

ORDINANCE OF THE PRESIDENT OF THE COUNCIL OF MINISTERS

Of 16 December 2009

on manner of conducting the qualifying procedure in civil service

TYPES OF DOCUMENTS CERTIFYING THE KNOWLEDGE OF A FOREIGN LANGUAGE

1. Diplomas of completion of:

- 1) studies in philology concerning foreign languages and/or applied linguistics;
- 2) a foreign language teacher training college;
- 3) the National School of Public Administration (KSAP).

2. A document issued abroad and confirming the holding of a scientific degree or title – certifies the knowledge of the language of instruction of the institution performing the education.

3. A document confirming the completion of university-level or post-graduate studies conducted abroad or in the Republic of Poland in cooperation with a higher school conducting education abroad – certifies the knowledge of the language of instruction, provided that the only language of instruction was a foreign language.

4. A document issued abroad and considered equivalent to the Polish school-leaving examination certificate [*świadectwo dojrzałości*] – certifies the knowledge of the language of instruction.

5. International Baccalaureate Diploma.

6. European Baccalaureate Diploma.

7. Certification of passing a ministerial exam [*egzamin resortowy*]:

- 1) in the Ministry of Foreign Affairs;
- 2) in the ministry directed by the minister competent for economical issues, the Ministry of Economic Cooperation with Foreign Countries, Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy;
- 3) in the Ministry of National Defence – level 3333, level 4444 according to STANAG 6001.

8. A certificate confirming the knowledge of a foreign language, issued by KSAP as a result of a linguistic verification procedure.

9. A certificate confirming job qualification for high-ranked government position, issued by KSAP.

10. A document confirming the entry into the register of sworn court translators.

11. Certificates confirming knowledge of foreign languages at least at B2 common reference level of language proficiency according to “Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)”:

- 1) certificates issued by institutions belonging to Association of Language Testers in Europe (ALTE) – ALTE level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2); especially:
 - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass,

Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),

b) (...)*

2) certificates of institutions listed below:

a) Educational Testing Service (ETS), especially: Test of English as a Foreign Language (TOEFL) – at least 87 points in the Internet-Based Test version (iBT); Test of English as a Foreign Language (TOEFL) – at least 180 points in the Computer-Based Test version (CBT) completed with at least 50 points from Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – at least 510 points in the Paper-Based Test version (PBT) completed with at least 3.5 points from Test of Written English (TWE) and at least 50 points from Test of Spoken English (TSE); Test of English for International Communications (TOEIC) – at least 700 points; (...)*

b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),

c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute, especially certificates – English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level, “Mastery” level; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business – Stage B level “Communicator”, Stage C level “Expert”, Stage C level “Mastery”; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,

d) Edexcel, Pearson Language Tests, Pearson Language Assessments, especially: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),

e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board, especially following certificates: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – “Pass with Credits” level, “Pass with Distinction” level,

f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia, especially following certificates: International English Language Testing System IELTS – over 6 points,

g) (...)*

3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH, especially following certificates: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1 (...)*

*Parts of the text were omitted as they concern certificates in other languages.