



**ACERT certificate issuance procedures
of PUT Centre of Languages and Communication and
the SERMO Association confirming foreign language
proficiency**

1. ACERT is an Academic Certificate confirming foreign language proficiency, issued by Poznan University of Technology Centre for Languages and Communication (PUT CLC) and the Association of Academic Foreign Language Centres SERMO.
2. The ACERT certificate is issued after passing the certification exam in PUT CLC, conducted according to standardized rules adopted by the SERMO Association.
3. The ACERT certificate confirms foreign language proficiency at levels from pre-A1 to C1 according to the Common European Framework of Reference for Languages (CEFR).
4. The description of the certification exams according to language proficiency levels is available on the CLC website - www.clc.put.poznan.pl
5. All information regarding the certification exam (procedures for conducting the foreign language certification exam, regulations for issuing the certificate, exam description, sample test, price list, exam dates, etc.) is available on the CLC website.
6. Poznan University of Technology students can take the certification exam and obtain the ACERT certificate in accordance with the programme of studies and exam session schedule.
7. The issuance of the ACERT certificate costs PLN 20. Students can obtain the ACERT certificate after making a written application for it on the exam sheet and paying a fee in the amount set by PUT CLC to the following account: **Santander Bank Polska S.A. 02 1090 1362 0000 0000 3601 7895**
8. The ACERT certificate contains the following personal data: name, surname, student register number, PESEL (Citizen Identification) number and the overall grade for the exam in a given language.
9. The ACERT certificate is signed by the Director of PUT Centre of Languages and Communication. Each certificate bears a consecutive number from the certificate register kept by a staff member designated by the Director of PUT Centre of Languages and Communication.
10. The ACERT certificate is printed on both sides, in Polish and English. The certificate bears the logo of the SERMO Association, which is located centrally at the top of the sheet. Below the logo is the name of the ACERT certificate. At the bottom of the sheet, from the left, there are: the logo of Poznan University of Technology, the logo of PUT Centre of Languages and Communication, the CercleS logo and the NULTE logo.
11. The certificate should be collected in person within the time limit set by the authorities of PUT Centre of Languages and Communication, and the receipt of the document should be confirmed in the certificate register.
12. Duplicates are issued for a fee of PLN 20.
13. Other persons can also take the certification exam for a fee (more information available on: <http://www.clc.put.poznan.pl/PL-H33/pracownia-egzaminow.html>)