5. The University accepts no responsibility for errors made during the payment of fees as a result of circumstances on the part of the applicant, in particular, due to entering incorrect bank details or other errors of this kind.
6. In exceptional and duly justified cases, especially resulting from the difficult material circumstances of the applicant as evidenced by relevant documents, the fee may be waived in whole or in part, or divided into instalments.
7. Decisions to exempt an applicant from the fee or divide the amount into instalments shall be made on behalf of the Rector by the Deputy Rector for Education after requesting the opinion of the Dean of the Faculty dealing with the application.

2. Qualification Recognition Procedure

Article 4

1. The diploma recognition procedure leads to the recognition of a diploma awarded abroad as equivalent to the relevant Polish diploma and academic title.

2. Degrees attained abroad, which cannot be considered equivalent to the relevant Polish diploma and academic title under an international agreement determining equivalence, are subject to the diploma recognition procedure.

Article 5

1. The applicant for recognition of a diploma shall submit a request to the Deputy Rector for Education via the Department of Education.
2. The date of initiation of the diploma recognition procedure shall be the date of submission of the application referred to in 5.1.
3. The request shall be submitted in writing or electronic format. Written requests shall be signed by hand. Requests submitted electronically may be signed electronically using an authorised method, certified by a trusted signature, or signed in person by hand.
4. The request should be submitted along with the following:
 - 1) the original diploma;
 - 2) documents enabling the assessment of the course curriculum, the learning outcomes attained, and the duration of the course of study, in particular the diploma/certificate supplement, the list of course subjects and the results attained, an index or other similar document, and a thesis;
 - 3) a certificate, diploma, or another document based on which the applicant was admitted to study;
 - 4) proof of payment of the fee referred to in 3.1.
5. The documents referred to in 5.4 shall be submitted in the original and a certified copy made by an authorised University employee.
6. In the event of reasonable doubt as to the authenticity of the documents referred to in 4.1-4.3, the University may request the applicant to submit a specific document, certified with an apostille, where the document was issued by an institution from a country which is a party to the Convention which abolishes the requirement for the certification of foreign official documents, drawn up in The Hague on 5th October 1961 (Journal of Laws of 2005 No 112, item 938), or certification from:
 - 1) the consul of the Republic of Poland competent for the country in whose territory or in whose system of education or higher education the document was issued; or
 - 2) a party to the agreement on the European Economic Area or a Member state of the Organisation for Economic Cooperation and Development (OECD), diplomatic representation or consular office of the state in whose territory or in whose system of education or higher education the document was issued, accredited in the Republic of Poland or another Member state of the European Union, or a Member state of the European Free Trade Agreement (EFTA)
7. The application should also be accompanied by a translation into Polish of the documents referred to in 5.4 performed and certified by a sworn translator or performed and certified by a translator qualified abroad and additionally certified by the competent consulate of the Republic of Poland.

8. Where the translation of documents into Polish in accordance with 5.7 proves to be difficult, and in particularly justified cases, the applicant may submit a translation into Polish by another reliable entity.
9. The format for the application is contained in Annexe 1 to this Regulation.

Article 6

1. Upon receipt of the request referred to in Article 5, the University shall have 14 days to decide whether it has the necessary jurisdiction to go ahead with the diploma recognition procedure, and formally verify the request.
2. Should it be found that the University does not have the necessary jurisdiction to go ahead with the diploma recognition procedure, acting under the authority of the Rector, the Deputy Rector for Education shall issue a decision refusing to go ahead with the proceedings.
3. The applicant shall be entitled to appeal the decision referred to in 6.2 to the Rector within 7 days of the date of its delivery.
4. If it is determined that the University has the jurisdiction to conduct the diploma recognition procedure referred to in Article 5, however not all formal conditions have been satisfied, acting under the authority of the Rector, the Deputy Rector for Education shall request that the required conditions are met and provide a deadline of no less than 14 days.
5. Applications which meet all the formal requirements referred to in Article 5 shall be submitted by the Deputy Rector for Education to the relevant faculty Dean for assessment.
6. In case of doubt as to the jurisdiction of the faculty, the Deputy Rector for Education shall request the opinions of the Deans of all potentially relevant faculties.
7. Where the Dean of the faculty to whom the request referred to in Article 5 has been submitted considers that the request should be assessed in another faculty, the Dean shall be required within 7 days of the date of receipt of the application to put in writing and forward to the Deputy Rector for Education a refusal to assess the request, together with the relevant documentation on the matter as well as justification and indication of another faculty as appropriate for consideration of the matter.
8. In the case referred to in 5.7, the Deputy Rector for Education shall designate the Dean of another faculty for the assessment of the request and provide documentation on the matter or appoint an interdepartmental team for the assessment of the application.
9. In case of doubt as to the level of education or the status of a foreign university which has issued a diploma, as well as the possibility to recognise such a diploma in Poland, the University may request the Director of the National Academic Exchange Agency to provide written information on the matter.

Article 7

1. Following receipt of a request for recognition of a diploma, the Dean of the Faculty shall appoint a team of at least three academic teachers ["the Team"].
2. The Team should include at least one academic teacher qualified at the post-graduate level.

3. The task of the team is to assess the content of the request, in particular by comparing the course curriculum, the learning outcomes and the professional diplomas awarded, the professional traineeships completed, and the duration of the degree course completed by the applicant in relation to its full length, and the duration of similar courses conducted at the University.
4. The assessment of the application shall be performed in agreement with the persons responsible for the individual subjects in the field of study of the degree attained abroad, as indicated in the request.
5. After assessing the application in accordance with 7.3 and 7.4, and no later than 30 days from the date of receipt of the application for the recognition of a diploma, together with the necessary documentation, the team shall write a report including:
 - 1) a positive opinion, recognising the degree as equivalent to the relevant Polish diploma and degree;
 - 2) a negative opinion on the inability to recognise the diploma as equivalent to the relevant Polish diploma and degree; or
 - 3) an opinion obliging the applicant to sit certain examinations or complete professional traineeships where there are differences in the curriculum of the degree course, the learning outcomes or the duration of the course, and submit them together with full documentation to the faculty Dean.
6. The opinion referred to in 7.5.2 and 7.5.3 shall justify the above.
7. In the event of a negative opinion as referred to in 7.5.2, the Dean of the Faculty shall submit a proposal accompanied by complete documentation on the matter and the opinion of the Team to the Council for Teaching Matters ["the Council"] for consideration. The Council shall adopt a resolution accepting or rejecting the Team's opinion.
8. Should the Council adopt a resolution rejecting a negative opinion of the Team, the Dean of the Faculty shall forward the proposal together with the full documentation to the Team for re-evaluation. The team shall write a report including the opinion referred to in 7.5.1 and 7.5.2 and forward it together with full documentation to the faculty's Dean, no later than 14 days from the date of the faculty's submission of complete documentation on the matter.
9. In the event of an obligation on the part of the applicant to sit specific examinations or conduct professional traineeships in accordance with 7.5.3:
 - 1) the Dean of the Faculty shall inform the applicant in writing, stating the reasons for the need to sit certain examinations or complete professional traineeships, including the conditions and the deadlines for sitting any examinations and completing any traineeships;
 - 2) the applicant is required to provide the Dean of the Faculty with documentation confirming the completion of certain examinations or a traineeship immediately following their completion;
 - 3) Immediately after receiving the documents referred to in 7.5.2, and in cases where the documents are not submitted by the set deadline, the Dean shall the application, including all accompanying documents to the Team for re-evaluation. No later than 14 days from the date on which the faculty's submission of documents confirming the passing of certain exams or the completion of a traineeship is submitted by the Dean of

the Faculty, the Team shall write a report containing the opinion referred to in 7.5.1,2 and forward it together with complete documentation to the faculty's Dean.

10. Immediately after receiving complete documentation from the Team on the matter, the Dean of the Faculty shall forward it to the Deputy Rector for Education, including a Council Regulation in the case referred to in 7.7, no later than 60 days after receiving the application, and in the case referred to in 7.9.3, immediately after the Team prepares a re-evaluation report.
11. The documentation referred to in 7.10 shall be accompanied by a draft certificate drawn up in accordance with the model set out in Annexe 1 to the Ministry of Education and Science Regulation, or by a justification for refusal to recognise a foreign degree as equivalent to a Polish diploma and degree.

Article 8

1. The procedure for the recognition of a diploma shall end no later than 90 days after the date of submission of an application satisfying all the formal requirements referred to in Article 5.
2. The deadline referred to in 9.1 shall not include the time limits set for:
 - 1) the submission of apostilles or certification and translation of documents - in the cases referred to in 5.6-8 Accordingly;
 - 2) the completion of examinations or traineeships - in the case referred to in 7.5.3.
3. After receiving the documentation referred to in 7.10 and 7.11, the Deputy Rector authorised by the Rector, shall:
 - 1) recognise the foreign diploma as equivalent to the Polish diploma and degree, and issue an appropriate certificate in accordance with the model in Annexe 1 to the Ministry of Education and Science Regulation; or
 - 2) by means of an administrative decision, refuse to recognise the foreign diploma abroad as equivalent to the Polish diploma and degree.
4. The certificate or decision referred to in 8.3 shall be delivered to the applicant in accordance with the rules set out in the APC.
5. The person whose diploma
6. has been recognised as equivalent to the Polish diploma and title may use the appropriate Polish title.
7. The refusal to recognise a diploma as equivalent to an appropriate Polish degree may occur, in particular, where:
 - 1) the institution which issued the diploma or the institution where the education was conducted:
 - a) was not an accredited institution on the date of issue of the diploma within the meaning of the internal law of the state in which the higher education system operates;
 - b) the degree course in question was not accredited on the date of issue of the diploma; or
 - c) the institution does not operate within the higher education system of any state;

- 2) the degree course or its part was not carried out in accordance with the law of the state in which the education was conducted;
 - 3) the person applying for recognition of a diploma awarded abroad has failed to comply with the obligations arising from the opinion referred to in 7.5.3.
8. The decision refusing to recognition of the foreign diploma as equivalent to the Polish diploma and the professional title referred to in 8.3.2 shall be subject to a request for reconsideration by the Rector.

3. Acknowledgement of attainment of a degree at a specified academic level

Article 9

1. The applicant for confirmation of the completion of a certain level of study shall address their application to the Deputy Rector for Education.
2. The application date for the confirmation of the attainment of a degree at a specified academic level shall be the date of submission of the application to the University, as referred to in article 1.
3. The request shall be submitted in writing or electronic format. Written requests shall be signed by hand. Requests submitted electronically may be signed electronically using an authorised method, certified by a trusted signature, or signed in person by hand.
4. The request should be submitted along with the following:
 - 1) documents certifying:
 - a) attainment of a degree,
 - b) subjects passed and associated grades,
 - c) exams completed,
 - d) diplomas and professional entitlements attained,
 - e) completed traineeships or periods of employment,
 - f) refugee status or subsidiary protection, or a temporary residence permit in connection with the circumstances referred to in Article 159 (1c,d) of the Act on Foreigners of 12 December 2013 (Journal of Laws of 2021, item 2354 as amended).
 - 2) proof of payment of the fee referred to in 3.1.
5. The documents referred to in 9.4 shall be submitted in the original so that an authorised University employee may make a certified copy.
6. In case of reasonable doubt as to the authenticity of the documents referred to in 9.4.1, the University may request the applicant to submit a specific document, certified with an apostille, where the document was issued by an institution operating in the education system of a state which is a party to the Convention on the abolition of the certification of foreign official documents, drawn up at the Hague on 5 October 1961 (Journal of Laws of 2005 No 112, item 938), or certification carried out by:
 - 1) the Consul of the Republic of Poland, competent for the country in whose territory or in whose system of education or higher education, the document was issued; or
 - 2) accredited in the Republic of Poland or another Member n of the European Union, a Member state of the European Free Trade Agreement (EFTA) - a party to an agreement on the European Economic Area or a Member state of the Organisation for Economic

Cooperation and Development (OECD), diplomatic representation or consular office of the state in whose territory or in whose system of education or higher education the document was issued.

7. The application should also be accompanied by a translation into Polish of the documents referred to in Article 4.1, performed and certified by a sworn translator, or performed and certified by a foreign translator and additionally certified by the competent consulate of the Republic of Poland.
8. Where the translation of documents into Polish, in accordance with Point 7, proves to be difficult, and in particularly justified cases, the applicant may submit an ordinary translation into the Polish language by another reliable entity.
9. The model for the proposal is set out in Annexe 1 to this Regulation.

Article 10

1. Upon receipt of the application referred to in Article 9, the University shall have 14 days to decide whether it has the necessary jurisdiction to go ahead with the diploma recognition procedure, and formally verify the application.
2. In the event of a lack of jurisdiction to carry out the procedure confirming the completion of a certain level of study, acting under the authority of the Rector, the Deputy Rector for Education shall issue a decision declining to go ahead with the proceedings.
3. The applicant shall be entitled to appeal the decision referred to in 6.2 to the Rector within 7 days of the date of its delivery.
4. In the event of recognition of jurisdiction to conduct proceedings confirming the attainment of a degree at a specified academic level and a lack of formal deficiencies in the application referred to in Article 9, acting under the authority of the Rector, the Deputy Rector for Education shall request that they are completed within a fixed period of not less than 14 days, on pain of the application not being considered.
5. An application that meets all the formal requirements referred to in Article 9 shall be submitted by the Deputy Rector for Education to the relevant faculty Dean for assessment.
6. In case of any doubt as to the faculty's competence, the Deputy Rector for Education shall request the opinions of the Deans of all potentially competent faculties.
7. Where the Dean of the faculty, to whom the application referred to in Article 9 has been submitted, considers that the request should be assessed in another faculty, he shall be required within 7 days of the date of receipt of the request to put in writing and forward to the Deputy Rector for Education a refusal to assess the request, together with the relevant documentation on the matter as well as justification and indication of another faculty as the competent faculty.
8. In the event of the situation referred to in 10.7, the Deputy Rector for Education shall designate the Dean of another faculty for the assessment of the application and provide documentation on the matter or appoint an interdepartmental team to do so.

Article 11

1. The Dean of the Faculty shall appoint a team of at least three academic teachers, ["the Team"], after receiving a request for confirmation of the attainment of a degree at a specified academic level referred to in Article 9.
2. The Team should include at least one academic teacher qualified at the post-graduate level.
3. The task of the team is to assess the content of the request, in particular by comparing the course curriculum, the learning outcomes and the professional diplomas awarded, the professional traineeships completed, and the duration of the course completed by the applicant in relation to the full length of the degree course, and the duration of similar courses conducted at the University.
4. The assessment of the application shall be performed in agreement with the persons responsible for the individual subjects in the relevant field of study.
5. After assessing the application in accordance with 7.3 and 7.4, and no later than 30 days after the date of receipt of the application for recognition of the attainment of a degree at a specified academic level as referred to in Article 9, together with the relevant documentation, the Team shall write a report containing:
 - 1) positive opinion confirming the attainment of a degree at a specified academic level,
 - 2) negative opinion refusing to confirm the attainment of a degree at a specified academic level,
 - 3) an opinion obliging the applicant to pass certain examinations or complete professional traineeships where there are differences in the curriculum of the degree programme, the learning outcomes or the duration of the course, and submit them together with full documentation to the faculty Dean.
6. The opinion referred to in 7.5.2 and 7.5.3 shall justify the above.
7. In the event of a negative opinion of the Team, as referred to in 5.2, the Dean of the Faculty shall submit a proposal together with complete documentation on the matter and the opinion of the Team to the deliberations of the Council for Teaching Matters. The Council shall adopt a resolution accepting or rejecting the Team's opinion.
8. Should the Council adopt a resolution rejecting a negative opinion of the Team, the Dean of the Faculty shall forward the proposal together with the full documentation to the Team for re-evaluation. The team shall write a report including the opinion referred to in 7.5.1 and 7.5.2 and forward it together with full documentation to the faculty Dean, no later than 14 days from the date of the faculty's submission of complete documentation on the matter.
9. In the event of an obligation on the part of the applicant to pass specific examinations or conduct professional traineeships in accordance with 7.5.3:
 - 1) the Dean of the Faculty shall inform the applicant in writing, stating the reasons for the need to pass certain examinations or complete professional traineeships, including the conditions and the deadlines for sitting the examination and completion of traineeships;
 - 2) the applicant is required to provide the Dean of the Faculty with documentation confirming the completion of certain examinations or the completion of a traineeship immediately following its completion;
 - 3) Immediately after receiving the documents referred to in 7.5.2, and in cases where the documents are not submitted by the set deadline, the Dean of the faculty shall forward

the application and all accompanying documents to the Team for re-evaluation. No later than 14 days from the date on which the faculty's submission of documents confirming the passing of certain exams or the completion of a traineeship is submitted by the Dean of the Faculty, the Team shall once again write a report containing the opinion referred to in 7.5.1-2.

10. Immediately after receiving complete documentation from the Team on the matter, the Dean of the Faculty shall forward it to the Deputy Rector for Education, including a Council Regulation in the case referred to in 7.7, no later than 60 days after receiving the application, and in the case referred to in 7.5.3, immediately after, the Team prepares a re-evaluation report.
11. The documentation referred to in Article 10 shall be accompanied by:
 - 1) a draft certificate drawn up in accordance with the model in Annexe 2 to the Ministry of Education and Science Regulation; or
 - 2) justification for the refusal to confirm the completion of a certain level of degree study.

Article 12

1. The procedure for confirming the attainment of a degree at a specified academic level shall last no more than 90 days after the date of submission of an application that meets all formal requirements referred to in Article 9.
2. The deadline referred to in 9.1 shall not include the time limits set for:
 - 1) submission of apostilles or certification and translation of documents - in the cases referred to in 9.6-8 Accordingly;
 - 2) the passing of examinations or completion of c traineeships - in the case referred to in 11.5.3.
3. Upon receipt of the documentation referred to in 11.10-11, acting under the authority of the Rector, the Deputy Rector for Education shall:
 - 1) confirm the completion of a specified academic level of study and issue an appropriate certificate in accordance with the model in Annexe 2 to the Ministry of Education and Science Regulation; or
 - 2) by way of an administrative decision, refuse confirmation of the attainment of a degree at a specified academic level.
4. The certificate or decision referred to in 8.3 shall be delivered to the applicant in accordance with the rules set out in the APC.
5. Recognition of completion of a certain level of education may be refused, in particular, where:
 - 1) an institution which has issued a diploma or an institution in which education has been conducted:
 - a) was not an accredited institution on the date of issue of the diploma within the meaning of the internal law of the state in which the higher education system operates;
 - b) the study programme in question was not accredited on the date of issue of the diploma;
 - c) does not operate within the higher education system of any state;

- 2) the degree course or its part was not carried out in accordance with the law of the state in which the education was conducted;
 - 3) the institution in which the person applying for confirmation of the attainment of a degree abroad conducted the degree course or its part in another country and in discord with the applicable regulations in that country;
 - 4) no documentation is available to the applicant which would enable the attainment of a degree to be determined;
 - 5) the applicant has failed to comply with the obligations arising from the opinion referred to in 11.5.3.
6. The decision refusing to confirm the completion of a certain level of study referred to in Article 3.2 shall be subject to a request for reconsideration by the Rector.

4. Final Provisions

Article 13

The Department of Education shall keep a register of applications, certificates issued, refusals and provisions concerning matters referred to in this Regulation.

Article 14

1. Proceedings initiated and not completed before the date of entry into force of this Regulation shall be conducted in accordance with the current rules.
2. Regulation No 20 of the Rector of Gdynia Maritime University on the Recognition at Gdynia Maritime Academy of Higher Education Qualifications Obtained Abroad and Confirmation of Attainment of a degree at a Specified academic level of 12th October 2015, shall be repealed with the date of entry into force of this Regulation, subject to the procedures referred to in Article 1.
3. The Regulation shall enter into force on the date of signature.