

# JOURNAL OF LAWS OF THE REPUBLIC OF POLAND

Warsaw, 11 March 2016

Item 323

## REGULATION OF THE MINISTER OF MARITIME ECONOMY AND INLAND NAVIGATION<sup>1</sup>

of 17 February 2016

### on the qualification examinations and the remuneration of members of the Examination Team and providers of the administrative management of the examinations

Pursuant to Article 77(10)(3)-(6) of the Act of 18 August 2011 on Maritime Safety (Journal of Laws of 2016, item 281), it is hereby ordered:

**§ 1.** The Regulation determines:

- 1) the manner and mode of conducting qualification examinations by the Examination Board for persons seeking to obtain a diploma or certificate referred to in Article 63(1)-(2) and Article 70(1)(1) of the Act of 18 August 2011 on Maritime Safety, hereinafter referred to as the “Act”, or a document referred to in Article 107(1) of the Act;
- 2) the manner of the functioning of the bank of examination questions;
- 3) the manner, mode and dates of the verification of examination questions by the Central Maritime Examination Board, hereinafter referred to as the “Board”;
- 4) the amount and detailed conditions of remuneration of members of the Examination Team and providers of the administrative management of the examinations.

**§ 2.** For the purposes of the Regulation:

- 1) “examination” shall mean a qualification examination referred to in 64(1)(5), Article 70(2) and Article 107(5)(3) of the Act, which, depending on the requirements laid down in the provisions issued pursuant to Article 70(4), Article 74(4) or Article 107b(6)(5) of the Act, shall consist of a theoretical part (a theoretical examination) or may additionally consist of a practical part (a practical examination);
- 2) “Secretariat of the Board” shall mean the Secretariat of the Board at the Office providing services to the Minister responsible for affairs of maritime economy, at the Maritime Office in Gdynia or at the Maritime Office in Szczecin;
- 3) “examinee” shall mean a person seeking to obtain a diploma, certificate or document referred to in § 1(1) who participates in an examination organised by the Board.

**§ 3.** 1. Examinations shall take place in accordance with the timetable prepared by the Board for a period of 6 months.

2. The Chairman of the Board shall approve the timetable for a given half year not later than 30 days prior to the date it becomes valid.

3. The timetable shall be published on the website of the Board immediately after its approval.

4. The timetable shall contain: name of the examination, start date of the examination, place where it is to be conducted and, if necessary, other information related to the organisation of the examination.

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<sup>1</sup> The Minister of Maritime Economy and Inland Navigation manages the unit of the government administration in the area of maritime economy pursuant to § 1(2)(1) of the Regulation of the Prime Minister of 17 November 2015 on the detailed scope of competence of the Minister of Maritime Economy and Inland Navigation (Journal of Laws, items 1909 and 2091).

5. Having consulted the Deputy Chairman of the Board, the Chairman of the Board may set up an additional date of the examination 30 days in advance.

§ 4. 1. An application for admission to a theoretical or practical examination, hereinafter referred to as the “application”, shall be submitted to the Secretariat of the Board competent over the place of the examination not later than 21 days prior to the specified start date of the examination.

2. The application shall include:

- 1) first name(s) and family name of the applicant;
- 2) date and place of birth of the applicant;
- 3) address of residence or address for correspondence of the applicant, if different than the address of residence;
- 4) PESEL number, if applicable;
- 5) e-mail address for contact;
- 6) information about the education of the applicant and his or her professional qualifications;
- 7) name of the examination the applicant seeks to be admitted to, as well as name of the pilotage area in the case of the examinations referred to Article 107(5)(3) of the Act;
- 8) date and place specified in the timetable when and where the applicant intends to take the examination;
- 9) signature of the applicant.

3. Proof of payment of the examination fee to the bank account indicated by the Board shall be attached to the application for admission to the theoretical examination, as well as relevant documents specified in the provisions issued pursuant to Article 68, Article 70(4) and Article 107b(6)(1)-(3) of the Act, as follows:

- 1) a copy of a diploma or certificate confirming the possessed professional qualifications;
- 2) a seagoing service record or, in the case of persons not possessing a seaman’s book, a certificate issued by the captain of a ship or the commander of a vessel, confirming the performance of seagoing service or additional seagoing service required in the case of a given diploma or certificate;
- 3) a certificate of completion of a training or a copy of a higher-education diploma issued by a higher-education institution referred to in Article 74(2)(1) or Article 74(2)(2) of the Act;
- 4) a certificate of passing a practical examination or a practical part of a training, issued 2 years prior to the start date of the examination at the latest;
- 5) a certificate of passing a training record book;
- 6) a certificate of completion of a simulator classes or simulator course with a pass referred to in the examination requirements for obtaining or renewing the document certifying the qualifications of a sea pilot;
- 7) a document confirming relevant pilot practice.

4. Proof of payment of the examination fee to the bank account indicated by the Board shall be attached to the application for admission to the practical examination, as well as relevant documents defined in the regulations issued pursuant to Article 68, Article 70(4) and Article 107b(6)(1)-(3) of the Act, as follows:

- 1) a certificate of completion of a training;
- 2) a copy of a higher-education diploma issued by a higher-education institution referred to in Article 74(2)(1) or Article 74(2)(2) of the Act;
- 3) a copy of the possessed diploma or certificate.

5. Maritime education units which carry out trainings directly before the date of the examination shall deliver to the Secretariat of the Board, not later than 10 working days prior to the start date of the examination, a list of persons participating in the training and intending to take the examination, which shall include their first and family names and dates of birth.

6. Persons included in the list referred to in paragraph 5 may, upon consent of the Board, submit a certificate of completion of the training or a certificate of passing the practical part of the training, as required for admission to the examination as of the date of the examination.

7. Shall the examination be conducted in English, the application may be prepared in English. Apart from the attachments specified in paragraphs 3 and 4, a foreigner shall also attach, pursuant to Article 93 of the Act of 7 September 1991 on the Education System (Journal of Laws of 2015, item 2156, and of 2016, items 35, 64 and 195), a document confirming his or her education and a diploma or certificate confirming his or her professional qualifications, issued by the state referred to in Article 64(6) or (8) of the Act.

8. A person who intends to take the practical and theoretical examination for the certificate of a ship’s cook on the same day may submit the application for admission to the practical and theoretical examination in one form and submit a proof of payment of the total fee.

§ 5. 1. The Secretariat of the Board at the Maritime Office shall:

- 1) check completeness of the submitted applications;

- 2) in the case of an incomplete application, send information about the need to complement the application to the applicant's e-mail address indicated in the application, while specifying the manner and date for its complementing, which may not be shorter than 10 working days prior to the start date of the examination;
- 3) forward the applications to a person appointed by the competent Director of the Maritime Office in order to check whether the applicant:
  - a) meets the conditions required for obtaining a relevant qualification document, as specified in Article 64, Article 70(2) and Article 107(5) of the Act, apart from the condition of passing the examination before the Board – in the case of the theoretical examination,
  - b) has attended a training required for obtaining a relevant qualification document - in the case of the practical examination.

2. An applicant shall not be admitted to the examination if it is impossible to contact him or her by electronic mail at the address indicated in the application and the application contains formal deficiencies and the applicant fails to complement them by the specified date.

3. In particularly justified cases, at the applicant's written request, upon the consent of the Chairman of the Board, an incomplete application may be complemented on the start date of the examination at the latest.

**§ 6.** 1. Not later than 3 days prior to the date of the examination, the Board shall publish on its website a list of the persons taking the examination.

2. The list shall contain first and family names and, in the case of persons referred to in § 4(5) and § 5(3), also information about the need to contact the Secretariat of the Board competent over the place of the examination.

**§ 7.** 1. To the theoretical examination, the Board shall admit a person who:

- 1) meets the conditions required for obtaining a relevant qualification document specified in Article 64, Article 70(2) and Article 107(5) of the Act, apart from the condition of passing the examination before the Board;
- 2) holds a valid certificate of passing the practical examination or a certificate of passing of the practical part of a training in the maritime education unit, if required.

2. To the practical examination, the Board shall admit a person who has completed a training in the maritime education unit that is required for obtaining a relevant qualification document.

**§ 8.** 1. The examination shall be conducted at the place and time indicated by the Chairman of the Board which shall enable its correct performance, while taking into account the type and topic of the examination and the timetable of trainings conducted by maritime education units.

2. In the case the number of persons taking an examination is insufficient, it is impossible to appoint the Examination Team, there is no access to the examination facilities or for other important reasons, the Chairman of the Board may change the place or date of the examination or cancel the examination.

3. In the case referred to in paragraph 2, the Board shall inform persons taking the examination about the change of the place or date of the examination or about its cancellation by placing information on its website, if possible, not later than 3 days prior to the planned date of the examination.

4. In the case the date of the examination is changed or the examination is cancelled, the examination fee paid by the persons taking the examination shall be allocated to the examination at a new date specified for the relevant examination or shall be returned to the person taking the examination at his or her written request submitted not later than within 14 days from the date of the changed or cancelled examination.

5. In particularly justified cases, the Chairman of the Board may also change the place or date of the examination or cancel the examination on the date the examination is to be conducted.

6. In the case referred to in paragraph 5, the Head of the Examination Team or its Deputy Head shall inform persons taking the examination about reasons for the cancellation of the examination and a new date of the examination.

7. In the cases referred to in paragraphs 2 and 5, the Board shall inform persons taking the examination about their right to:

- 1) take the examination at a new date indicated by the Chairman of the Board;
- 2) receive back the examination fee in total if they decide not to take the examination at the new date referred to in point 1, provided that they submit a written request for the return of the examination fee within 14 days from the changed or cancelled date of the examination to the Secretariat of the Board competent over the place of the examination.

**§ 9.** 1. The theoretical examination shall be conducted at the Maritime Office or in a maritime education unit, and in the case of the examination for a certificate of a ship's cook, the theoretical examination may be conducted at the place of the practical examination.

2. The practical examination shall be conducted on seagoing ships, on simulators in maritime education units referred to in Article 77(4b) of the Act or on other equipment at places enabling to verify practical skills in accordance with the examination requirements.

**§ 10.** 1. Examinations shall be conducted in a manner ensuring the possibility to correctly and reliably verify the knowledge, skills and competences that are indispensable for holding posts on seagoing ships or for providing pilotage services under conditions ensuring independent work.

2. The theoretical examination may be divided into a test-based, written and oral examinations.

3. The test-based or written theoretical examination may be conducted by means of computer equipment.

**§ 11.** The theoretical examination shall be conducted by means of:

- 1) examination questions from the bank of examination questions, or
- 2) examination questions or examination tasks prepared by the Board.

**§ 12. 1.** The Board shall manage the bank of examination questions.

2. The bank of examination questions shall be kept in the electronic form, by means of a computer system enabling examiners to:

- 1) access the examination questions and generate examination tests;
- 2) propose examination questions;
- 3) propose improvements to or deletion of examination questions.

3. The Board shall complement the bank of examination questions by adding new examination questions, if necessary, at least once every 3 years, in order to ensure that their number is adequate to the examination requirements laid down in the provisions issued pursuant to Article 70(4), Article 74(4) or Article 107b(6)(5) of the Act.

**§ 13. 1.** The Board shall verify the examination questions and proposed questions to determine whether they conform to the actual and legal status and shall update examination questions on the basis of the proposals referred to in § 12(2)(3).

2. The verification and update shall be carried out, if necessary, at least once every 3 years.

**§ 14.** The examination questions referred to in § 12(3) and § 13(1) shall be approved by the Minister responsible for affairs of maritime economy.

**§ 15. 1.** The composition of the Examination Team conducting the examination, including its Head, Deputy Head and examiners, shall be specified by the Chairman of the Board or its Deputy Chairman, while taking into account the type, place, date and topics of the relevant examination, as well as the number of examinees and availability of examiners.

2. In the case of written, oral and practical examinations, covering or making up the functions referred to in the examination requirements laid down in the provisions issued pursuant to Article 74(4) of the Act, the examiners shall be appointed from the list of examiners holding the right to conduct examinations in the relevant topic.

3. Shall it be impossible to complete the Examination Team from the list of examiners available at the place of the examination, as members of the Examination Team, the Chairman or Deputy Chairman of the Board may appoint examiners from outside of the place of the examination that hold the right to conduct examinations in the relevant topic.

4. The Chairman or Deputy Chairman of the Board shall appoint a provider of the administrative management of the examination.

**§ 16.** The Examination Team shall, in particular:

- 1) prepare the examination, including examination questions, tasks and scenarios;
- 2) be responsible for the correct course of the examination;
- 3) check the correctness of answers or assess skills of the examinees;
- 4) determine the result of the examination.

**§ 17. 1.** Before the start of the examination:

- 1) the Examination Team shall check the identity of the examinees on the basis of a “dowód osobisty” or a passport;
- 2) the Head of the Examination Team shall inform the examinees about:
  - a) the planned course of the examination,
  - b) the manner of filling in answer sheets and performing tasks, as well as the assessment criteria,
  - c) the duration of the examination and its individual parts, if applicable,
  - d) the order to be observed in the course of the examination, including the prohibition to leave the examination hall,
  - e) the date and manner of announcing the result of the examination,
  - f) the procedure for appealing against the result of the examination,
  - g) the manner of coding, if applicable.

2. The Head of the Examination Team shall announce the start of the theoretical or practical examination and record that in the protocol.

3. Shall it be impossible to identify an examinee as he or she fails to show a “dowód osobisty” or a passport, the examinee shall not be admitted to the examination.

4. In the case referred to in paragraph 3 and in the case an examinee resigns from taking the examination, the examination fee shall neither be returned nor allocated to an examination at a different date.

**§ 18.** In the course of the examination, the examinee:

- 1) shall follow the instructions of members of the Examination Team;

- 2) must not have devices for transmitting or receiving information;
- 3) may use necessary instruments, publications and other aids, adequate to the scope of the taken examination, if the Examination Team has recognised that their use is well-advised and compliant with the guidelines contained in the examination task or scenario.

**§ 19.** In the case the examinee resigns from taking the examination while it is in progress, has been assisted by another person, has used prohibited materials or devices, has helped other examinees or has disturbed the course of the examination in any other way, he or she shall receive a negative result of the examination, which shall be recorded in the protocol together with an annotation in the answer sheet, if applicable.

**§ 20.** 1. After the completion of the theoretical examination, depending on the form of the examination, a member of the Examination Team shall:

- 1) collect written works from the examinees together with draft notes, if applicable;
- 2) print out examination sheets of all the examinees – in the case of the examination by means of computer equipment.
  2. After the completion of the practical examination, a protocol shall be drawn up that shall contain a description of the course of the examination and information about its passing in terms of particular skills and competences indicated in the examination scenario.
  3. Depending on the type and form of the examination, the Examination Team shall check the examination sheets and record the results of the examination in the protocol.
  4. The examiners shall assess written works immediately after the completion of the examination.

**§ 21.** 1. The test-based or written theoretical examination shall be deemed to be passed if the result is equivalent to a minimum of 60% of the maximum number of points.

2. The score for the written theoretical examination shall be awarded using a four-degree scale of scores; where, depending on the number of points received, the scores shall be given in the following manner: insufficient – below 60%, sufficient - from 60% to 74%, good – from above 74% to 87%, very good - above 87% of the maximum number of points.

3. The admission to the written or oral theoretical examination, covering or making up a given function, shall depend on receiving a positive result of a test-based examination(s) if they are required for this function.

4. The theoretical oral examination shall consist of answering randomly selected questions. The oral examination shall be deemed to be passed when a correct answer has been given at least to:

- 1) one question in the case the examination requirements provide for one question,
- 2) two questions in the case the examination requirements provide for three questions,
- 3) three questions in the case the examination requirements provide for five questions,

- related to a given topic or function, depending on the examination requirements.

5. The theoretical examination shall be deemed to be passed if the examinee has achieved a positive result of the test-based, written or oral examinations making up the theoretical examination, in topics or functions, depending on the examination requirements on the basis of which the examination has been conducted.

6. The practical examination shall be deemed to be passed if the examinee has demonstrated knowledge of all the skills and competences indicated in the examination scenario, in accordance with the assessment criteria indicated in this scenario.

**§ 22.** 1. Shall the theoretical examination cover a given function, the awarding of a negative score for the test-based, written or oral examination shall mean the failure to pass the examination covering this function.

2. Shall the examination cover at least three functions, in the case of the failure to pass the theoretical examination in relation to one function, the examinee shall have the right to take a re-sit examination covering this function.

3. A re-sit examination may be taken not earlier than after 14 working days and not later than a year from the date of the receipt of a negative score for the relevant examination.

4. The person taking a re-sit examination shall submit to the Secretariat of the Board competent over the place of the examination related to the re-sit examination a written application for admission to this examination not later than 14 days prior to the date of the re-sit examination set in the timetable referred to in § 3.

5. The following shall be attached to the application to the re-sit examination:

- 1) proof of payment of the examination fee to the bank account indicated by the Board;
- 2) information about the name and date of the examination the re-sit examination refers to.

6. The receipt of a negative score for the re-sit examination or failure to take this examination at the date indicated in paragraph 3 shall mean the receipt of a negative score for the theoretical examination.

7. The failure to take the re-sit examination and failure to inform the Board in accordance with § 29(1) shall be treated as a resignation from taking the examination and it shall cause the awarding of a negative score for the theoretical examination.

8. Shall the score for the theoretical or practical examination be negative, the examinee may retake the examination not earlier than after a month from the date when its result was determined.

**§ 23.** 1. After the completion of the examination, the Head of the Examination Team shall:

- 1) draw up a protocol to be submitted for signature to the members of the Team;
- 2) submit the documentation related to the examination to the Secretariat of the Board competent over the place of the examination;

- 3) make a calculation of the remuneration of the members of the Examination Team and providers of the administrative management of the examination for their participation in the examination;
- 4) issue a certificate of passing the theoretical or practical examination for the persons who have passed the examination.

2. The protocol referred to in paragraph 1(1) shall contain:

- 1) name of the examination;
- 2) date and place of the examination, while indicating the institution where the examination was conducted;
- 3) the composition of the Examination Team, while indicating first and family names of: the Head and Deputy Head and examiners conducting the examination in the relevant topic or function, as well as the provider of the administrative management of the examination;
- 4) type and form of the conducted examination;
- 5) first and family names and dates and places of birth of the persons participating in the examination, together with its results;
- 6) start and end times of the examination;
- 7) annotations on the course of the examination;
- 8) number of persons who have passed the examination, who have not passed the examination and who have not appeared at the examination or resigned from taking the examination while in progress;
- 9) signatures of the members of the Examination Team;
- 10) date of the protocol.

**§ 24.** 1. In the case of the theoretical examination, the examiners who are members of the Examination Team shall receive a remuneration calculated separately for conducting the test-based, written or oral examination, depending on the number of examinees.

2. In the case of the practical examination, the examiners who are members of the Examination Team shall receive a remuneration calculated depending on the number of examinees and the duration of the examination. While determining the duration of the practical examination, account shall be taken of the time defined in the examination requirements laid down in the regulations issued pursuant to Article 70(4) and Article 74(4) of the Act.

3. While establishing the number of examinees, account shall be taken of the persons who have resigned from taking the examination while in progress or failed to take the examination and failed to inform the Board in accordance with § 29(1), as well as the persons referred to in § 17(3).

4. The amount of the remuneration of members of the Examination Team and providers of the administrative management of the examination for their participation in the examination shall be laid down in Annex 1 to the Regulation.

**§ 25.** 1. The examinees shall be informed about the results of the examinations individually and in person. A certificate of passing the examination shall be a document confirming the positive result of the examination.

2. The Board shall issue a certificate of passing the examination:

- 1) for the theoretical examination – to a person who has passed the theoretical examination; the template of the certificate of passing the theoretical examination is laid down in Annex 2 to the Regulation;
- 2) for the practical examination – to a person who has passed the practical examination; the template of the certificate of passing the practical examination is laid down in Annex 3 to the Regulation.

3. The certificate of passing the examination shall be issued to a person who has passed the theoretical and practical examination, or the person who has passed only the theoretical examination in the case the examination consisted exclusively of the theoretical examination. The template of the certificate of passing of the examination is laid down in Annex 4 to the Regulation.

4. A certificate of passing the practical part of a training, issued by the maritime education unit which conducted the training in accordance with the requirements laid down in the provisions issued pursuant to Article 70(5)(2) and Article 74(4) shall be deemed to be equivalent to the certificate referred to in paragraph 2(2) .

5. The certificates referred to in paragraph 2 shall be signed by the Head of the Examination Team.

6. The certificate referred to in paragraph 3 shall be signed by the Deputy Chairman of the Board and by the Chairman of the Board in case of the latter.

7. The certificates referred to in paragraphs 2 and 3 shall be issued in hard copy, fitted with the seal of the Board and numbered.

**§ 26.** 1. Shall there be any irregularities in the course of the examination that may significantly affect its objective assessment, incl. the violation of impartiality during the examination or disclosure of the content of questions or tasks before the start of the examination, the Head of the Examination Team shall stop the examination and inform the Chairman of the Board respectively who shall cancel the examination as a whole or in part and specify another date for the examination.

2. In the case referred to in paragraph 1, no additional examination fees shall be collected.

3. In case of any objections as to the correctness of a score given by an examiner due to obvious errors in the content of the task, assessment criteria or calculation of points, the Head of the Examination Team may change the score in agreement with the members of the Examination Team. This fact shall be recorded in the protocol.

**§ 27.** 1. The examinee shall have the right to review his or her examination materials in the presence of the Deputy Chairman of the Board, the Head of the Examination Team or examiner who has conducted the relevant examination.

2. The examinee shall have the right to appeal against the result of the theoretical or practical examination within 14 days from the date when the Board determines the result of the examination.

3. The appeal shall be lodged in written form with the Chairman or Deputy Chairman of the Board.

4. The appeal shall be considered by the Chairman or Deputy Chairman of the Board in agreement with the members of the Examination Team.

5. The Chairman or Deputy Chairman of the Board shall inform the examinee of the outcome of the appeal within 30 days of the date of lodging the appeal.

6. In case of any objections as to the correctness of the score of the examination, having consulted the head of the Examination Team who conducted the particular examination or the Deputy Chairman of the Board, the Chairman of the Board may order the written work or test of the examinee, who has submitted the appeal, to be rechecked.

7. In the case referred to in paragraph 6, the Chairman of the Board may address external experts who may be persons having the required knowledge and experience in terms of the scope of the examination, or examiners having an appropriate scope of examination powers.

8. In case the objections as to the score are confirmed after the written work or test has been rechecked, the score shall be changed, the protocol of the examination shall be corrected, whereby the change of the protocol shall be confirmed by the Head of the Examination Team and the examiner.

9. Shall any irregularities be identified in the course of the examination that may affect the score for the work of the examinee who has lodged the appeal, the Chairman of the Board may cancel the examination as a whole or in part and set up a new date of the examination with regard to the cancelled scope for the examinee.

10. In the case referred to in paragraph 9, no additional examination fees shall be collected.

**§ 28.** 1. Proof of payment of the fee referred to in § 4(3), (4) and (8) and § 22(5)(1) shall contain:

- 1) name of the examination;
- 2) place and date of the examination;
- 3) first and family names of the examinee.

2. Shall the examination fee be paid without providing the information referred to in paragraph 1, the fee shall be returned to the person who has paid it, at request of this person for the return of the fee submitted in the written form to the Secretariat of the Board competent over the place of the examination, within 30 days from the date of the payment of the fee or the date of the examination, if applicable.

3. Shall the person referred to in § 4(8) fail the examination, the fee for the theoretical examination shall be returned subject to the requirements referred to in paragraph 2.

4. Shall an applicant not be admitted to the examination, the paid examination fee shall be returned to him/her at his or her request submitted in the written form to the Secretariat of the Board competent over the place of the examination within 30 days from the date of the payment of the fee or the date of the examination, if applicable.

**§ 29.** 1. Shall a person taking the examination be unable to appear at the examination, he or she shall inform the Board respectively not later than 1 working day prior to the planned examination.

2. In the case referred to in paragraph 1, the examination fee shall be returned at the request of the person who has not taken the examination submitted in the written form to the Secretariat of the Board competent over the place of the examination not later than within 14 days from the date of the examination.

3. The Board shall return the fee within 90 days from the date of the receipt of the request.

**§ 30.** 1. The examiner being a member of the Examination Team shall be entitled to receive his or her remuneration subject to the fulfilment of his or her duties related to conducting the examination and the submission of the documentation on the examination to the Secretariat of the Board.

2. Shall the examination be cancelled, members of the Examination Team shall be entitled to a remuneration in accordance with § 24.

**§ 31.** The existing provisions shall apply to the applications submitted before the entry into force of this Regulation.

**§ 32.** In case of examinations conducted after 8 December 2015, the remuneration of the members of the Examination Team and providers of the administrative management of the examination shall be paid pursuant to the provisions of the Regulation.

**§ 33.** The Regulation shall enter into force on the day following the date of its publication.<sup>1</sup>

Minister of Maritime Economy and Inland Navigation: *M. Gróbarczyk*

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<sup>1</sup> The present Regulation was preceded by the Regulation of the Minister of Infrastructure and Development of 8 September 2014 on the qualification examinations and the remuneration of members of the Examination Team (Journal of Laws, item 1230) that is repealed as of the date of the entry into force of the present Regulation pursuant to Article 6 of the Act of 24 July 2015 amending the Act on maritime safety and certain other acts (Journal of Laws, item 1320).

**Annex 1**

AMOUNT OF THE REMUNERATION OF MEMBERS OF THE EXAMINATION TEAM AND PROVIDERS OF THE  
ADMINISTRATIVE MANAGEMENT OF THE EXAMINATION FOR THEIR PARTICIPATION IN THE EXAMINATION  
(PER EXAMINEE):

1. Head of the Examination Team – PLN 30.
2. Deputy Head of the Examination Team – PLN 25.
3. Examiner of the test-based theoretical examination – PLN 15.
4. Examiner of the oral or written theoretical examination – PLN 20.
5. Examiner of the test-based theoretical examination in English – PLN 25.
6. Examiner of the oral or written theoretical examination in English – PLN 40
7. Examiner of the practical examination – PLN 30/hour.
8. Examiner of the practical examination in English – PLN 40/hour.
9. Providers of the administrative management of the examination – PLN 7.



TEMPLATE

..... Issued in ....., on (date) .....  
(Seal of the Central Maritime Examination Board)

CERTIFICATE  
of passing the theoretical examination

No. ....

It is hereby confirmed that  
Mr./Mrs.\* .....  
born on (date).....  
PESEL No.\*\* .....  
took on (days) .....  
the examination for .....  
with a positive result.

Head of the Examination Team .....

Deputy Head of the Examination Team.....

Examiners:  
.....  
.....  
.....  
.....  
.....

The examination requirements according to which the examination was conducted were laid down in:

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

.....  
(Signature of the Head of the Examination Team)

\* Delete where unnecessary.  
\*\* If applicable.

TEMPLATE

..... Issued in ....., on (date) .....  
(Seal of the Central Maritime Examination Board)

CERTIFICATE  
of passing of the practical examination

No. ....

It is hereby confirmed that

Mr./Mrs.\* .....  
born on (date).....  
PESEL No.\*\* .....  
took on (days) .....  
the examination for .....  
with a positive result.

Head of the Examination Team .....

Deputy Head of the Examination Team.....

Examiners:

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

The examination requirements according to which the examination was conducted were laid down in:

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

.....  
(Signature of the Head of the Examination Team)

\* Delete where unnecessary.  
\*\* If applicable.

TEMPLATE

..... Issued in ....., on (date) .....  
(Seal of the Central Maritime Examination Board)

CERTIFICATE  
of passing the examination

No. ....

It is hereby confirmed that

Mr./Mrs.\* .....

born on (date).....

PESEL No.\*\* .....

took on (days) .....

the examination for .....

with a positive result.

The certificate is the basis for seeking to obtain/renew\* the relevant diploma or certificate.

The examination requirements according to which the examination was conducted were laid down in:

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

.....  
(Signature of the Deputy Chairman/Chairman of the Central Maritime Examination Board)

\* Delete where unnecessary

\*\* If applicable.