

**Rules for Confirming the Completion of Studies at a Specified Level
at Cracow University of Technology**

Art. 1 General Provisions

1. This document sets out the detailed rules for conducting proceedings at Cracow University of Technology for confirming the completion of studies at a specified level by a foreign national who has obtained refugee status or subsidiary protection, or by a foreign national holding a temporary residence permit granted in connection with the circumstances referred to in Article 159(1)(1)(c) or (d) of the Act of 12 December 2013 on foreign nationals, and who does not possess a diploma of graduation from a study programme.
2. Whenever these rules refer to:
 1. dean – it shall be understood as the dean or vice-dean of the faculty;
 2. k.p.a. – it shall be understood as the Act of 14 June 1960 – Code of Administrative Procedure;
 3. proceedings – they shall be understood as the proceedings for confirming the completion of studies at a specified level by a foreign national who has obtained refugee status or subsidiary protection, or by a foreign national holding a temporary residence permit granted in connection with the circumstances referred to in Article 159(1)(1)(c) or (d) of the Act of 12 December 2013 on foreign nationals, and who does not possess a diploma of graduation from a study programme;
 4. vice-rector – it shall be understood as the vice-rector responsible for education and international cooperation;
 5. CUT – it shall mean Cracow University of Technology
 6. MNiSW regulation – it shall be understood as the Regulation of the Minister of Science and Higher Education of 18 September 2018 on the recognition of foreign higher education diplomas and confirmation of the completion of studies at a specified level;
 7. the Act – it shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science.
3. The proceedings are initiated at the request of the interested party. The proceedings may be conducted at CUT provided that it holds a scientific category of A+, A, or B+ in the relevant discipline.

4. The International Relations Office keeps a register of applications, issued certificates, refusals, and rulings in matters referred to in section 1.

Art. 2 Fees

1. A fee is charged for conducting the proceedings, amounting to 50% of a public university professor's salary, as specified in regulations issued under Article 137(2) of the Act. Of this fee, 10% remains at the disposal of the vice-rector to be transferred to the International Relations Office, while 90% of the fee is allocated to the faculty responsible for the substantive evaluation of the application.
2. The fee must be paid in Polish zloty into the bank account designated by CUT, regardless of the outcome of the proceedings. The date of payment is considered to be the date on which the bank account designated by CUT is credited.
3. No fee is charged if it is determined that CUT is not competent to conduct the proceedings.
4. In exceptional and particularly justified cases, especially those related to the applicant's difficult financial situation, a full or partial exemption from the fee may be granted upon a written request from the applicant. The request for a fee exemption is attached as Attachment no 1 to these rules.
5. The decision on fee exemption is made by the vice-rector after consulting the dean responsible for the substantive review of the application.

Art. 3 The proceedings

1. A person applying for confirmation of the completion of studies at a specified level shall submit a request to the vice-rector through the International Relations Office.
2. The date of initiation of the proceedings for confirming the completion of studies at a specified level shall be the day when the request referred to in section 1 is delivered to CUT. The template for the request is specified in Attachment no 2 to these rules.
3. The request shall be submitted in writing, either in paper or electronic form. A paper request must bear a handwritten signature, while an electronic request must be signed with a qualified electronic signature, a trusted signature, or a personal signature.
4. The request must be accompanied by documents certifying:
 - 1) completion of studies,
 - 2) completed courses and obtained grades,
 - 3) passed examinations,
 - 4) obtained qualifications or professional licences,
 - 5) completed professional internships or previous employment,
 - 6) obtaining the refugee status or subsidiary protection, or holding a temporary residence permit granted in connection with the circumstances referred to in Article 159(1)(1)(c) or (d) of the Act of 12 December 2013, on foreign nationals.

5. The documents referred to in section 4 must be submitted in their original form to allow an authorized CUT employee to make a certified copy.
6. The applicant shall submit the specified documents along with a standard translation into Polish and an apostille if the document was issued by an institution operating within the education system of a state that is a party to the Hague Convention of 5 October 1961, abolishing the requirement of legalization for foreign public documents, or legalization performed by:
 - 1) a consul of the Republic of Poland competent for the country in whose territory or within whose education or higher education system the document was issued, or
 - 2) a diplomatic mission or consular office accredited in the Republic of Poland or another European Union member state, a member state of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, or a member state of the Organisation for Economic Co-operation and Development (OECD), competent for the country in whose territory or within whose education or higher education system the document was issued.
7. Upon receipt of the request referred to in section 2 by CUT, no later than 14 days from the date of submission, the vice-rector shall analyze whether CUT is competent to conduct the recognition proceedings, following a prior formal verification of the request by the International Relations Office.
8. If it is determined that CUT is not competent to conduct the proceedings for confirming the completion of studies at a specified level, the vice-rector shall issue a decision refusing to conduct the proceedings.
9. An appeal against the decision referred to in section 8 may be submitted to the Rector of CUT within 7 days from the date of its delivery.
10. If CUT is deemed competent to conduct the proceedings for confirming the completion of studies at a specified level but the application has formal deficiencies, the vice-rector requests the applicant to correct them within a specified period, no less than 14 days, under the penalty of leaving the application unprocessed.
11. Once the formal verification of the application is completed and the CUT's competence to conduct the proceedings for confirming the completion of studies at a specified level is confirmed, the vice-rector notifies the applicant of this fact and requests the payment of the fee specified in Art. 2(1) and submission of proof of payment within 14 days of the notification date.
12. An application that meets all formal requirements is forwarded by the vice-rector to the relevant dean for substantive evaluation. If there are doubts regarding which faculty should assess the application, the vice-rector consults the deans of all potentially competent faculties.

13. If the dean to whom the application was assigned determines that the substantive evaluation should be conducted by another faculty, they must submit to the vice-rector a written refusal to evaluate the application within 7 days of receiving it. The refusal must include the case documentation, a statement of reasons, and an indication of another faculty as substantively competent. In such a case, the vice-rector assigns the designated dean to carry out the substantive evaluation and transfers the relevant case documentation.
14. Upon receiving the application for confirming the completion of studies at a specified level along with relevant documentation, the dean appoints a committee consisting of at least three academic staff members, including at least one professor, university professor, or assistant professor (*adiunkt*) with a habilitation degree (*doktor habilitowany*), hereinafter referred to as "the Committee."
15. The Committee's task is to conduct a substantive evaluation of the application and the documents attached thereto, particularly by comparing the study programme content, learning outcomes, professional qualifications, completed internships, and duration of studies completed by the applicant with similar study programmes, learning outcomes, qualifications, internships, and study durations offered at CUT.
16. In particularly justified cases, the Committee may require the applicant to provide translations of the documents listed in section 4 into Polish. These translations must be prepared and certified by a sworn translator or prepared by a foreign translator and certified by the relevant consul of the Republic of Poland.
17. The Committee conducts the substantive evaluation in accordance with section 15 and, no later than within 30 days of receiving the application for confirming the completion of studies at a specified level along with relevant documentation, excluding any time the Committee spent waiting for the applicant to provide additional documents related to the completed study programme (including translations referred to in section 16), prepares a report containing one of the following opinions:
 - 1) a positive opinion, confirming completion of studies at a specified level;
 - 2) a negative opinion, refusing confirmation of completion of studies at a specified level;
 - 3) a recommendation that the applicant take certain specified exams or complete professional internships, specifying their conditions and deadlines, in cases where differences in study programme content, including learning outcomes, are identified;and submits it together with full case documentation to the dean.
18. The opinion referred to in sections 17(2) and (3) must include a statement of reasons.
19. The dean presents the application, along with the full case documentation and the Committee's opinion, to the faculty council (*kolegium wydziału*) for debate. The faculty

council adopts a resolution on whether to accept or reject the Committee's opinion. The resolution of the faculty council is final.

20. If the applicant is required to take specific exams or complete professional internships in accordance with section 17(3):

- 1) the dean informs the applicant in writing, providing a statement of reasons for the requirement to take specific exams or complete professional internships, and specifying detailed conditions and deadlines for taking the exams or completing the internships;
- 2) the applicant is required to submit to the dean documents confirming the completion of the specified exams or internships immediately upon their completion;
- 3) the dean, immediately upon receiving the documents referred to in point 2, or in the case of the applicant's failure to submit them within the specified time limit, forwards the application together with the complete case documentation to the Committee for a substantive reassessment. The Committee, no later than within 14 days from receiving the documents confirming the completion of the specified exams or internships from the dean, prepares a new report containing an opinion referred to in section 17(1) or (2). The report, along with the full case documentation, is then submitted to the dean, who forwards it for review by the faculty council.

21. After receiving the complete case documentation from the Committee, the dean submits it to the vice-rector along with the faculty council's resolution, no later than 60 days from the date of receiving the application, or, in the case referred to in section 20(3), immediately after the Committee prepares a new report and opinion, along with the faculty council's resolution.

22. The documentation referred to in section 21 must include:

- 1) a draft certificate prepared according to the template specified in Attachment no 2 to the Ministry of Science and Higher Education (MNiSW) regulation, or
- 2) a statement of reasons for refusing to confirm completion of studies at a specified level.

23. The proceedings for confirming the completion of studies at a specified level must be completed no later than within 90 days of the date of submitting an application meeting all formal requirements.

24. The time limit referred to in section 23 does not include periods allocated for taking exams or completing professional internships, as referred to in section 17(3), nor the time required for submitting translations referred to in section 16.

25. After receiving the documentation specified in sections 21 and 22, the vice-rector:

- 1) confirms completion of studies at a specified level and issues an appropriate certificate in accordance with the template specified in Attachment no 2 to the *MNiSW* regulation, or
 - 2) issues an administrative decision refusing to confirm completion of studies at a specified level.
26. The certificate or decision referred to in section 25 is delivered to the applicant in accordance with the rules specified in the Code of Administrative Procedure (*k.p.a.*).
27. The refusal to confirm completion of studies at a specified level may occur particularly in the following cases:
- 1) the institution that issued the diploma or where the education was received:
 - a) was not an accredited higher education institution under the internal law of the country in whose higher education system it operates at the time of issuing the diploma, or conducted a study programme that was not accredited at the time of issuing the diploma, or
 - b) does not operate within the higher education system of any country, or
 - 2) the study programme or part of it was conducted in violation of the regulations of the country where the education was received;
 - 3) the institution where the person applying for confirmation of completion of higher education obtained their diploma conducted a higher education programme or part of it in another country in violation of the applicable regulations of that country;
 - 4) the person applying for confirmation of completion of studies at a specified level does not possess documents certifying their education that would allow for the determination of the fact that they have completed a higher education study programme;
 - 5) the person applying for confirmation of the completion of studies at a specified level has failed to fulfil the obligations outlined in the opinion referred to in section 17(3).
28. The decision refusing confirmation of the completion of studies at a specified level referred to in section 25(2) may be appealed against by way of submitting a request for reconsideration of the case to the Rector of CUT.

Attachment no 1 to the Rules for Confirming the Completion of Studies at a Specified Level
at Cracow University of Technology

**Vice-Rector responsible for education
and international cooperation**

.....

through

International Relations Office

**Application for Exemption from the Fee
for conducting the proceedings for confirming the completion of studies at a specified
level**

I hereby request a full/partial* exemption in the amount of from the fee for
conducting the proceedings for confirming the completion of studies at a specified level.

Statement of reasons of the request:

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.....
.....
.....
.....
.....

I attach documents confirming the above-mentioned circumstances.

.....

Applicant's signature

*delete as appropriate

Attachment no 2 to the Rules for Confirming the Completion of Studies at a Specified Level
at Cracow University of Technology

.....
data wniosku (date of application)

Prorektor właściwy ds. kształcenia

i współpracy z zagranicą

(Vice-Rector responsible for education

and international Cooperation)

.....

przez (through)

Dział Współpracy Międzynarodowej

(International Relations Office)

WNIOSEK W SPRAWIE POTWIERDZENIA UKOŃCZENIA STUDIÓW NA OKREŚLONYM POZIOMIE

(APPLICATION FOR A PROOF OF COMPLETION OF STUDIES AT A SPECIFIC LEVEL)

1. Imię (first name)¹:
2. Nazwisko (surname)*:
3. Dokument potwierdzający tożsamość (ID document):
 - nazwa (name):
 - seria i numer (series and number):
 - nazwa państwa wydania dokumentu (name of the issuing country):
4. Data urodzenia: rok-miesiąc-dzień (date of birth: yyyy-mm-dd):

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5. Miejsce urodzenia (place of birth):
6. Adres zamieszkania (permanent address):
 - kraj (country):
 - miejscowość (city/town/village):
 - ulica (street):
 - numer domu (house number):

¹ zgodnie z dokumentem stwierdzającym tożsamość (in accordance with the document confirming identity)

- numer mieszkania (*apartment number*):
 - kod pocztowy (*postal code*):
7. Adres do korespondencji – wypełnić jeśli inny niż powyżej (*address for correspondence - fill in if it is different from permanent address*):
- kraj (*country*):
 - miejscowość (*city/town/village*):
 - ulica (*street*):
 - numer domu (*house number*):
 - numer mieszkania (*apartment number*):
 - kod pocztowy (*postal code*):
8. Adres mailowy (*e-mail address*):
9. Numer telefonu (*telephone number*):

Ja niżej podpisany/a oświadczam, że ukończyłem/am studia na poziomie pierwszego/drugiego* stopnia i wnoszę o potwierdzenie ukończenia studiów na określonym poziomie (*I, the undersigned, declare that I have completed my studies at the first/second* level and apply for the proof of completion of studies at a specific level*):

- nazwa kierunku studiów (*name of the field of study*):
.....
- poziom studiów (*level of studies*):
- nazwa instytucji (*name of the higher education institution*):
.....
- siedziba instytucji (*seat of the higher education institution*):
.....
- nazwa państwa, w którego systemie szkolnictwa wyższego działa instytucja (*name of the country of the higher education system of which the institution operates*):
.....
- uzyskane kwalifikacje lub uprawnienia zawodowe (*qualifications or professional qualifications obtained*):
.....

.....

podpis (signature)

Załączniki/attachments:

1. dokumenty poświadczające/documents certifying:

- 1) ukończenie studiów/completion of studies,
- 2) zaliczone zajęcia i uzyskane oceny/completed classes and grades obtained,
- 3) złożone egzaminy/examinations taken,
- 4) uzyskane kwalifikacje lub uprawnienia zawodowe/qualifications or professional qualifications obtained,
- 5) odbyte praktyki zawodowe lub zatrudnienie/completed apprenticeships or employment,
- 6) uzyskanie statusu uchodźcy lub ochrony uzupełniającej, lub posiadanie zezwolenia na pobyt czasowy udzielone w związku z okolicznością, o której mowa w art. 159 ust. 1 pkt 1 lit. c lub d ustawy z dnia 12 grudnia 2013 r. o cudzoziemcach/obtaining refugee status or subsidiary protection or holding a temporary residence permit granted in connection with the circumstance referred to in Article 159(1)(1)(c) or (d) of the Act of 12 December 2013 on Foreigners

2. dowód wniesienia opłaty za postępowanie w sprawie potwierdzenia ukończenia studiów na określonym poziomie (proof of payment of the fee for the procedure for the confirmation of completion of studies at a specific level).

Dokumenty wymienione w pkt 1, należy przedłożyć w oryginale w celu wykonania przez upoważnionego pracownika Uczelni poświadczonej kopii (*The documents listed in point 1 shall be submitted in original for an authorized employee of the University to make a certified copy*).

Uczelnia żąda przedłożenia przez wnioskodawcę określonego dokumentu wraz z *apostille* lub legalizacją. W uzasadnionych przypadkach Uczelnia może odstąpić od tego wymogu. (*The University requests the applicant to submit a specific document along with an apostille or legalization. In justified cases, the University may waive this requirement.*)

*niewłaściwe skreślić/cross off inappropriate