



Leonardo da Vinci



RECOGNITION OF ACADEMIC AND VOCATIONAL QUALIFICATIONS

BY UNIVERSITY OF PADOVA  
ITALY

## Recognition of Academic and Vocational Qualifications Ergo in Net, 2005

### Index:

1	“The European context”: from recognition to transparency	Pagina	2
1.1	The main steps and definitions	“	2
1.2	European tools for transparency	“	3
1.3	Reality of the labour market	“	4
2	Procedures for the recognition of qualifications	“	5
2.1	Academic qualifications	“	6
2.1.1	Conditions, procedures and documents for recognition of high school degree of a EU citizen wishing to enrol in undergraduate courses at a Member State university	“	6
	France	“	6
	Germany	“	7
	Italy	“	8
	Poland	“	9
	United Kingdom	“	10
2.1.2	Conditions, procedures and documentation for recognition of university degrees of EU citizens wishing to enrol in graduate courses (Master, Ph.D.) at a Member State University	“	11
	France	“	11
	Germany	“	12
	Italy	“	13
	Poland	“	13
	United Kingdom	“	14
2.2	Vocational and professional qualifications	“	15
2.2.1	What a EU citizen must do to accede to a regulated profession	“	16
	France	“	16
	Germany	“	17
	Italy	“	18
	Poland	“	19
	United Kingdom	“	20
3	Open questions	“	20

## 1 “The European context”: from recognition to transparency

One of the possible obstacles for labour mobility in Europe is the recognition of the various academic diplomas and qualifications that are obtained in the different countries, or relative to a different sector to the one where a person is seeking employment.

This note answers the question: “When a person passes from one trade to another, or from one European country to another, is there a risk that his/her qualifications will not be acknowledged? Wherever possible, we will also answer the question “*How to pass from one trade to another and from one country to another without the risk of qualifications and competences not being recognised?*”

More specifically, we will try to answer to the two basic questions:

- a) “*Does my qualification entitle me to study a particular course in a European Country?*”
- b) “*Can my qualifications allow me to work in particular job in a European Country?*”

Case a) concerns the possibility to enter both a first-level (bachelor) course, a second-level (master) and a third-level (doctorate) course.

The problem regarding the recognition of diplomas and qualifications, which is already complicated due to the numerous different rules and procedures in the various countries, is complicated even further by the abundance of vocational and academic qualifications, and by the total nonalignment of national, and even local, systems for professional qualifications and training in European countries. Even the permanent changes that have been made to the systems are still not completely aligned.

Right from the start, the institutional Treaty of Rome “abolished obstacles against the free circulation of people among Member Countries”. To reach this strategic aim various directives and recommendations have been promulgated, with the main guideline being to find the best methods to aid labour mobility through recognition of professional qualifications.

The final aim of this objective is “the construction of a European area for education and training valid for a lifetime”.

### 1.1 The main steps and definitions

The creation of a European higher education area was initiated with the Bologna declaration in 1999 and will terminate in 2010.

The construction of a European professional training centre began in Bruges-Copenhagen in 2002, which will also terminate in 2010.

In seeking parity among qualifications, three paths can be foreseen:

- *The promulgation of directives for recognising vocational qualifications.* Up to date, 15 European directives have been promulgated ([www.cedefop.gr](http://www.cedefop.gr));
- *Defining the equality of diplomas obtained in different countries.* Apart from a few bilateral experiences, the development of the teaching and professional subject matter and the training methods adopted have made transient the principle of the common duration, which was the fundamental element of this process;
- *Defining the correspondence between diplomas.* As the comparison has been made, and continues still, on effective training and not on nominal training, the results are of scarce importance because the various countries still behave in different ways.

The continuing substantial heterogeneity in evaluating qualifications, with only a very few exceptions, makes the process for equalising the qualifications extremely intricate and far from final.

Today, the alternative criteria of transparency of qualifications seems more pertinent. In fact, this criteria, which began making headway in Europe around the middle of the 90s, means “making manifest” the supporting documents and proofs of qualifications that the worker or student possesses.

The majority of European countries adapt their internal regulations to the European strategies for recognition and transparency of diplomas and qualifications held by residents from other European countries or a non EEC country. However, mobility of students and labour force is still very small:

- Mobility of Erasmus students is growing, although in percentage terms it is very small. France is the country with the highest percentage of students in Erasmus in Europe (15.8% of the total in 2001/02), sending around 8% of its students each year;
- Labour mobility in Europe is still very limited. Only 225,000 European residents (approx. 1 thousandth of the population) changed country of residence in 2000. A further 1.2% moved to another region in the same country of residence. To give a comparison, in the USA the change of residence county is five times that in the EU.

## 1.2 European tools and networks for transparency

The principle of transparency has three declinations:

- Accompanying the certificates and diplomas obtained in each country with a Diploma/Certificate Supplement;
- Setting-up a “national landmark” as the first information point for people who have difficulty in having their diplomas or qualifications recognised;
- Preparing common tools and resources addressed to the different players involved with recognising the qualifications.

With regards transparency and recognition for academic purposes of a diploma or study period passed abroad:

- a. The generalised adoption of a tertiary education system on two levels (LDM in France, 3+2 in Italy). Official recognition in terms of duration of the diplomas should simplify future education systems and make them more transparent;
- b. National landmarks refer to the NARIC – National Academic Recognition Information Centres network ([www.enic-naric.net](http://www.enic-naric.net)). These centres offer advice and information about training periods and diplomas obtained abroad;
- c. Tools for transparency and recognition of diplomas for academic purposes as indicated by Europass (see: <http://europass.cedefop.eu.int/>):
  - On a wider scale, the system of accumulated and transferable credits, the ECTS credits system experimented for around ten years with Erasmus;
  - The Diploma Supplement (DS), an accompanying document for an academic diploma that gives precise details of the results obtained by the graduate, with confirmed attendance in the course and a description of the teaching method.

Nevertheless,

- no Community directives exist that impose the mutual recognition of the diplomas;
- no diploma exists that can be automatically recognised in each Member Country;
- the issuing of Diploma Supplement depends highly on the decision of the authorities of higher education institutions;
- mutual recognition is encouraged of study and training periods abroad through the Erasmus “short-cut”.

With regards recognition and transparency for professional purposes:

- a) The European directives are all described in the site: [http://europa.eu.int/comm/internal\\_market/qualifications/general-system\\_en.htm](http://europa.eu.int/comm/internal_market/qualifications/general-system_en.htm). The last amendment made on 20/04/2004 confirms the existing directives, clarifies and simplifies the rules, increases the liberalization of service supplies, creates autonomy in recognising the qualifications and flexibility in the procedures, improves public information about citizens’ rights to assist them in obtaining recognition of their qualifications;
- b) The main principles for recognising professions that are regulated in the destination country, are that the diploma is recognised automatically, applying the pertinent directives, relative above all to the medical,

paramedic and pharmaceutical professions, while for the other regulated professions the directives 89/48/ECC and 92/51/ECC set-up a general recognition system for diplomas (which is not automatic) giving the person candidate to recognition the chance of obtaining “compensatory measures”. The additional information should be available from the contact site (<http://www2.trainingvillage.gr/etv/library/certification/main.asp>);

- c) For those professions which are not regulated in the destination country, the valorisation of the diploma and qualifications is the prerogative of the employer. In the event the person’s qualification is not recognised or the person has problems in finding a job in line with the qualification, the person must contact the national information centres.

The tools for professional recognition and transparency are:

- A guide to the general recognition system of professional qualifications ([http://europa.eu.int/comm/internal\\_market/qualifications/index\\_en.htm](http://europa.eu.int/comm/internal_market/qualifications/index_en.htm));
- The behaviour code of each professions;
- Database of regulated professions;
- The national information points which allow access to the professional training and education systems in each member country: (<http://www2.trainingvillage.gr/etv/transparency/fr/refpoint.asp>).
- The Europass documents (<http://europass.cedefop.eu.int/>).

Europass consists of five documents, two of which, the Europass Curriculum Vitae (CV) and the Europass Language passport, can be downloaded and filled by the applicant, and three other documents (Europass Certificate Supplement, Europass Diploma Supplement, and Europass Mobility) are to be filled in and issued by competent organisations. Europass is supported by a network of National Europass Centres.

The Europass documents, available in all official EU languages, are:

- The *Europass Curriculum Vitae*, which is an improved version of the European CV and gives an analytical and standard format of the education, professional and personal experience providing the necessary information for the job;
- The *Europass Mobility*, which is a record in a common format of transnational mobility for learning purposes, so that the achievement of such experiences are easier to communicate. It will replace Europass Training which has been in operation since 2000;
- The *Europass Diploma Supplement*, a document developed jointly by the Council of Europe and UNESCO that records the holder’s educational life. It is issued by the same establishment that issued the diploma and should in principle be provided to all new higher education graduates from 2005;
- The *Europass Certificate Supplement*, a document that supplements vocational and training certificates, clarifying the professional qualifications and the acquired abilities;
- The *Europass Language Portfolio*, a document in which citizens can record their linguistic skills and cultural expertise. It was developed by the Council of Europe and is based on the Common European Framework of Reference for Languages that is becoming the European standard to identify the level of language skills.

### 1.3 Reality of the labour market

The main instruments of Community policy are the following (see: <http://www.labitalia.com/articles/Approfondimenti/2018.html>):

- *Employability*, or persons’ ability and desire to find a job and to remain in the labour market;
- *Business environment*, or the assistance available for creating new businesses. Since 90% of new jobs are created in services, the Commission invites states\*\* to concentrate their efforts on this sector;

- *Adaptability*, or the ability of workers in business to adapt themselves to change through flexible forms of work. This adaptability, entailing the introduction of new flexible forms of contract and differentiated working hours particularly for young people and women workers, requires in any case a balance to be struck between flexibility on the one hand and work safety and job security on the other;
- *Equal opportunities*, understood as increased participation by women in the jobs market. The initiatives introduced in this field, perhaps the most effective of all tried so far, involve reconciliation of time at work and family commitments, particularly through child-care facilities;
- *Quality of work*;
- The willingness of governments to invest more, and more effectively, in *human capital* and *training for all age groups*.

The most recent European Union employment data show a degree of continuity in employment growth from the end of the 1990s and a reduction in unemployment. Nonetheless, many optimistic forecasts on economic conditions over the first ten years of the new century have had to be revised because of the events following 11 September 2001, the over-valuation of the Euro against the dollar and the falls in public investment as a consequence of restrictive budgetary policies.

The "Lisbon strategy" set a target in 2000 of increasing the employment rate to 70%, women workers to more than 60%, the rate of employment for workers over 55 to 50% and to reduce the unemployment rate to about 5-6%, all to be achieved by 2010.

These objectives are still a long way from being reached. In 2003 the general rate remained stagnant at 63% (it was 63.3% in 2000 and 64.2% in 2002). Female employment has not risen above 55% and the rate for workers over 55 has remained at 40.2%. The worst employment figures relate to young people, with a considerable reduction since 2002. The unemployment rate was 8.5% in 2000 (EU-15) and 7.8% in 2002 while it is 8.9% in the EU-25.

The employment situation in countries in the European Union is variable. In the five European Union countries chosen for study, rates of employment and unemployment can be divided into different categories.

The United Kingdom belongs to the group of countries (including Sweden, Denmark and Ireland) that have achieved, or are in the process of achieving, the extremely optimistic development objectives set out in the Lisbon strategy. France (with Spain, Portugal, Finland and Austria) has started a reform process which, according to the European Union experts, ought to lead to results in line with expectations. Germany (with the Netherlands and Luxemburg) is in a good position to achieve the targets set, even if later than the date fixed. Italy (with Belgium and Greece) is experiencing delays in almost all official categories, particularly with reference to long-term unemployment (see, among the others: <http://www.labitalia.com/articles/Approfondimenti/2018.html>).

The advantages and opportunities offered by a Europe having 25 member states will have beneficial effects in many sectors. It could represent, among other things, a factor leading to the relaunch of the European economy and job creation in the wider market. The enlargement of the European Union will lead to a 30% increase in the European jobs market, also introducing added diversity. As time goes on the traditional immigration flows in search of work between the old and new members will become effectively a cross-community form of mobility of the workforce and governed exclusively by Community law ([http://europa.eu.int/italia/index.jsp\\_section.home-level.det\\_home-content.242433.html](http://europa.eu.int/italia/index.jsp_section.home-level.det_home-content.242433.html)).

## 2. Procedures for the recognition of qualifications

Directive 92/51/EC introduced the general principle of mutual trust for the recognition of professional education and training. It states that training and education from one Member State should automatically be recognised in another Member State. If fundamental differences exist, individuals may be asked to compensate for the differences, although the host country must document that differences do exist.

This supplements Directive 89/48/EEC, which regulates the recognition of higher-education diplomas awarded on completion of professional education and training of at least three years duration<sup>1</sup>.

It is impossible to give definite information on comparability and recognition of qualifications since:

- national qualification structures are constantly evolving and the latest information is available from responsible national bodies. Furthermore, the Member States themselves are only now seeking ways of accrediting qualifications at national level.
- Bilateral agreements on mutual recognition rules are so numerous, and so changeable day by day, that it is not particularly useful to try to list them, but only to indicate the database in which the information may be found by advisors and individuals.
- Individuals seeking to have their qualifications recognised often possess informal qualifications acquired through work experience and other forms of non-formal learning which are not covered by legislation.

Hence, in the following, the situations of each of the five project member countries are presented one by one. Recognition of academic qualifications is described in Section 2.1 and that of vocational and professional qualifications in Section 2.2.

There is no central list of learning agreements between European countries. However, the Experience ERASMUS publication, which is produced each year by ISCO (<http://www.isco.org.uk>) does provide lists of Erasmus placements in other European countries for UK nationals.

## 2.1 Academic qualifications

The recognition of an academic qualification means that a diploma issued by a EU Member State University is considered “academically” equivalent to that issued in another State, whether an EU Member or not, so that individuals may continue post-graduate education in the host country without disadvantages.

Academic recognition is an important aspect of students’ and graduates’ mobility. However, there are no EU provisions which make the mutual recognition of qualifications compulsory, because each Member State is responsible for the content and structure of its own education system.

For information, the Network of National Academic Recognition Information Centres (NARIC), active in every Member State, and its Internet site ([http://europa.eu.int/comm/education/programmes/socrates/agenar\\_en.html](http://europa.eu.int/comm/education/programmes/socrates/agenar_en.html)) may be contacted. These centres cooperate and exchange information useful to students studying abroad. They aim at providing information and advice on questions concerning academic recognition of diplomas and study periods undertaken in the various EU countries.

### 2.1.1 Conditions, procedures and documents for recognition of high school degree of a EU citizen wishing to enrol in an undergraduate course at a Member State university

#### France

In general, as long as the admission of a EU/EEA (European Economic Area<sup>2</sup>) student to a first-level university course is considered, possession of an upper secondary diploma equivalent to the “baccalauréat”, with a good command of the French language, is sufficient.

There is no central board of application. Applicants must contact the university they wish to attend directly.

---

<sup>1</sup> The Leonardo da Vinci programme may also be viewed as a Community measure supporting a wide range of projects and initiatives in this sector.

<sup>2</sup> The countries belonging to the EEA are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom

A pre-registration procedure is available, generally on the university website, from March to June. For a preparatory course to enter French “Grandes Ecoles”, there is a national registration website open to EU students at:

<http://www1.admission-prepas.org/CPGEPublic/authentification>

To apply for admission to a course, applicants must fill in a form for each IUT (*Institut Universitaire de Technologie*) in April.

To apply for admission to a BTS (Brevet de Technicien Supérieur) course, the best way is to contact the university SAIO (Service Académique d’Information et d’Orientation) in March and fill in the electronic (regional) registration form. The Rectorats, also called Académies, are listed in: [http://www.education.gouv.fr/systeme\\_educatif/academie/default.htm](http://www.education.gouv.fr/systeme_educatif/academie/default.htm)

To apply for admission to post-baccalauréat schools, especially those in the sector of social work, paramedic studies, engineering, and the arts, schools must be contacted in November for admission in September the following year.

For non-EU countries, it is advisable to contact the French Embassy in one’s country of origin. Information is very well explained on the Ministry of Foreign affairs website, and is available in various languages: <http://www.diplomatie.gouv.fr/education/etudier/>.

For non-EU or EEA students, prior admission request (Demande d’Admission Préalable - DAP) are compulsory to apply for the two first university years, and the first year of architecture schools.

#### Annex 1

To choose a French school, it may be useful to consult the following sites (in French):

[www.onisep.fr](http://www.onisep.fr)

[www.euroguidance-france.org](http://www.euroguidance-france.org)

[www.edufrance.fr](http://www.edufrance.fr)

[www.eqide.asso.fr](http://www.eqide.asso.fr)

<http://www.education.gouv.fr/int/etudfr.htm> (all addresses and contacts).

## Germany

The ministers of education and the arts of the 16 German regions have affirmed their wish to encourage and facilitate access to university education in Germany.

Non-German applicants must normally fulfil the following requirements in order to be accepted for German university courses:

1. applicants’ diplomas must allow access to university in the state of origin;
2. diplomas must fulfil the requirements specified by the “Zentralstelle für ausländisches Bildungswesen”;
3. applicants must prove their sufficient knowledge of the German language.

Applicants can normally refer directly to the university where they want to start their studies, providing the following documents:

- their original diplomas which proves their right to apply to university in the state of origin, in their original language and translated into German (translation is not always necessary, applicants should ask the “Akademisches Auslandsamt”);
- if access to university in the state of origin requires an admission test, applicants must present this document (original version);
- applicants from countries in which their diplomas are not directly recognised in Germany must present the leaving certificate of the “Studienkolleg”;
- documents which prove sufficient German language skills;
- in case of doubt, the university may consult the “Zeugnis-anerkennungsstelle”;
- applicants for a study at a German “Fachhochschule” (university of applied sciences) may apply directly to this institution with the documents mentioned above; the “Fachhochschule” normally consults the competent regional diploma recognition office.

Diplomas of further education or university admission tests of the following countries normally permit direct access to German universities: Austria, Belgium, Denmark, Finland, France, Greece (admission test), Ireland, Iceland, Italy, Liechtenstein, Luxemburg, Malta, The Netherlands, Norway, Sweden, Switzerland, Slovenia, Spain (admission test) and the United Kingdom. Applicants from other European countries should consult the database of the DAAD.

When diplomas of further education cannot be recognised, applicants can visit one of “Studienkollegs” in Germany ([www.studienkollegs.de](http://www.studienkollegs.de)) in order to receive adequate preparation for the start of university-level studies. The leaving certificate of the “Studienkolleg“ or the so-called “Feststellungsprüfung” permits access to university.

Interesting information: 50 universities and universities of applied sciences (“Fachhochschule”) have been assigned the task of checking the requisites for admission to a central organisation called ASSIST; further information at: [www.uni-assist.de](http://www.uni-assist.de).

#### Annex 2

Addresses of the offices responsible for the recognition of secondary school qualifications and academic degrees can be found at [www.anabin.de](http://www.anabin.de) – “Stellen”.

Application for German universities:

ASSISTe.V., Helmholtzstr.2-9, Aufgang 2,2.OG, 10587Berlin

[service@uni-assist.de](mailto:service@uni-assist.de)

[www.uni-assist.de](http://www.uni-assist.de)

Information about recognition of foreign titles and qualifications:

Zentralstelle für ausländisches Bildungswesen

bei der Kultusministerkonferenz, Lennéstrasse 6, D - 53113 Bonn

Tel. 0228 / 5010, Fax 501229

[zab@kmk.org](mailto:zab@kmk.org)

[www.kmk.org/zab](http://www.kmk.org/zab)

Information at academic level:

Deutscher Akademischer Austauschdienst, Kennedyallee 50, 53175 Bonn

Tel.:(0228)882-0

Fax:(0228)882-444

[postmaster@daad.de](mailto:postmaster@daad.de)

[www.daad.de](http://www.daad.de)

#### Italy

Academic titles are not yet automatically recognised in Italy. Holders of academic titles obtained abroad can request their recognition by the competent Italian authorities. These authorities are universities (Ministerial Decree 509/1999 and Law 148/2002, implementing the Lisbon Convention). Italian universities autonomously define the teaching rules of their degree programmes in their institutional teaching regulations (“Regolamento Didattico di Ateneo-RDA”). These regulations determine the name and educational objectives of each degree programme, the general framework of teaching activities to be included in the curriculum, the number of credits to be attributed to each teaching activity, and the final dissertation. They are also responsible for the assessment of foreign academic titles, their comparison with Italian academic titles, and recognition of study periods spent abroad in order to be admitted to higher education, continue university studies and achieve Italian university degrees. It must be stressed that university recognition is only valid for academic purposes.

Together with the application addressed to the Rector of the Italian university where a comparable course exists, other documents must be provided, as follows:

- the upper secondary title to be recognised, in original. An official translation into Italian and a statement of validity of the title by the Italian Consulate in the original country must be attached;
- a certificate listing the university examinations given and the study programmes of each examination, in original, with relative translations into Italian. The certificate must be validated by the Italian representative in the original state;
- the academic title in original;
- three photographs.

The result of the evaluation, issued after three months, is in the form of a decree by the Rector. It can lead to:

- recognition (“equivalence”) of the foreign academic title;
- partial recognition of the foreign academic title, which implies either the possibility of compensation forms, enrolment in an intermediate-course year, or preparation and discussion of a new thesis;
- motivated rejection of the request for recognition.

EU citizens who are Italian residents can present their documentation directly to the chosen University. EU citizens who reside abroad, non-EU citizens, either resident abroad or resident in Italy but without a visa, must present their documentation to the diplomatic representative of the foreign country to which the title refers. The representative will send the form to the chosen university.

Recognition of foreign high school degrees may also result from specific bilateral agreements with other countries.

Any information regarding the documentation to be attached to applications can be provided by the Italian students’ offices or foreign students’ offices at each Italian university.

### Annex 3

A useful reference may be CIMEA, the Information Centre on Academic Mobility and Equivalence within the NARIC network, whose aim is to give information to individuals and provide advice to institutions on procedures for the recognition of foreign study qualifications and on their comparability with the Italian ones. Further information is available at the website: [www.cimea.it](http://www.cimea.it)

## Poland

Foreign school diplomas which give access to higher education abroad are recognised as such in Poland. They must contain the clause that holders have access to higher education institutions in their own countries. If the certificate does not include such a clause, the school issuing the certificate should confirm this fact in a separate note.

According to the *Ordinance of the Minister of National Education on the Rules and Procedures for Nostrification of Certificates Obtained Abroad (October 15, 1997)*, any foreign school certificate has to be legalised in the country of issue and presented to the local educational authority (*kuratorium oświaty*) in Poland in order to be “nostrified” (recognised).

The credentials issued in countries with which Poland has an agreement for mutual recognition of qualifications need not be presented to Polish local educational authorities for *nostrification*. Bilateral agreements have been signed with<sup>3</sup>: Czech Republic, Slovak Republic, Hungary, Romania, Bulgaria, Yugoslavia, Croatia, Slovenia, Estonia, Vietnam, Cuba, Mongolia, Latvia, Libya, Syria, Russian Federation, Armenia and Moldavia. Among these countries are also those which have declared legal succession to the agreements signed by the former USSR: Belarus, Ukraine, Kazakhstan, Uzbekistan and Tajikistan.

General admission requirements:

<sup>3</sup> Agreements were also signed with countries no longer existing, such as the USSR and CSSR.

- Candidates of Polish origin living abroad and foreigners who wish to study in Poland should prove their fluency in Polish if the host university requires it. If they don't speak Polish, they have to attend a language course (about one year) and take the final examination.
- Candidates for artistic and athletic studies must meet specific requirements by passing an aptitude test.
- Candidates may apply directly to universities or to the Ministry of Education. They are expected to report to the Polish representatives in her/his Country and fill the form there.
- An equivalent of the Polish Matriculation Certificate and health certificate must also be presented.
- Foreign students must pay for their fees (3,000 Euro) and accommodation in Poland, but may be granted full scholarship for living costs from the Polish government. Students are not charged tuition fees if they do not obtain a scholarship.

#### Annex 4

The contact point for the EU directives of general system of recognition of qualifications is the Bureau for Academic Recognition and International Exchange:

ul. Smolna 13, 00-375 Warszawa

phone: (+48 22) 826-74-34

fax (+48 22) 826-28-23

[biuro@buwilm.edu.pl](mailto:biuro@buwilm.edu.pl)

[www.buwilm.edu.pl](http://www.buwilm.edu.pl)

#### United Kingdom

All applicants for full-time UK degree courses must apply through the centralised UCAS system (<http://www.ucas.ac.uk>). Applicants can apply for up to a maximum of 6 courses.

Entry requirements for U.K. courses are described in terms of UK examinations, either as grades or, increasingly, as Tariff point scores. It is therefore a decision for the university whether it will accept specific qualifications for a course. It is recommended that applicants with non-UK qualifications should discuss their situation with the chosen university offices before applying.

Most universities have a working knowledge of qualifications issued in EU countries and the admissions office, or international office, should be able to provide information on what they will accept for their institution.

Generally speaking, applicants with qualifications which would enable them to attend university in their own country would have a sufficient level of qualification to attend university in the UK. However, because different tariffs or grades are required for different U.K courses, it is important to stress that differing qualifications will be required for different courses. This means that, although an individual may have the minimum qualifications for entry to UK Higher Education courses, those qualifications will not necessarily be acceptable for all courses. For example, some courses such as medicine, law and dentistry require higher levels of qualifications.

Applicants wishing for further information about their equivalency of their qualifications in the UK may also contact UK-NARIC: <http://www.naric.org.uk>. NARIC will provide information to students on the equivalency of their qualifications in the UK, although a standard charge of £30 is made for a written comparison. For general advice, NARIC produces an international comparison database.

Applicants can also contact British Council offices around the world. The British Council can provide general information about UK Higher Education and also about the acceptability of non-UK qualifications in the UK Higher Education system. Further information is available at [www.britishcouncil.org/where](http://www.britishcouncil.org/where).

#### Annex 5

UK NARIC

Oriel House, Oriel Road, Cheltenham, Gloucestershire, GL50 1XP, United Kingdom

Phone: +44 870 990 4088

Fax: +44 1242 258611

[info@naric.org.uk](mailto:info@naric.org.uk)

<http://www.naric.org.uk/>

The Education UK website also provides useful information for those interested in studying in the UK:

<http://www.educationuk.org/>

## 2.1.2 Conditions, procedures and documentation for recognition of university degrees of EU citizens wishing to enrol in graduate courses (Master, Ph.D.) at a Member State University

### France

Conditions for admission to a master or doctorate program depends on the decision of the university or “Grandes Ecoles”.

A three-year study degree (bachelor or similar) of EU countries is normally accepted for master programmes. Selection of candidates depends on the criteria defined by the pedagogical teams of each programme. In general, the question is basically if an academic bachelor, instead of a vocational one, was realised at the first-level of university studies. Of course, if a research-addressed bachelor was realised in the other Country, and if the average grade is adequate, admission to a selective master is favoured.

As a particular case, there are students in applied arts, business, or industrial fields, who realised a two-year BTS (equivalent to an HND diploma in UK) and want to get a qualification in business or other fields abroad starting from the third year at a European university.

There is no strict control of applicants' fluency in French, but a diploma in French as a foreign language is an advantage. Master programmes available exclusively in English are rather rare.

Applicants for doctorate programmes in France must prove excellent academic grades on master courses. Generally, admission depends on the very nature of the programme: a research master is preferred to a professional one. The best thing is to contact directly the professor responsible for a research department and send her/him the application form. Of course, publications, communications and working experience are taken into account. If the student already has a master research thesis, it will be considered positively for her/his selection.

There is a large number of “double diplômes”, i.e., diplomas prepared together by two or more French and foreign higher education institutions, a number of which pertain to the engineering field. For French-German universities, consult: <http://www.dfh-ufa.org/> and for French-Italian ones <http://www.universita-italo-francese.org/>

### Annex 6

For further general information on the topic:

[www.edufrance.fr](http://www.edufrance.fr)

[www.eqide.asso.fr](http://www.eqide.asso.fr)

[www.onisep.fr](http://www.onisep.fr)

<http://www.abg.asso.fr/> (recruitment portal of doctorates in France)

<http://iedu.free.fr/index.php> (scholarships and grants portal)

<http://dr.education.fr/dea.html> (doctoral schools and research masters portal)

<http://debuco.cines.fr/> (bilateral or multilateral agreements between France and other countries on recognition of diplomas)

## Germany

Conditions for admission to a master or doctorate program depends above all on the decision of the host university.

Germany offers a wide range of international master programs, some of which are partly or totally taught in English. A three-year study degree (bachelor or similar) of EU countries is normally accepted for admission to a master program. The selection criteria are defined by the faculty and university boards. To accede to a master course, good grades for the first academic degree in the chosen field are often required.

Most German universities, or Fachhochschulen (university of applied sciences), limit the access to second-level courses. On the whole only 30 % of the first-level-students continue their studies in a master course. Therefore, the students who apply for a master course needs an above-average certificate of an accredited university.

Applicants for doctorate programs must prove their excellent grades on a second level academic course. Candidates with foreign degrees must fulfil further conditions - for example, tests or successful participation at lectures and courses held by the university. The faculty board may recognise foreign academic titles. Applications should be sent the university admission office. The very first step is to find a "doctor father", i.e., a professor willing to supervise research work and the thesis during the doctorate programme

A special form of promoting students who are working on their doctorates are the so-called "Graduiertenkollegs" (post-graduate tutorials), which are groups of ten to fifteen people who work for a certain established period of time on a clearly defined task. These institutes are financially supported by the German Research Community (Deutsche Forschungsgemeinschaft [www.dfg.de](http://www.dfg.de)).

If both the origin and destination universities adopt the ECTS - European Credit Transfer System, recognition procedures are faster and less bureaucratic. If the student wants to enrol for an exchange program or for a study year (or a semester), as a guest, he can renounce the complicated recognition procedures.

There are bilateral agreements on the recognition of titles with Italy, Austria, Slovakia, Latvia, Poland, Spain, France, The Netherlands, Switzerland and Hungary. Agreement documentation can be found at: [www.anabin.de-dokumente](http://www.anabin.de-dokumente).

### Annex 7

Addresses of the offices responsible for the recognition of academic degrees can be found at [www.anabin.de](http://www.anabin.de) – "Stellen".

Application for German universities:

ASSISTe.V., Helmholtzstr.2-9, Aufgang 2,2.OG, 10587Berlin  
service@uni-assist.de  
www.uni-assist.de

Information about recognition of foreign titles and qualifications:

Zentralstelle für ausländisches Bildungswesen  
bei der Kultusministerkonferenz, Lennéstrasse 6, D - 53113 Bonn  
Tel. 0228 / 5010, Fax 501229  
[zab@kmk.org](mailto:zab@kmk.org)  
www.kmk.org/zab

Information at academic level:

Deutscher Akademischer Austauschdienst, Kennedyallee 50, 53175 Bonn  
Tel.:(0228)882-0  
Fax:(0228)882-444  
[postmaster@daad.de](mailto:postmaster@daad.de)  
[www.daad.de](http://www.daad.de)

## Italy

Universities are the authorities competent to admit EU citizens to graduate courses in Italy. Applicants must address their enrolment applications directly to the Rector of the university chosen, together with all necessary documentation, translated into Italian and legalised by the pertinent Italian authority. It is possible to produce self-certification.

According to the autonomy recognised by law to universities, each university may ask applicants to pass an Italian language test before following graduate courses.

University assessment generally starts from a comparison of study programmes.

The procedure described in the following is only for the purpose of enrolling in graduate courses and it does not concern professional purposes, for which the various ministries are the competent authorities.

Recognition of foreign academic titles may also be envisaged in bilateral or international agreements. In this case, they are ruled by those agreements and may operate automatically.

For admission to a Ph.D. (“dottorato di ricerca”) course in Italy, it is necessary to pass an examination consisting of two parts, one written and one oral. In general, enrolment in a Ph.D. course, for Italians or citizens of other EU countries, requires a second-level university degree. Foreign titles may be recognised as equivalent to Italian ones if the following conditions are met:

- Italian or EU citizenship of the applicant;
- Italian academic degree or foreign academic title recognised as equivalent to the Italian ones;
- official documentation stating that the foreign title was awarded after three years of study and research.

The council of the host university is entitled to recognise foreign titles. Master degree courses may be of first or second level, and the conditions and procedures may vary according to the autonomy of the universities concerned.

Recognition of Austrian academic titles is founded on an international agreement regulated by Law 322/2000. In this case, there is no deadline for presentation of applications, and recognition is made by administrative rather than academic authorities.

International and bilateral agreements for mutual diploma recognition exist with: Argentina, Australia, Ecuador, France, Germany, former Yugoslavia, Malta, Mexico, UK, Slovenia, S. Marino, Spain, Switzerland, UNESCO (Arabian and European States) and Council of Europe countries. The pertinent information is available at the Ministry of Foreign Affairs website: [www.esteri.it](http://www.esteri.it).

### Annex 8

A useful reference may be CIMEA, the Information Centre on Academic Mobility and Equivalence within the NARIC network, whose aim is to give information to individuals and provide advice to institutions on procedures for the recognition of foreign study qualifications and on their comparability with the Italian ones. Further information is available at the website: [www.cimea.it](http://www.cimea.it)

## Poland

The holders of foreign higher education diplomas wishing to enrol in further study courses in Poland must apply to the faculty board, or other organisational unit, of a Polish higher education institution, which may award the academic degree of *doktor* in a scientific field.

Foreign scientific titles are recognised in Poland on the basis of the *Regulation of the Chairman of the Council of Ministers on Rules and Procedures for [Nostrification of Academic Degrees Obtained Abroad](#)* (July 22, 1991). The procedure of recognition is similar to that of higher education diplomas. Bodies which can “nostrify” (recognise) academic degrees are the faculties which are entitled to award the degree of *doktor habilitowany*.

If applicants come from a country with which Poland has signed agreements on the recognition of qualifications, their her professional titles are equivalent to Polish ones, if the higher education institutions which issued those diplomas are recognised by the state. Countries whose academic diplomas are recognised in

Poland are: Czech Republic, Slovak Republic, Hungary, Romania, Bulgaria, Yugoslavia, Croatia, Slovenia, Estonia, Vietnam, Cuba, Mongolia, Latvia, Libya, Syria, Russian Federation, Armenia, Moldavia, Germany and Austria.

Academic degrees obtained in countries with which Poland has signed agreements are automatically recognised. However, agreements with Syria, Libya, former Yugoslavia, Croatia, Slovenia, Germany and Austria only concern the *doktor* degree (*doktor habilitowany* and *profesor* positions are excluded, and those with Germany and Austria recognise the degree of *doktor* only for academic purposes).

Admission requirements are the same as for the admission to a first-level course:

- Candidates of Polish origin living abroad and foreigners who wish to study in Poland should prove their fluency in Polish if the host university requires it. If they don't speak Polish, they have to attend a language course (about one year) and take the final examination.
- Candidates may apply directly to universities or to the Ministry of Education. They are expected to report to the Polish representatives in her/his Country and fill the form there.
- An equivalent of the Polish Matriculation Certificate and health certificate must also be presented.
- Foreign students must pay for their fees (3,000 Euro) and accommodation in Poland, but may be granted full scholarship for living costs from the Polish government. Students are not charged tuition fees if they do not obtain a scholarship.

#### Annex 9

The contact point for the EU directives of general system of recognition of academic qualifications is the Bureau for Academic Recognition and International Exchange

ul. Smolna 13, 00-375 Warszawa

phone: (+48 22) 826-74-34

fax (+48 22) 826-28-23

[biuro@buwilm.edu.pl](mailto:biuro@buwilm.edu.pl)

[www.buwilm.edu.pl](http://www.buwilm.edu.pl)

#### United Kingdom

Applicants for post-graduate courses in the UK must apply directly to the university concerned, since the decision as to whether certain qualifications are suitable for a particular post-graduate course is made by the university itself. It is recommended that applicants with non-UK qualifications should discuss their situation with the chosen university offices before applying.

Most universities have a working knowledge of qualifications issued in EU countries and the admissions office or international office should be able to provide information on what they will accept for their institution.

Applicants wishing for further information about the equivalency of their qualifications in the UK may also contact UK-NARIC: <http://www.naric.org.uk>. NARIC will provide information on the equivalency of students' qualifications in the UK, although a standard charge of £30 is made for a written comparison. For general advice, NARIC produces an international comparison database.

Applicants may also contact British Council offices around the world. The British Council can provide general information about UK Higher Education and also about the acceptability of non-UK qualifications in the UK Higher Education system. Further information is available at [www.britishcouncil.org/where](http://www.britishcouncil.org/where). The Education UK website also provides useful information for those interested in studying in the UK <http://www.educationuk.org/>

#### Annex 10

UK NARIC

Oriel House, Oriel Road, Cheltenham, Gloucestershire, GL50 1XP, United Kingdom

Phone: +44 870 990 4088

Fax: +44 1242 258611

[info@naric.org.uk](mailto:info@naric.org.uk)

<http://www.naric.org.uk/>

The Education UK website also provides useful information for those interested in studying in the UK:

<http://www.educationuk.org/>

## 2.2 Vocational and professional qualifications

The basic principle is that, if European citizens are qualified to exercise professions in their home countries, they are qualified to exercise the same ones in any other EU country.

In practice, this principle is difficult to apply, as diplomas, titles, certificates or other qualifications specified by the host country are required for access to certain types of employment or self-employed occupations (the so-called “regulated professions”). There may be significant differences between the training provided and the diplomas awarded in the various countries, with the result that it is sometimes difficult to have training and skills fully recognised.

The Union has therefore set up systems for recognising diplomas and training to enable EU citizens to make full use of their training and skills in another EU country. There are two possibilities.

1. The profession is not regulated in the country in which applicants wish to work, so no recognition of qualifications is necessary and citizens cannot legally be prevented from going and working there on the grounds of their training or qualifications.
2. The profession is regulated. Here, in turn, there are two possibilities:
  - qualifications for the profession have been coordinated at EU level (doctors, general nurses, dentists, midwives, veterinary surgeons, pharmacists, architects), in which case their national qualifications will, in principle, be recognised automatically, allowing them to practice in any EU country;
  - there are other regulated professions (lawyers, engineers, psychologists, etc.), in which case citizens must apply for recognition of their qualifications in the host country. The authorities have four months in which to reply. If the training is significantly different, in terms of either duration or content, from that given in the host country, the authorities may require either evidence of additional professional experience, an adaptation period, or an aptitude test.

Obviously, if the actual qualifications and entire professional experience are taken into account, this will make it easier for diplomas to be recognised.

The same principles apply whether the applicant is self-employed or not. Some EU countries may require special qualifications for occupations such as hairdressing, construction work, insurance, or trading. In these cases, it is necessary to prove that applicants have practised their profession as self-employed people for the period of time specified by the EU (generally, five or six years).

If the profession is not regulated in the host country, no recognition of qualifications is necessary, and there is no legal prevention from working there on the grounds of training or qualifications.

Usually, formalities concerning the recruitment of a worker who is a European citizen are undertaken by the employer. Besides, before deciding definitively to move abroad, it is important to obtain documents from your nearest EURES Council office on the following matters:

- employment opportunities;
- practical conditions on moving abroad;
- European CV or some other document that can be used to support an application for employment by documenting any professional qualifications obtained;
- the qualification level required in the destination country for the type of work sought;
- the “First contact point” in the destination country.

It is important to note that whenever there is a real need for qualified staff in the sector in which employment is sought, recognition problems tend to be resolved quickly.

It is also important to obtain appropriate documentation if looking in highly structured areas of business (as for example, the chemical or metallurgical industries or other branches of the manufacturing sectors) to obtain a sufficiently clear idea of the employment conditions in the country or area concerned.

Consular offices will be able to provide sufficiently detailed information on the opportunities available in the destination countries.

#### Annex 11

A EU website for vocational qualifications is:

[http://europa.eu.int/comm/internal\\_market/qualifications/](http://europa.eu.int/comm/internal_market/qualifications/)

The link to the database of regulated professions by country is:

[http://europa.eu.int/comm/internal\\_market/qualifications/regprof/regprofs/dsp\\_bycountry.cfm](http://europa.eu.int/comm/internal_market/qualifications/regprof/regprofs/dsp_bycountry.cfm).

### 2.2.1 What a EU citizen must do to accede to a regulated profession

#### France

The first step is to check if the profession is regulated in France or not. Here, it is useful to contact the “Chambre des metiers” (handicraft chamber), or the nearest job center: [www.anpe.fr](http://www.anpe.fr), or the professional associations, to have a list of all professional associations. The complete list and references for all regulated professions is on this database: <http://www.ciep.fr/enic-naricfr/redipletr.htm#emploi>. The peculiarity is that the hairdresser profession requires a French diploma.

Interested parties should also contact the French NARIC centre, called CIEP – Centre International d’Etudes Pédagogiques, at the Ministry of Education. Queries must be addressed to the Direction des Relations Internationales et de la Coopération (address: M. Alexandre Popovic, 110 rue de Grenelle, 75357 Paris SP 07) with certified copies of diplomas translated into French. Website: <http://www.ciep.fr/enic-naricfr/redipletr.htm#emploi>, <http://www.ciep.fr/enic-naricfr/index.htm>.

The profession of Engineer is not regulated in France. In fact, one can act as an engineer in a French company, but the title of “ingénieur diplômé” in France is ruled by “Commission des titres” ([http://www.commission-cti.fr/site\\_flash/en/page4\\_2.htm](http://www.commission-cti.fr/site_flash/en/page4_2.htm)). Every year, a number of foreign institutions can ask for an expertise by the “Commission des titres” to be fully recognized as a school delivering the French title of “Ingénieur diplômé”. To get this title, a person has to go through a procedure of validation of her/his experience contacting a school allowed to deliver the title of “Ingénieur diplômé”.

#### Annex 12

Websites useful for general information on vocational and professional qualification recognition are:

[http://europa.eu.int/comm/education/policies/rec\\_qual/recognition/in\\_fr.html](http://europa.eu.int/comm/education/policies/rec_qual/recognition/in_fr.html)

[http://europa.eu.int/comm/education/policies/rec\\_qual/rec\\_qual\\_fr.html](http://europa.eu.int/comm/education/policies/rec_qual/rec_qual_fr.html)

[http://europa.eu.int/comm/education/policies/educ/bologna/bologna\\_fr.html](http://europa.eu.int/comm/education/policies/educ/bologna/bologna_fr.html)

[http://www.europa.eu.int/comm/education/policies/rec\\_qual/recognition/diploma\\_fr.html](http://www.europa.eu.int/comm/education/policies/rec_qual/recognition/diploma_fr.html).

Information on mobility of workers in the UE job market may be found in the following websites:

<http://europa.eu.int/eures/index.jsp>,

<http://www.emploi-international.org/>

[http://europa.eu.int/citizensrights/index\\_fr.cfm](http://europa.eu.int/citizensrights/index_fr.cfm)

<http://www.mfe.org>

Other useful addresses are:

For Architect: [Ministère de la Culture et de la Communication](http://www.culture.gouv.fr), Direction de l'architecture et du patrimoine, Bureau des professions, de l'emploi et de l'économie, 8, rue Vivienne - 75002 Paris. For people who possess a EU diploma, tel: 01 40 153294; for people outside EU: Bureau des enseignements, tel: 01 40 15 32 58, or 01 40 153297.

## Germany

The following professions are regulated in Germany:

- Public health professions (doctors, psychologists, psychotherapists, dentists, veterinary surgeons, pharmacists, general nurses, midwives, speech therapists, physiotherapists, occupational therapists, dieticians, laboratory technicians, doctors' assistants, dentists' assistants, veterinary surgeons' assistants, chiropractors);
- Pedagogical professions: teachers, educators, social workers, geriatric nurses, family assistants;
- Technical and handicraft professions: engineers, architects, interior architects, technicians, technical assistants, master craftsmen;
- Professions in the sector of production and control of foods: food analysts
- Agriculture and forestry: landscape architects, horticulture engineers, forestry officers
- Jurisdiction: lawyers, judges, notaries;
- Accountants, auditors, tax consultants.

Some professions (interpreters, translators, conservators, etc.) are regulated only in some regions ("Bundesländer"). The public service in Germany is generally regulated.

The competent national authority is entitled to check that:

- regulated professions to be practised in the host country correspond to those for which applicants are fully qualified in their state of provenance,
- the duration and content of their training do not differ substantially from the duration and content of the training required in Germany.

The competent authority has four months to take a decision (recognition, proposal of compensatory measures, refusal). If the professions are the same and the training is substantially similar, the competent authority recognises the qualifications. If there are substantial differences between the professions, or between the duration or content of the training, refusal to recognise the qualifications is not justified (if the other conditions are satisfied), although the competent authority may require compensatory measures. The authority also checks whether any professional experience is likely to cover gaps in knowledge, either in full or in part. A decision rejecting the application or requiring compensatory measures must be justified, and an avenue of appeal is possible.

Applications for recognition must be sent to the competent authority in Germany, together with a full list of the documentation required. The following documentation is normally needed:

- a document proving that the applicant is a citizen of a Member State;
- a diploma certifying that the applicant is qualified to practise the profession in the Member State,
- if the profession is not regulated in the Member State, applicants must provide proof that they have practised it for at least two of the previous ten years.

Applicants must produce original documents (or certified copies) and translations into German; and must pay administrative costs.

There are many rules, which vary from one profession to another and from one region (Bundesland) to another. Applicants should contact the competent authority in the region in which they wish to practise.

### Annex 13

Websites: [www.anabin.de](http://www.anabin.de); <http://www.eurocadres.org/mobilnet/deutsch/recognition-de.htm>.

For complaints about long or difficult procedures the contact is the German expert of the European network of SOLVIT, Bundesministerium für Wirtschaft und Arbeit Scharnhorststr. 34-37 DE - 10115 Berlin, Axel BREE : Tel. +49 1888 6156444 ; Fax. +49 1888 6155379, [solvit@bmwa.bund.de](mailto:solvit@bmwa.bund.de).

For further general information on this topic:

[www.campus-germany.de](http://www.campus-germany.de)

[www.daad.de](http://www.daad.de) (information also about grants)

[www.hi-potentials.de](http://www.hi-potentials.de)

[www.thesis.de](http://www.thesis.de)

<http://portal.mytum.de/studium/studieninfo>

First information for lawyers:

Bundesrechtsanwaltskammer, Joachimstr. 1, 5300 Bonn

Littenstr. 9, 10179 Berlin

Tel.: ++49 / 228 / 911860, Tel.: ++49 / 030 / 2849390

Fax: ++49 / 228 / 26 15 38 Fax: ++49 / 0 30 / 284 939 11

CCBE (Council of the Bar Association in the European Community)

Rue Washington 40, B – 1050 Bruxelles

Rue de Trèves 45, B – 1040 Bruxelles

Tel.: ++32 / 2 / 640 42 74 or 640 09 31 Tel.: ++32 / 2 / 23465-10

Fax: ++32 / 2 / 23465-11/12

First information for medical professions:

Bundesministerium für Gesundheit, Außenstelle Berlin, Fachbereich 3, Postfach 3, 10121 Berlin

Bundesministerium für Gesundheit und Soziale Sicherung, Am Propsthof 78a, D - 12153108 Bonn

First information for pharmacists

Bundesapothekerkammer, Postfach 5722, D - 65732 Eschborn

First information for doctors:

Bundesärztekammer, Herbert-Lewin-Straße 1, D – 50931 Köln

First information for dentists:

Bundeszahnärztekammer, Universitätsstraße 73, D – 50931 Köln

First information for midwives:

Bund Deutscher Hebammen, Postfach 17 24, D – 76006 Karlsruhe

First information for vets:

Deutsche Tierärzteschaft, Oxfordstraße 10, D – 53111 Bonn

First information for architects:

Bundesarchitektenkammer, Königswinterer Straße 709, D-53227 Bonn.

## Italy

In Italy some access restrictions to the jobs market have been placed on employed workers from new European Union member countries for the first two years of membership. The quota of nationals from new Community countries has been fixed at 20,000 under a Decree of the President of the Council of Ministers. This is the number who will be allowed access to the Italian labour market for 2004. Access conditions to the Italian job market are not, however, more restrictive than those existing at the date of the membership treaty and are more favourable than those available to nationals from non-community countries (<http://www.rassegna.it/2002/lavoro/articoli/rapporto-cnel/europa.htm>).

The procedure for setting up an employment relationship is simpler than that provided for nationals of non-community countries. Once they have been admitted to work in Italy, nationals from new member states will enjoy full equality of treatment with Italian workers for all aspects relating to employment and working conditions, they are exempt from the requirement of an entry visa, and the administrative procedures for the grant of the required authorisation to work have been simplified.

The limitations laid down will not apply: (i) to nationals of new community states who are employed in Italy at the date of membership and have been admitted to the Italian labour market for an uninterrupted period of more than 12 months; (ii) to nationals of new Community states who have carried out work activities in Italy after membership for a uninterrupted period of 12 months or more; (iii) to people staying in Italy who are spouses or

children (under 21 or legally dependant) of a national of a new Community state working in Italy and admitted to the Italian work market for an uninterrupted period of 12 months on the date of membership.

Clarification can be obtained from the Ministry of Employment and Social Policy, General management for Immigration (Via Fornovo 8 - 00192 Roma, Telephone 06-36754780, Fax 06-36754769; email [allargamentoue@welfare.gov.it](mailto:allargamentoue@welfare.gov.it)) or from the Provincial Employment Offices. The contact point can put applicants in touch with the competent authority.

The authority should be contacted for a full list of the documents required. As an indication, it is probable that the following will have to be provided:

- a document proving that the applicant is a citizen of a Member State;
- diploma(s) certifying that the applicant is qualified to practise the profession in a Member State.

If the profession is not regulated in the Member State where the diploma was obtained, it will be necessary to provide proof of having practised for at least two of the previous ten years, to produce original documents (or certified copies) and translations, and to pay administrative costs.

#### Annex 14

As far as vocational qualifications are concerned, different national authorities are in charge for the recognition of qualifications. Occupations are classified for field and authority in charge for them. For general information:

[www.miur.it](http://www.miur.it)

[www.esteri.it](http://www.esteri.it)

[www.cimea.it](http://www.cimea.it)

#### Poland

Applications for the recognition of professional qualifications should be submitted to the competent authority for each profession. Formalities of an EU citizen are undertaken by the employer. The list of competent authorities can be found in the database on regulated professions.

During the recognition procedure, the competent authority may ask the Bureau for Academic Recognition and International Exchange to issue an opinion on the level of education implied by the title. This Bureau is a state institution reporting to the Minister of National Education and Sport. Like the Polish ENIC/NARIC centre, it co-operates closely with the ENIC/NARIC network.

In terms of international exchange, the Bureau co-ordinates and organises recruitment of Polish scientists and students for studies and training abroad. It also administers scholarships for foreigners studying in Poland. With regard to academic recognition, the Bureau gives information and opinions on foreign higher education institutions and diplomas on the basis of Polish legal acts and regulations and international agreements.

Upon the opinion of the Bureau, the relevant competent authority takes the decision on recognition and sends it to the applicant. If some evidence is missing, the relevant competent authority may ask applicants to supply it. The decision on recognition of qualifications must be taken within four months after the submission of necessary documents.

Employment Permit is valid for a specific work and period. With this permit the person can apply for a work visa (C 08 or D 08) at the Polish Diplomatic representative or Consulate in her/his country. Employment permit and Work visa are compulsory documents to work legally in Poland.

For legal professions or architecture the applicant has to include her/his diplomas and certificates translated into polish by a sworn translator.

#### Annex 15

For more detailed information regarding regulated professions in Poland contact:

CEU Warsaw - CEU Warsaw - Środkowoeuropejska Fundacja Edukacyjna (Central Europe Educational Foundation), ul. Nowy Świat 72 00-330 Warszawa, tel. (0 pfx 22) 8288009

DAAD, ul. Czerska 24/2 03-902 Warszawa, tel. (0 pfx 22) 6174847, fax. (0 pfx 22) 6161308.

For any other information: <http://www.buwiwm.edu.pl/eu/public/db/index.php?lang=en>, or consult the national database: <http://www.aic.lv/matrapublic/db/index.php?lang=en> available in English and Polish.

## United Kingdom

If the profession is regulated, those wanting to work in the UK in a regulated profession, using qualifications gained outside the UK, must approach the competent authority in the UK. This authority is usually the professional association.

The Europe Open for Professions website provides a full list of organisations which regulate professions in the UK. Further information is available from <http://www.dfes.gov.uk/europeopen>.

Another option is to obtain a Certificate of Experience. Such a Certificate states that a person satisfies the criteria laid down in Article 4 of the European Directive 99/42/EC which covers craft professions: it certifies that a person has gained professional experience in a craft/trade profession in the UK and details any qualifications attained in that profession.

Certificates of Experience can be obtained from a national coordinators in the member countries, although contact can be made with the UK national coordinator in the first instance to check whether the trade/profession is regulated. Contact details can be found at <http://www.dfes.gov.uk/europeopen>.

### Annex 16

UK NRP, Oriel House, Oriel Road, Cheltenham, Glos GL50 1XP, Tel: +44 (0)870 9904088, [info@uknrp.org.uk](mailto:info@uknrp.org.uk), <http://www.uknrp.org.uk>

Europe Open for Professions contains full lists of competent authorities in the UK:

<http://www.dfes.gov.uk/europeopen/>

The application pack for the Certificate of Experience can be requested to the Department for Education and Skills. Write to [application.coe@dfes.qsi.gov.uk](mailto:application.coe@dfes.qsi.gov.uk) or, alternately, contact: E3b

Moorfoot, Sheffield, S1 4PQ, Phone + 00 44 114 259 4997 (Neil Clarke), Fax + 00 44 114 259 4475

### 3. Open questions

Which is the real step of the process of implementation of the tools and ways for recognition of qualifications?

Is a person applying for work in a foreign country in Europe entitled to present her/his credentials to state her/his technical knowledge and skills. What about the recognition of non-formal competences? How could the "real" vocational experiences of internships and voluntary work be assessed?

Which are the concrete possibilities of a citizen willing to protest against a decision taken after the process of recognition of her/his qualifications?

How to solve the hidden difference of the recognition of qualifications according to private or public nature of employment?

.....

This kit was produced in June 2005 by *Prof. Luigi Fabbris and Gilda Rota* of the University of Padova (Italy). It is based on the national reports produced by the “Ergo-in-Net” project’s partnership.