Appendix No. 1

to Order No. 34/2021 of the Rector of Lodz University of Technology of June 28, 2021 on the detailed procedure for the nostrification of higher education diplomas of studies completed abroad and the conditions and procedures for the exemption from the nostrification fee.

…………………………………………………….

 (*place and date)*

|  |  |
| --- | --- |
| *Surname and given names* |  |
| *Postal address* |  |
| *Contact details:* |  |
| *E-mail address* |  |
| *Phone number* |  |
| *Date and place of birth (country)* |  |

*Vice-rector for education*

*Lodz University of Technology*

***APPLICATION***

*for recognition of a diploma obtained abroad as an equivalent*

*to the relevant Polish diploma and professional title*

*I request the recognition of my dilpoma of graduation from first-/second- cycle studies in …................................. (name of the study programme), completed abroad*

…………………………………………………………………………………………………

*in …...........(year of graduation). Diploma No. …........................................*

issued in …………………………………………………………………

 (Country)

by ……………………………………………………………………………………….........................................

 *(full name of the institution issuing the diploma)*

*DECLARATIONS AND CONSENTS*

|  |  |
| --- | --- |
|  | *I declare that all data and information contained in the application form are factually correct.* |
|  | *I declare that I have read and understood the content of nostrification procedure and document templates* |
|  | *I hereby agree to receive information concerning the nostrification procedure to the e-mail address provided above.* |

……………………………………………………

*(signature of the person submitting the application)*

|  |  |  |
| --- | --- | --- |
| ***No.*** | ***List of attached documents*** | **wypełnia Uczelnia** |
| 1. | *A photocopy of the passport or identity card* |  |
| 2. | *A photocopy of the diploma legalised or marked with an apostille by the Polish Consul (original diploma for viewing)* |  |
| 3. | *A photocopy of document(s) enabling the examination of the study programme, achieved learning outcomes and duration of studies (e.g. diploma supplement or Transcript of Records – original for viewing)* |  |
| 4. | *A photocopy of the certificate, diploma or other document on the basis of which the person applying for nostrification was admitted to study (original for viewing)* |  |
| 5. | *In the case of name change, an amending document must be presented (eg. Marriage certificate) with its translatino* \*) |  |

\*) all documents submitted in English need not to be translated into Polish, documents written in any other foreign language will require Polish translations certified by a sworn translator or the Polish Consul.

**Other documents:**

1……………………………………………………………………………………….

2………………………………………………………………………………………….

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

 *(place and date)*  *(signature of the person submitting the application)*

**Information clause on personal data processing**

**Administrator's identity**

The administrator of the data is Lodz University of Technology with its registered office in Łódź (90-924) at ul. Żeromskiego 116.

**Contact details of the administrator**

The administrator can be contacted via www.p.lodz.pl or in writing to the address of the administrator's office.

**Contact details of the personal data protection officer**

The administrator has appointed a data protection officer who can be contacted via email rbi@adm.p.lodz.pl. The Data Protection Officer can be contacted on all matters concerning the processing of personal data and the implementation of the rights of third persons on the basis of the General Data Protection Regulation.

**The purposes of processing and the legal basis for processing**

Your data will be processed in order to fulfil the legal obligation of the administrator referred to in Article 13 and Article 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (hereinafter the General Data Protection Regulation).

**Data recipients or categories of data recipients**

Your personal data may be made available to entities under separate provisions of common law.

**The period of data storage**

The data will be processed for the period necessary to settle a given case presented by the client in the organizational unit.

**Rights of data subjects**

you have the right to request the administrator to access personal data, rectify them, delete or limit processing and the right to object to the processing, the right to the data transfer.

**Right to lodge a complaint with the supervisory body**

you have the right to lodge a complaint to the supervisory body (see below), if you find that the processing of your personal data violates the provisions of GDPR.

Office of the President of the Office for Personal Data Protection

Address: ul. Stawki 2, 00-193 Warsaw Telephone: 22 860 70 86

**Information on the voluntary nature or obligation to provide data**

Providing personal data by you is voluntary, and its transfer to Lodz University of Technology takes place on the initiative of a person who is interested in its implementation.

**……………..……………………….. ……………………………………………...**

 ***Place and Date Signature***