

**Regulation for conducting the procedure for the recognition of scientific degrees by  
the Jerzy Haber Institute of Catalysis and Surface Chemistry  
Polish Academy of Sciences**

This regulation sets out the detailed manner of the procedure for the recognition of scientific degrees referred to in Article 328 part 3 of Act of 20 July 2018 The law on higher education and science (Official Journal of Laws of 2018 item 1668 as amended), hereafter the Act, and in Regulation of the Minister of Science and Higher Education of 28 September 2018 on the recognition of scientific degrees and degrees in art awarded abroad (Official Journal of Laws of 2018 item 1877), hereafter the Regulation, conducted at the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences (hereafter ICSC PAS).

§1

A person applying for the recognition submits an application to ICSC PAS for the recognition of a scientific degree as equivalent to the relevant Polish scientific degree to which he/she attaches:

1. in the case of seeking recognition of a scientific degree as equivalent:
  - a) to the Polish scientific degree of **doktor**:
    - a diploma confirming the award of this degree,
    - documents that were a basis for the award of this degree (in particular the text of the doctoral thesis – an electronic or printed version; reviews, and list of publications published before the award of the doctoral degree),
    - a diploma of completion of studies entitling him/her to apply for an award of a scientific degree for which the applicant seeks recognition;
  - b) to the Polish scientific degree of **doktor habilitowany**:
    - a diploma confirming the award of this degree,
    - documents confirming scientific achievements that were a basis for the award of this degree (the text of the thesis as well as photocopies or electronic files of publications that were a basis for the award of the degree; reviews in the assessment process for an award of the degree, and list of publications published after the award of the doctoral degree),
    - a diploma confirming the award of a scientific degree entitling him/her to initiation of the assessment processes for an award of the scientific degree for which the applicant seeks recognition;
2. a statement of the applicant:
  - a) containing information on whether a scientific degree for which the applicant seeks recognition has been subject to the recognition procedure in the Polish Republic,
  - b) on place and date of birth.

The documents listed in point 1 can be submitted in the form of copies certified to be true copies of original documents by ICSC PAS.

§2

1. The procedure for the recognition of scientific degrees awarded abroad is conducted by the Director of ICSC PAS (hereafter the Director) with the participation of the Scientific Board

of ICSC PAS (hereafter the Board).

2. An application for the recognition of a scientific degree as equivalent to the Polish scientific degree of doktor or doktor habilitowany is considered by a Recognition Panel consisting of members of the Doctoral Studies and Schools Committee or the Evaluation, Awards and Promotion Committee, respectively, of the Board. The Panel is chaired by the chair of the relevant Committee.
3. The Recognition Panel conducts a formal assessment of the application. If the application does not meet the formal criteria, the Panel, through the Director, sets a time limit not shorter than 14 days for the applicant for submitting the complete application, otherwise the application is not examined.
4. The Recognition Panel, through the Director, may request the applicant to submit an ordinary translation, into Polish, of documents referred to in §1. In particularly justified cases, it can be requested from the applicant to submit translations, into Polish, of documents that were a basis for the award of the lower degree or of documents confirming the scientific achievements that were a basis for the award of the higher degree, made and certified by a sworn translator or made by a foreign translator and certified by the competent consul of the Polish Republic.
5. In particular cases, justified by doubts about the achievements that were a basis for the award of the degree to the applicant, the Recognition Panel may refer documents that were a basis for the award of the lower degree or documents confirming the scientific achievements that were a basis for the award of the higher degree to a review. In such a situation, the Recognition Panel appoints not more than three reviewers from among staff members of ICSC PAS who hold at least the degree of doktor habilitowany in the discipline which the application concerns. The reviewers prepare the reviews within 8 weeks from the day they received the application and assess whether the scientific achievements of a person applying for a given degree are equivalent to the legal requirements for this degree.
6. Having acquainted itself with the scientific achievements that were a basis for the award of the scientific degree and the reviews, if they were prepared, the Recognition Panel presents a recommendation to the Board to recognize or refuse to recognize the scientific degree awarded abroad as equivalent to the relevant Polish scientific degree. The recommendation should contain a justification.
7. The Board, on the basis of the Recognition Panel's recommendation, adopts a resolution to recognize or refuse to recognize the scientific degree awarded abroad as equivalent to the relevant Polish scientific degree, however, the Board is not bound by the Recognition Panel's recommendation.
8. Before making the decision referred to in section 7, the Board may request the Director or the Recognition Panel to provide additional explanations or conduct specific activities within the recognition procedure.
9. In the case of the recognition of a scientific degree awarded abroad by the Scientific Board as equivalent to the relevant Polish scientific degree, a certificate is issued with the content consistent with requirements set out in legal provisions in force. The certificate is signed by the Director.
10. In the case of the refusal of the recognition of a scientific degree awarded abroad by the Scientific Board as equivalent to the relevant Polish scientific degree, written information on the decision made is prepared for the applicant, indicating reasons for the refusal. The document is signed by the Director.

11. The resolution on the recognition or the refusal of the recognition of the scientific degree awarded abroad by the Scientific Board as equivalent to the relevant Polish scientific degree is adopted by a simple majority in the presence of not less than half of the Board's members.

### §3

1. The date of submitting the application to ICSC PAS is the initiation date of the recognition procedure. The Board recognizes or refuses to recognize the scientific degree awarded abroad as equivalent to the relevant Polish scientific degree within 90 days from the day the application that meets formal requirements is submitted.
2. Periods allowed for submission of translation of the documents and preparation of the reviews are not counted in the time limit of 90 days.

### §4

1. A fee is charged for conducting the recognition procedure in the maximum amount of 50% of a professor's salary. In justified cases, the applicant may be exempt from the fee by the Director, in whole or in part, at a written justified request of the person concerned.
2. The fee for conducting the recognition procedure is paid to the bank account of ICSC PAS based on a prior agreement with the applicant, within the time limit set out in the agreement, not shorter than 14 days.

### §5

1. In the case lack of competence to conduct the recognition procedure is declared, a complaint in the form of a request to reconsider the issue may be submitted to the Director within 7 days from the day the applicant received the decision. The Director's decision is final.
2. In the case lack of competence to conduct the recognition procedure is declared, the fee is not charged.

### §6

A certificate is issued after the recognition procedure in accordance with the model set out in the annex to the Regulation.