

ORDINANCE no. 189/2020  
OF RECTOR OF THE UNIVERSITY OF SZCZECIN

Of the 11th of December 2020

regarding determining provisions for verification and recognition of the academic degrees  
awarded abroad

at the University of Szczecin

Pursuant to art. 328, section 4 of the Higher Education and Science Act of the 20th of July 2018 (uniform text, Dz. U. 2020, item 85 as amended) in relation to ordinance of the Minister of Science and Higher Education of the 28th of September 2018 regarding verification and recognition of the academic degrees and fine arts academic degrees awarded abroad (Dz.U. 2018, item 1877) it is hereby ordered as follows:

§1.

1. The ordinance determines the detailed provisions of the procedure at the the University of Szczecin in regards to verification and recognition of the academic degrees awarded abroad and the fee rates for carrying out the related proceeding as well as conditions and mode for releasing the Applicant from said fees.
2. In matters not regulated by the Higher Education and Science Act, the ordinance regarding verification and recognition of the academic degrees and fine arts academic degrees awarded abroad or this ordinance the provisions of the Act - Code of Administrative Procedure of the 14th of June 1960 (uniform text, Dz.U 2020, item 256 as amended) apply to the proceedings regarding verification and recognition of the academic degrees awarded abroad.

§2.

1. The proceedings for verification and recognition of the academic degrees awarded abroad are launched upon the application for recognizing the academic degree obtained abroad as equivalent to the Polish doctoral academic degree or the degree of assistant professor; the templates for the applications constitute attachments no. 1 and no. 2 to the ordinance respectively.
2. The proceedings stipulated in §1, section 1 are carried out at the University of Szczecin by an appropriate Institute Scientific Board which holds A+ or A category in the discipline to which the application pertains and until a proper categorization of the application the proceedings are conducted by the appropriate Scientific Board of the Institute authorized to award the academic degree of assistant professor in specific discipline of sciences to which the academic degree pertains.
3. The appropriate Scientific Board of the Institute processes the case of verification and recognition of the academic degrees awarded abroad without delay, no later than w within 90 days counting from the date of the Applicant submitting the application meeting formal requirements to Rector of the University of Szczecin and if the application is deficient in terms of formal requirements from the date of completing and submitting the corrected application directly to the Scientific Board following summons for completing and correcting

the application. The deadlines for presenting a peer review or the deadlines for submitting a translation prepared and certified by a sworn translator, if the Scientific Board of the Institute required so, are not counted towards the deadline indicated hereinabove.

4. Notifications, summons and requests on the behalf of the Scientific Board of the Institute indicated in the ordinance can be formulated by the Chairperson of the Scientific Board of the Institute on the basis of Board's resolution.

5. Administrative processing in the affairs indicated in §1, section 1 is provided by an appropriate science section.

6. The Science and Science Projects Department maintains a central register of the applications and issued certificates regarding the matters indicated in §1, section 1. The science sections maintain registers covering the applications processed by scientific Boards of institutes and stores documentation of the verification and recognition proceedings.

### §3.

1. Regardless of the results of the verification and recognition proceedings the Applicant pays a fee in the amount of 50% of the minimum rate of the basic remuneration of a professor of a public university determined in the provisions regarding the minimum monthly basic remuneration of a professor employed at a university.

2. The fee is to be paid within 14 days counting from the date of delivering to the Applicant the notification regarding the application for launching the verification and recognition proceedings meeting formal requirements and launching the verification and recognition proceedings to the bank account of the University of Szczecin indicated in the notification with transfer title: Verification and recognition proceedings (name and surname of the Applicant).

3. The notification indicated in section 2 is delivered to the Applicant in writing. The template for the notification constitutes attachment no. 3 to this ordinance.

4. In case of the Applicant not paying the fee for the verification and recognition proceedings within the deadline the application will not be examined.

5. The fee stipulated in section 1 is not charged in the event of ascertaining that there are no grounds for the University of Szczecin to conduct the verification and recognition proceedings.

6. Upon application of the Applicant Rector may in justified cases exempt the Applicant from a part or entirety of the fee for conducting the verification and recognition proceedings. The application for exemption from the fee is submitted to Rector of the the University of Szczecin before lapse of the deadline for paying the fee. The template for application for exemption from the fee constitutes attachment no. 4 to this ordinance.

7. The decision of Rector of the University of Szczecin regarding exempting the Applicant from the fee is final and cannot be appealed against.

### §4.

1. A person applying for verification and recognition of an academic degree awarded abroad, hereinafter referred to as "the Applicant", submits to Rector of the University of Szczecin the

application concerning launching the proceedings for verification and recognition of an academic degree using the template indicated in §2, section 1.

2. Following registration of the application by the Science and Science Projects Department in the central register Rector passes the application to the scientific Board of an appropriate institute.

3. To the application indicated in section 1 the Applicant attaches:

1) in the case of applying for recognizing the academic degree as equivalent to the Polish doctoral degree:

a) the diploma confirming obtaining said title,

b) documents which constitute the basis for awarding said title,

c) the university diploma entitling to apply for obtaining the academic degree which the Applicant wishes to recognize and verify,

2) in the case of applying for verification and recognition of the academic degree as equivalent to the Polish academic degree of assistant professor:

a) the diploma confirming obtaining said title,

b) the documents confirming scientific achievements which constitute a foundation for obtaining said academic degree,

c) the diploma confirming obtaining said academic degree entitling to apply for launching the proceedings for verification and recognition of the academic degree the Applicant wishes to verify and recognize,

3) the declaration of the Applicant:

a) including the information regarding whether the academic degree the Applicant wishes to verify was previously a subject of the verification and recognition proceedings in the Republic of Poland,

b) place and date of birth.

4. In the application the Applicant provides residence and correspondence addresses. The Applicant without a place of residence or stay in the Republic of Poland, other member state of the European Union, Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) - a party to the agreement concerning the European Economic Area, is obliged to indicate a representative residing in the Republic of Poland for the purpose of maintaining correspondence if the Applicant had not yet done so and is not acting through the agency of the consul of the Republic of Poland. In case of not indicating a correspondence representative the missives for the Applicant shall remain in the proceedings files and shall be recognized as duly delivered.

5. The documents stipulated in section 3, points 1 and 2 can be submitted in the form of a true photocopy certified by an authorized employee of an appropriate science section.

§5.

1. The application for launching the verification and recognition proceedings is subject to formal and substantive assessment performed by the Scientific Board of the institute. Immediately following submission of the application to the Scientific Board of the institute the application is registered with the science section

and the Chairperson of the Scientific Board of the Institute passes the application to the verification commission indicated in section 2.

2. In order to perform assessment, including formal assessment, of the applications for launching verification and recognition proceedings the Scientific Board of the institute appoints a permanent verification and recognition commission, hereinafter referred to as "the Commission", the term of which lapses along with the lapse of term of the Scientific Board of the institute.

3. The Commission consists of three to five academic teachers appointed from among the members of the Scientific Board of the institute. Members of the Commission select a Chairperson from among themselves.

4. The Commission immediately takes the following steps:

1) in the case of ascertaining that there are no grounds for launching the verification and recognition proceedings - the Commission applies to the Scientific Board of the institute for issuing a ruling regarding the refusal to launch the verification and recognition proceedings,

2) in the case of determining that the application is lacking in formal terms - the Commission applies to the Scientific Board of the institute to call the Applicant to complete the application under pain of not examining the application,

3) in the case of ascertaining that the application is complete - in special cases of justified doubts regarding the scientific achievements constituting the basis for awarding an academic degree to the Applicant the Commission applies to the Scientific Board of the institute for appointing no more than three reviewers in the verification and recognition proceedings and proposes candidates to this function as well as determines the scope and deadline for the review; furthermore, the Commission may request from the Applicant to submit an ordinary translation of the documents indicated in §4, section 3, points 1 and 2 to Polish language and, in particularly valid circumstances, the Commission applies to the Scientific Board of the institute to request from the Applicant to submit a certified translation to Polish language prepared and certified by a sworn translator or a translation prepared by a foreign translator and certified by an appropriate consul of the Republic of Poland of the documents which constitute, respectively, a foundation for awarding the academic degree or confirming the scientific achievements which constitute the foundation for awarding this degree.

5. Only an academic teacher employed at the University of Szczecin which holds the academic degree of assistant professor in the science discipline to which the application pertains may serve as the reviewer indicated in section 4, point 3.

6. The Commission draws up the protocol regarding its actions which contains all the required applications, signed by all members of the Commission and passes the protocol to the scientific Board of the institute along with the application for launching the verification and recognition proceedings as well as all the documents concerning the proceedings.

§6.

1. In the case of ascertaining that there are no grounds for carrying out the verification and recognition proceedings the Scientific Board of the institute issues a resolution regarding a refusal to carry out the proceedings. The resolution is signed by the Chairperson of the Scientific Board of the institute.

2. The resolution indicated in section 1 should include:

- 1) designation of the Scientific Board of the institute issuing the resolution,
- 2) date of issuing the resolution,
- 3) designation of the Applicant,
- 4) a reference to the legal basis,
- 5) a settling regarding the refusal to launch the proceedings along with a justification,
- 6) a signature of the Chairperson of the Scientific Board of the institute
- 7) a caution regarding admissibility and the deadline for the appeal to Rector of the University of Szczecin.

3. The resolution regarding the refusal to launch the verification and recognition proceedings can be appealed against to Rector of the University of Szczecin within 7 days counting from the date of delivering the resolution. The appeal is submitted through the Scientific Board of the institute.

4. In case of ascertaining any formal deficiencies in the application the Applicant is summoned by the Scientific Board of the Institute to remedy said deficiencies within a set deadline, no shorter than 14 days counting from the date of receiving the summons, under pain of not examining the application.

5. In case of the application being complete the Scientific Board of the institute notifies the Applicant of the application for launching the verification and recognition proceedings meeting all formal requirements and of launching the verification and recognition proceedings; furthermore:

1) the scientific Board may request from the Applicant to submit an ordinary translation to Polish language of the documents indicated in §4, section 3, points 1 and 2. The Scientific Board may set a deadline for submitting the translation;

2) in particularly valid circumstances the Scientific Board may request from the Applicant to submit a certified translation to Polish language prepared and certified by a sworn translator or a translation prepared by a foreign translator and certified by an appropriate consul of the Republic of Poland of the documents which constitute, respectively, a foundation for awarding an academic degree or confirming the scientific achievements which constitute the foundation for awarding said degree. The Scientific Board may set a deadline for submitting the translation;

3) in special circumstances, justified through valid doubts regarding the scientific achievements constituting the basis for awarding an academic degree to the Applicant, the

scientific Board may refer the documents indicated in §4, section 3, point 1, letter "b" and point 2, letter "b" to be reviewed consistently with the provisions of an appropriate ordinance.

6. The appointed reviewers present reviews to the Commission within the deadline and to the extent determined by the Scientific Board of the institute.

7. Immediately following becoming familiar with the reviews the Commission draws up a protocol including recommendations for the Scientific Board of the institute regarding recognizing or refusing to recognize the academic degree as equivalent to the Polish doctoral degree.

8. The Commission draws up a protocol containing recommendations signed by all members of the Commission and passes it to the Scientific Board of the institute along with reviews and remaining documents.

#### §7.

1. Following conclusion of all steps in the verification and recognition proceedings, including formal and substantive assessment of the application, on the basis of recommendation of the Commission the Scientific Board of the institute adopts a resolution concerning recognizing the academic degree as equivalent to a Polish doctoral degree or the refusal to recognize the academic degree as equivalent to a Polish doctoral degree.

2. The resolutions of the Scientific Board in the verification and recognition proceedings are adopted through secret voting by an absolute majority of votes.

3. The resolution indicated in section 1 should include:

1) designation of the Scientific Board of the institute adopting the resolution,

2) the date of adopting the resolution,

3) designation of the Applicant,

4) a reference to a legal basis,

5) a ruling and a concise justification,

6) a signature of the Chairperson of the Scientific Board of the institute

7) a caution regarding admissibility and deadline for submitting an application for re-examining the case.

4. The resolution concerning the refusal to recognize an academic degree as equivalent to the Polish doctoral degree requires a detailed justification.

5. The Applicant can appeal against both the resolution regarding recognizing an academic degree as equivalent to the Polish doctoral degree and the resolution regarding the refusal to recognize an academic degree as equivalent to the Polish doctoral degree to the Scientific Board of the institute and appeal for re-examining the case within 14 days counting from the date of delivering the resolution.

§8.

Following conclusion of the verification and recognition proceedings and recognizing an academic degree as equivalent to a Polish academic degree the Applicant is issued a certificate confirming recognition of the academic degree; the template for the certificate constitutes attachment no. 5 to the ordinance. The science section passes the information regarding issuing the certificate and its number to the Science and Science Projects Department for the purpose of registration.

§9.

The ordinance comes into effect on the day of its signing.

*Attachment no. 1 to ordinance no. 189/2020 the University of Szczecin  
of the 11th of December 2020*

*Name and surname of the Applicant*

*Residence address*

*Correspondence address\**

*E-mail*

*Phone no.*

*Date and place of birth*

**Rector**  
of the University of Szczecin

**APPLICATION**

for initiating and conducting the verification and recognition proceedings

I hereby apply for initiating the verification and recognition proceedings for the academic degree of *(full name of the academic degree obtained abroad)*

awarded on *(date of awarding the degree)*

by *(name of the institution awarding the degree, name of the country in which the institution operates)*

and recognizing the academic degree of ... as equivalent to the Polish doctoral degree.

I declare that the academic degree for recognizing which I apply has been/has not been\* subject of the verification and recognition proceedings in the Republic of Poland.

I attach the following documents to the application:

- 1) The diploma confirming awarding this degree

- 2) The documents constituting the basis for awarding this degree
- 3) The university diploma entitling to applying for awarding the academic degree for verification and recognition of which I apply

Date and signature of the Applicant

\*the Applicant provides residence and correspondence addresses in the application. The Applicant without a place of residence or stay in the Republic of Poland, other member state of the European Union, Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) - a party to the agreement concerning the European Economic Area, is obliged to indicate a representative residing in the Republic of Poland for the purpose of maintaining correspondence if the Applicant had not yet done so and is not acting through the agency of the consul of the Republic of Poland. In the case of not indicating a correspondence representative the missives for the Applicant shall remain in the proceedings files and shall be recognized as duly delivered.

\*\*delete as appropriate

*Attachment no. 2 to ordinance no. 189/2020 the University of Szczecin  
of the 11th of December 2020*

Name and surname of the Applicant  
Place of residence  
Correspondence address\*  
E-mail  
Phone no.  
Date and place of birth

Rector  
of the University of Szczecin

## APPLICATION

for initiating and conducting the verification and recognition proceedings

I hereby apply for initiating the verification and recognition proceedings for the *(full name of the academic degree obtained abroad)* academic degree

awarded on *(date of awarding the title)*

by *(name of the institution awarding the degree, name of the country in which the institution operates)*



and recognizing the academic degree of ... as equivalent to the Polish academic degree of assistant professor.

I declare that the academic degree for recognizing which I apply has been/has not been\* subject of the verification and recognition proceedings in the Republic of Poland.

I attach the following documents to the application:

- 1) The diploma confirming awarding this degree
- 2) The documents confirming the scientific achievements which constitute the basis for awarding this academic degree
- 3) The diploma confirming awarding the academic degree entitling to initiating the proceedings regarding awarding the academic degree for recognizing which I apply

Date and signature of the Applicant

\*the Applicant provides residence and correspondence addresses in the application. The Applicant without a place of residence or stay in the Republic of Poland, other member state of the European Union, Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) - a party to the agreement concerning the European Economic Area, is obliged to indicate a representative residing in the Republic of Poland for the purpose of maintaining correspondence if the Applicant had not yet done so and is not acting through the agency of the consul of the Republic of Poland. In the case of not indicating a correspondence representative the missives for the Applicant shall remain in the proceedings files and shall be recognized as duly delivered.

\*\*delete as appropriate

*Attachment no. 3 to ordinance no. 189/2020 the University of Szczecin  
of the 11th of December 2020*

*Seal of the Scientific Board of the Institute*

Szczecin, ...

Mr/Mrs

Address of the Applicant:

## NOTIFICATION

### OF THE SCIENTIFIC BOARD OF THE INSTITUTE OF ... OF THE UNIVERSITY OF SZCZECIN

Pursuant to §3, section 3 and §6, section 5 of ordinance no. 189/2020 of Rector of the University of Szczecin of the 11th of December 2020 regarding determining provisions for verification and recognition of the academic degrees awarded abroad at the University of Szczecin,

The Scientific Board of the Institute of ... of the University of Szczecin hereby notifies that in relation to the application for initiating the verification and recognition proceedings meeting all formal requirements Your verification and recognition proceedings are being conducted.

Consistently with §3, section 2 of the Ordinance, **the Applicant is obliged to pay a fee for the verification and recognition proceedings to the bank account of the University of Szczecin within 14 days counting from the date of delivering this notification.**

Number of the bank account to which the required payment is to be made: ... (in transfer title please enter: Verification and recognition proceedings, name and surname of the Applicant).

Consistently with §3, section 1 of the ordinance regardless of the results of the verification and recognition proceedings the Applicant pays a fee in the amount of 50% of the minimum rate of the basic remuneration of a professor of a public university determined in the provisions regarding the minimum monthly basic remuneration of a professor employed at a university in the amount of **PLN ... (in writing: PLN ...)**.

In the case of the Applicant not paying the fee for verification and recognition proceedings within the deadline the application will not be examined.

Consistently with §3, section 6 of the ordinance upon application of the Applicant Rector may in justified cases exempt the Applicant from a part or the entirety of the fee for conducting the verification and recognition proceedings. The application for exemption from the fee is submitted to Rector of the University of Szczecin before lapse of the deadline for paying the fee. Ruling of Rector of the University of Szczecin regarding exemption from the fee is final and cannot be appealed against.

Consistently with §6, section 5, point 1, the scientific Board of the Institute of ... requests from the Applicant to submit an ordinary translation to Polish language of the documents indicated in §4, section 3, points 1 and 2 within ... days counting from the date of delivering this notification\*.

Consistently with §6, section 5, point 2 the Scientific Board of the Institute of ... requests from the Applicant to submit a certified translation to Polish language prepared and certified by a sworn translator or a translation prepared by a foreign translator and certified by an appropriate consul of the Republic of Poland of the documents which constitute, respectively, a foundation for awarding an academic degree or confirming the scientific achievements

which constitute the foundation for awarding said degree within ... days counting from the date of delivering this notification\*.

Signature and stamp of  
the Chairperson of the Scientific Board of the Institute

Caution:

Consistently with art. 41, §1 of the Code of Administrative Procedure the parties, their representatives and agents are obliged to notify a public administration body of each change of their address, including electronic addresses. As a consequence of not meeting the indicated obligation all missives delivered to the current address - including the equivalent service indicated in art. 44 of the Code of Administrative Procedure – shall have legal effects (art. 41, §2 of the Code of Administrative Procedure)

Recipients:

- 1) the Applicant
- 2) a/a

\*delete as appropriate

*Attachment no. 4 to ordinance no. 189/2020 the University of Szczecin  
of the 11th of December 2020*

Name and surname of the Applicant  
Place of residence  
Correspondence address\*  
E-mail  
Phone no.  
Date and place of birth

Rector  
of the University of Szczecin

#### APPLICATION

for exemption from the verification and recognition fee

Consistently with §3, section 6 of ordinance no. 189/2020 of Rector of the University of Szczecin of the 11th of December 2020 regarding determining the provisions for the verification and recognition of the academic degrees awarded abroad at the University of Szczecin I hereby apply for exemption from the verification and recognition fee.

## JUSTIFICATION

As an evidence of the circumstances described in the justification I attach:

- 1.
- 2.

Date and signature of the Applicant

*Attachment no. 5 to ordinance no. 189/2020 of Rector of the the University of Szczecin  
of the 11th of December 2020*

*(name of the entity performing verification) (Place and date)*

## CERTIFICATE NO.

It is hereby certified that the degree of *(name of the degree)*

awarded by *(name and residence of the institution awarding the degree)*

*(name of the country within the framework of education system of which the institution awarding the degree operates) to*

Mr/Mrs *(name and surname)* born on ... in ... *(date and place of birth)*

has been recognized as equivalent to the Polish degree of *(name of an academic degree or a fine arts degree)*

Pursuant to *(name and number of the ruling issued in the verification and recognition proceedings)*

This certificate is valid in combination with the original of the diploma no. *(no. of the diploma and place of issuing the diploma)* concerning awarding the degree of *(name of the degree)* or a duly certified copy thereof.

*Official seal of the verifying entity*

*Signature-stamp and signature of the President of the Scientific Board of the Institute*

*Signature-stamp and signature of Rector of the University of Szczecin*