

**Ordinance No. 12**  
**of the Rector of the University of**  
**Białystok**  
**of 16 February 2021 on the**  
**determination of the rules for**  
**conducting recognition procedures of**  
**scientific degrees awarded abroad**

Pursuant to Article 328 of the Act of 20 July 2018 *Law on Higher Education and Science* (Polish Journal of Laws of 2020, item 85, unified text, as amended) in connection with the Ordinance of the Minister of Science and Higher Education of 28 September 2018 on the *recognition of academic degrees and degrees in art conferred abroad* (Journal of Laws of 2018, item 1877), I order as follows:

§1

Whenever the Ordinance refers to:

- 1) Discipline council – means the discipline council of a unit conducting research activities in a specific scientific discipline,
- 2) proceedings – means the recognition proceedings,
- 3) applicant – means a person applying for recognition of a degree as equivalent to a relevant Polish degree,
- 4) faculty - means department, institute.

§2

1. The Ordinance sets out the rules for conducting proceedings at the University of Białystok in matters of recognition of scientific degrees awarded abroad and the amount of fees for conducting such proceedings, as well as the conditions and procedure for exempting from these fees.
2. To the extent not specified in the Act of 20 July 2018 *Law on higher education and science*, The Ordinance of the Minister of Science and Higher Education of 28 September 2018 *on the recognition of scientific degrees and degrees in the field of art* awarded abroad or this Ordinance, the provisions of the Act of 14 June 1960 – Code of Administrative procedure (JoL of 2020, item 256, unified text, as amended) shall apply to matters of recognition procedures of scientific degrees granted abroad.

§3

1. The University of Białystok conducts proceedings for the recognition of degrees awarded abroad.
2. The proceedings are initiated upon a written application for recognition of a scientific degree obtained abroad as equivalent to the appropriate Polish degree of doctor or habilitated doctor's degree, addressed to the Rector. The applicant shall submit to the Office of the Rector an application, a template of which is attached as Annex 1 to this Ordinance.
3. The applicant shall attach to the application referred to in paragraph 2:
  - 1) when applying for recognition of a scientific degree as equivalent to the Polish doctoral degree:
    - a) a diploma attesting to the award of such degree,
    - b) the documents on which the degree is based,
    - c) a diploma entitling the applicant to apply for the award of the degree for which recognition is sought,
  - 2) when applying for recognition of a scientific degree as equivalent to the Polish

habilitated doctor degree:

- a) a diploma attesting to the award of such degree,
  - b) documents confirming scientific achievements which constitute the basis for granting this degree,
  - c) a diploma confirming the granting of a scientific degree entitling the applicant to initiate proceedings for granting a scientific degree,
- 3) statement by the applicant:
- a) containing information on whether the scientific degree for which it is applied for was the subject of proceedings in the Republic of Poland, the template of which is set out in Annex 2 to this Regulation,
  - b) On the place and date of birth, a template of which is attached as Annex 3 to this Ordinance,
  - c) on consent to the processing of personal data, a template of which is attached as Annex 4 to this Ordinance,
  - d) of payment of the fee irrespective of the outcome of the proceedings, attached as Annex 5 to this Ordinance.
4. The documents referred to in paragraph 3(1) and (2) may be submitted in the form of copies certified as true copies by the University.
5. In the application, the applicant shall indicate the discipline, in accordance with the Ordinance of the Minister responsible for higher education and science on the fields of science and scientific disciplines and artistic disciplines, in which he requests that the diploma be recognized as equivalent to the relevant Polish scientific degree.
6. The date of initiation of the proceedings referred to in paragraph 2 shall be the date on which the request is received by the University.

#### §4

1. Proceedings for the recognition of a degree shall be conducted by the discipline council designated by the rector, or, where no discipline council has been established, the proceedings shall be conducted by the senate.
2. The discipline council shall appoint a 3 member committee from among its members, including its chair.
3. The committee's tasks include:
  - 1) in the event of a finding of lack of jurisdiction to proceed, requesting a resolution from the Discipline council to refuse to proceed,
  - 2) carrying out a preliminary formal assessment of the application and, if it is found to be incomplete, requesting the Discipline Council to call on the applicant to complete it, under pain of leaving the application unexamined,
  - 3) requesting the Discipline Council to call on the applicant to provide the translations referred to in Article 5 points 2 and 3,
  - 4) Requesting the discipline council to appoint a reviewer or reviewers together with an indication of candidates and the scope of the review,
  - 5) Presenting an opinion, together with justification, on the recognition or refusal to recognise a degree obtained abroad as equivalent to the relevant Polish degree.
4. The committee shall keep minutes of its activities, which shall be submitted by the chair of the committee to the chair of the discipline council on each occasion together with its conclusions.

## §5

The Discipline Council, after reviewing the conclusions of the committee outlined in Article 4 (3):

- 1) assess the application for formal completion; if formal deficiencies are found, the discipline council shall set a date for completing the application, not less than 14 days, under pain of leaving the request unexamined,
- 2) may, after carrying out a formal assessment of the application, request the applicant to translate the documents referred to in Article 3(3)(1) or (2) into Polish,
- 3) in particularly justified cases, may require the applicant to submit a translation into Polish of the documents referred to in Article 3 (3) (1) (b) or (2) (b), certified by a sworn translator or drawn up by a foreign translator and certified by a competent consul of the Republic of Poland,
- 4) in special cases, justified by doubts concerning the achievements constituting the basis for granting the applicant a scientific degree, it may refer the documents referred to in Article 3(3)(1)(b) or 2(b) for review,
- 5) passes the resolution referred to in Article 7.

## §6

1. The discipline council shall appoint no more than three reviewers from among the staff of its unit who hold at least a habilitated doctor's degree in the applicant's discipline.
2. The Discipline Council appoints a reviewer or reviewers from among the candidates proposed by the committee and indicates the scope and date of the review.

## §7

1. After carrying out all the activities in the proceedings, the discipline council shall adopt a resolution on the request to the Rector for:
  - 1) recognition of a scientific degree as equivalent to a Polish scientific degree or
  - 2) refusal to recognize a degree as equivalent to a Polish scientific degree.
2. The decision to recognise or refuse to recognise a degree obtained abroad as equivalent to the relevant Polish doctoral degree or habilitated doctor degree shall be made by the Rector.
3. The documentation of the proceedings, following the adoption of resolutions expressing an opinion on the recognition or non-recognition of an academic degree as equivalent to a Polish academic degree, shall be forwarded by the chair of the discipline board to the rector no later than 14 days before the date for the decision referred to in Article 8 (1).

## §8

1. The Rector shall recognise or refuse to recognise a degree obtained abroad as equivalent to the relevant Polish doctoral degree or habilitated doctor degree within a period of no more than 90 days from the date of submission of an application meeting the formal requirements.
2. The period referred to in (1) shall not include periods set for:
  - 1) the submission of a translation of documents in the cases referred to in Article 5 (2) and (3),
  - 2) the submission of a review in the case referred to in Article 5 (4).
3. Following the proceedings, the rector, if the degree is recognised as equivalent to the relevant Polish degree, shall issue the applicant with a

a certificate of recognition of the degree, a template of which is attached as Annex 6 to this Ordinance.

4. A register of certificates issued is kept by the Rector's Office.
5. The records of the proceedings, including in particular the application and its attachments, resolutions of the discipline council, minutes of the committee, the rector's decision, and the certificate of recognition of the diploma as equivalent, are kept by the faculty where the proceedings are conducted.
6. The Chair of the Discipline Council may notify and summon the applicant to perform the actions referred to in Article 5 via the e-mail address provided in the application.

#### §9

1. The University of Białystok charges a fee for conducting the proceedings.
2. The amount of the fee for conducting the proceedings shall be 50% of a professor's salary, as defined in the regulations on the minimum monthly basic salary for a professor in a public university as of the date of the application.
3. The Rector may exempt an applicant in whole or in part from the proceedings fee if the applicant:
  - 1) has been granted a permanent residence permit or is a long-term resident of the European Union,
  - 2) has the status of refugee granted in the Republic of Poland or is under protection or subsidiary protection in the territory of the Republic of Poland,
  - 3) holds a Polish Card [Karta Polaka] or has been issued with a decision confirming their Polish origin.
4. The deadline for payment of the fee shall be determined by the chair of the discipline council.
5. The fee shall be paid irrespective of the outcome of the proceedings, no later than 14 days before the resolution of the Discipline Council to apply for or refuse recognition of the degree.
6. The fee for the proceedings shall be paid to the bank account of the university indicated by the chair of the discipline council with the following description in the title: recognition, name of the applicant.
7. If the applicant fails to pay the processing fee within the prescribed period, the application shall be left unexamined.

#### §10

If it is found that there is no jurisdiction to conduct the proceedings, the Rector shall issue an ordinance refusing to conduct the proceedings, which is subject to a complaint. The fee referred to in Article 9 is not charged.

#### §11

This Ordinance shall enter into force on the date of  
signature.

Rector of the University of Białystok  
Prof. Dr hab. Robert W. Ciborowski

.....  
name of applicant

.....  
Residence address

.....  
Correspondence address

.....  
Phone no., e-mail

**Rector of the University of Białystok**

**Application for recognition of an scientific degree .....  
granted abroad as equivalent  
with a relevant Polish scientific degree \***

1) Name of applicant for recognition of degree obtained abroad:

.....

2) Title of degree obtained:

.....

3) Number and issue date of the degree awarding diploma:

.....

4) Name and registered office of the institution that conferred the degree:

..... I acknowledge that letters  
delivered to the e-mail address I have indicated in my application will be deemed to have been  
effectively delivered.

I attach the following documents to the application:

1) .....

2) .....

3) .....

4) .....

5) .....

6) .....

.....  
(date and signature of applicant)

*\*doctor or habilitated doctor, as appropriate*

The application shall be accompanied by:

- 1) a diploma attesting to the award of a degree,
- 2) documents constituting the basis for the award of a degree equivalent to a doctoral degree, or documents constituting evidence of academic achievement constituting the basis for the award of a degree equivalent to a habilitated doctor, as appropriate,
- 3) a diploma entitling the applicant to apply for the award of the degree for which recognition is sought, or a diploma attesting the award of a degree entitling the applicant to initiate proceedings for the award of the degree for which recognition is sought,
- 4) a declaration stating whether the academic degree for which recognition is sought has been the subject of recognition proceedings in the Republic of Poland,
- 5) a statement of place and date of birth,
- 6) a declaration of consent to the processing of personal data,
- 7) declaration of payment of the fee irrespective of the outcome of the recognition procedure.

.....  
*name of applicant*

## **STATEMENT**

Pursuant to Article 3(2)(2)(a) of the Ordinance of the Minister of Science and higher Education of 28 September 2018 on the recognition of scientific degrees and degrees in the field of art awarded abroad (Journal of laws of 2002, No. from 2018, item 1877) I hereby declare that the degree for which I am applying for recognition is not/was not\* the object proceedings Recognition in the Republic of Poland.

.....  
*date and signature of applicant*

*\*delete as appropriate*

.....  
*name of applicant*

### **Statement of place and date of birth**

Pursuant to Article 3(2)(2)(b) of the Ordinance of the Minister of Science and Higher Education of 28 September 2018 *on the Recognition of academic degrees and degrees in art conferred abroad* (JoL of 2018, item 1877) I hereby declare that I was born:

.....  
*(place of birth: city, country)*

.....  
*(date of birth: day, month in words, year)*

.....  
*date and signature of applicant*

*\*delete as appropriate*



### **Declaration of consent to the processing of personal data**

In accordance with Articles 13(1) and (2) and 14(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), we inform you that:

1. The controller of the personal data of applicants for recognition of a degree as equivalent to the corresponding Polish degree is the University of Białystok, ul. Świerkowa 20 B, 15-328 Białystok.
2. The Data Controller has appointed a Data Protection Officer, responsible for the correctness of the processing of personal data, who can be contacted via e-mail address: iod@uwb.edu.pl.
3. Personal data shall be processed in ordinance to carry out the procedure for recognition of a scientific degree as equivalent to the corresponding Polish degree and for contact purposes.
4. The basis for the processing of personal data is Article 328 of the Act of 20 July 2018 Law on Higher Education and Science in conjunction with Article 6(1)(c) of the General Data Protection Regulation. The provision of data is mandatory to the extent provided by law. The provision of contact details is voluntary, but failure to do so may result in difficult contact with the university during the proceedings.
5. The provision of data is mandatory to the extent provided by law. The provision of contact details is voluntary, but failure to do so may result in difficult contact with the university during the proceedings.
6. Records of proceedings for recognition of an academic degree as equivalent to a corresponding Polish academic degree, due to their archival category A, will be retained in perpetuity. Contact data will be processed until consent is revoked.
7. Data subjects have the right of access to the content of their data, the right to rectification, erasure or restriction of processing, the right to object to processing and the right to lodge a complaint with the supervisory authority, i.e. the President of the Office for the Protection of Personal Data. In the case of data processed on the basis of the candidate's consent, there is also a right to withdraw consent.
8. The personal data provided will not be processed by automated means and will not be subject to profiling.

I consent to the processing of my contact details for the purpose of contacting the University of Białystok related to the procedure for recognition of my degree as equivalent to a relevant Polish academic degree.

.....  
(place, date) (signature of applicant) .....

.....  
*name of applicant*

### **Statement of payment of the fee**

Pursuant to Article 9 (2) of Ordinance No. 12 of the Rector of the University of Białystok of 16 February 2021 *on the determination of the rules for conducting recognition procedures of scientific degrees awarded abroad* I shall pay the due fee by ..... (date) in the amount of ..... for the recognition procedure to the bank account of the University of Białystok - ..... with the following description in the title: *recognition, name and surname* .

.....  
*date and signature of applicant*

Białystok, (date) .....

.....  
(name of the recognition body)

### **CERTIFICATE No.**

It is certified that the degree .....  
(name of degree)

Awarded by .....  
(name and seat of the awarding institution)

.....  
(name of the country in whose higher education system the institution awarding the degree  
operates)

To .....  
born/born.....  
(full name) (place and date of birth)

has been recognised as equivalent to the Polish degree .....  
(name of scientific degree or degree in arts)

Based on ..... of (date) .....  
(name and number of the decision in the recognition procedure)

The certificate is valid together in conjunction with original diploma

.....  
(Diploma number or date of issue of the diploma)

On the award ..... notarised copy  
(name of degree)

of this diploma certified as a true to the original.

.....  
(official stamp of the recognizing entity)

.....  
(name stamp and signature of the person representing the recognizing entity)