

ORDINANCE 49/2022
of the Rector of the University of Wrocław
of 4 March 2022

on the introduction of the procedure of the recognition of foreign academic degrees at the University of Wrocław

Pursuant to Article 23 sections 1 and 2, in conjunction with Article 328 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2023, item 742, as amended) and § 29 item 2 of the Statute of the University of Wrocław adopted by the resolution 102/2019 of the Senate of the University of Wrocław of 29 May 2019 and the regulation of the Minister of Science and Higher Education of 28 September 2018 on the recognition of academic degrees and degrees in the arts awarded abroad (Journal of Laws of 2018, item 1877) it is hereby ordered as follows:

§ 1.1. The procedure of the recognition of academic degrees awarded abroad by the institutions other than those laid out in Article 328 sections 1 and 2 of the act of 20 July 2018 – *Law on Higher Education and Science* as equivalent to corresponding Polish academic degrees, hereinafter referred to as the „recognition procedure”, is hereby introduced at the University of Wrocław. The procedure is carried out in the absence of an international agreement.

2. The procedure determined in section 1 is initiated with an application addressed to a competent scientific discipline council operating at the University of Wrocław, written in Polish using a form constituting the Annex to this Ordinance. The application is submitted via the Science Department.

3. In the request for the recognition of a foreign academic degree as equivalent to a corresponding Polish academic degree one needs to indicate the suggested scientific discipline in which the recognition procedure shall be carried out.

4. The application referred to in section 2 should include the following attachments:

- 1) in the case of the recognition procedure regarding the Polish academic degree of *doktor*:
 - a) diploma proving the award of the degree;
 - b) documents constituting the basis for the award of the degree, including the doctoral dissertation and its reviews;
 - c) university diploma authorising to apply for an award of the relevant academic degree by the Applicant;
- 2) in the case of the recognition procedure regarding the Polish academic degree of *doktor habilitowany*:
 - a) diploma proving the award of the degree,
 - b) documents proving scientific achievements constituting the basis for the award of the degree, including a post-doctoral dissertation (if applies), scholarly monographs, scholarly articles published in scientific journals,
 - c) diploma proving the award of the degree authorising to initiate the proceedings for the award of the academic degree by the Applicant;
- 3) Applicant's declaration:
 - a) including information on whether the academic degree for the recognition of which applies the Applicant has been subject of a recognition procedure in the Republic of Poland;
 - b) on the place and date of birth.

5. The documents referred to in section 4 items 1 and 2 can be submitted as copies authenticated by an employee of the University of Wrocław.

6. If the documentation referred to in section 4 items 1 and 2 has been made in a language other than Polish, the Applicant can submit its Polish translation. The decision in this regard is taken by the chairperson of the council of the scientific discipline in which the Applicant wishes to have their diploma recognised.

7. The recognition procedure is deemed to commence on the day the application is delivered.

§ 2.1. The scientific discipline council establishes whether it is competent to conduct the procedure, particularly – whether it holds required authorisations in the discipline the application concerns.

2. If a lack of competence to conduct the recognition procedure is established, the scientific discipline council issues a refusal. The refusal can be contested.

§ 3.1. The scientific discipline council conducts a formal assessment of the application in terms of its required elements. If formal defects are found, the chairperson of the scientific discipline council gives the Applicant a time limit, no shorter than 14 days, to correct the application, otherwise it shall not be considered.

2. After the formal assessment has been made the chairperson of the scientific discipline council requests the Applicant to make a payment for conducting the recognition procedure, providing the number of the bank account into which the fee has to be paid, and the payment time limit, no shorter than 14 days from the day the request was delivered, otherwise the application shall be returned.

§ 4.1. The fee for conducting a recognition procedure is 3605 PLN.

2. The fee is not charged if the lack of competence to conduct the procedure is established.

3. An unduly charged fee is subject to reimbursement at the Applicant's request.

§ 5.1. The Vice-Rector for Research may, by way of an administrative decision, exempt the Applicant from the obligation to pay the fee referred to in § 4 section 1, in part or in full, or split it into instalments, if particularly important and documented circumstances prevent the Applicant from making the payment.

2. The documented application to be exempted from a part or the entirety of the payment or to split it into instalments the Applicant submits to the Vice-Rector for Research through the Science Department, within 7 days at the latest from the day the request referred to § 3 section 2 was delivered.

3. An application submitted past the time limit referred to in section 2 shall not be considered. The date shall not be reinstated.

§ 6.1. In particularly justified cases the chairperson of the scientific discipline council may request that the Applicant submits a Polish translation of the documents referred to in § 1 section 4 item 1 b or item 2 b, made and certified by a sworn translator or made by a foreign translator and certified by a competent consul of the Republic of Poland.

2. The chairperson of the scientific discipline council may appoint a committee to assess the application.

3. The committee, based on the documents attached with the application, issues an opinion which it subsequently delivers to the scientific discipline council.

4. In specific cases, justified by doubts regarding the achievements on which the award of the academic degree was based, the scientific discipline council may refer the documents referred to in § 1 section 4 item 1 b or item 2 b for review.

5. In the situation described in section 4 the scientific discipline council appoints no more than 3 reviewers from among the employees holding at least a post-doctoral degree in the discipline the application concerns, and determines the scope of the reviews and deadline for their delivery.

6. Pursuant to the committee's opinion and the reviews referred to in sections 3 and 5, the scientific discipline council adopts by secret ballot a resolution on the recognition of the academic degree as equivalent to a corresponding Polish academic degree or on the refusal to recognise the academic degree as equivalent to a corresponding Polish academic degree.

7. The scientific discipline council adopts the resolution referred to in section 6 within 90 days from the day of the submission of a fully valid application.

8. The time limit referred to in section 7 does not include periods:

- 1) set for the submission of the translated documents referred to in section 1;
- 2) set for the presentation of the reviews referred to in section 5.

§ 7. If an academic degree awarded abroad is recognised as equivalent to a corresponding Polish academic degree, the scientific discipline council issues a certificate conforming to the template laid out in the regulation of the Polish Minister of Science and Higher Education on the recognition of academic degrees and degrees in the arts awarded abroad. The certificate is signed by the chairperson of the scientific discipline council on its behalf.

§ 8.1. If the application is rejected the scientific discipline council adopts a resolution on the refusal to recognise an academic degree as equivalent to a corresponding Polish academic degree. The refusal takes form of an administrative decision signed by all members of the scientific discipline council.

2. The resolution referred to in section 1 shall be subject to:

1) application for reconsideration by the scientific discipline council, within 14 days from the receipt of the resolution, or

2) complaint before the Provincial Administrative Court without the need to file for reconsideration. The complaint should be filed within 30 days from the receipt of the resolution, through the scientific discipline council which issued the decision.

3. The final resolution of the scientific discipline council issued as the result of reconsideration pursuant to the application referred to in section 2 item 1 is subject to complaint before the Provincial Administrative Court. The complaint should be filed within 30 days from the receipt of the resolution, through the scientific discipline council which issued the decision.

§ 9. Supervision over the performance of this Ordinance is entrusted to the Vice-Rector for Research.

§ 10. The Ordinance enters into force on the day of signature.

Professor Przemysław Wiszewski
R E C T O R

Annex
to Ordinance
of

Wrocław, on

.....
(Applicant's name and surname)

.....
(residential address)

.....
(mailing address, if other than the residential address)

.....
(contact details: phone, e-mail)

Scientific Council of

.....

through

Science Department

**Application to recognise an academic degree awarded abroad as equivalent to
a Polish academic degree of *doktor/doktor habilitowany****

I apply to initiate the procedure of the recognition of a foreign academic degree as
equivalent to a Polish academic degree of

.....
(*doktor/doktor habilitowany*)*

in
(discipline)

.....
(diploma number or issuance date of the diploma providing a basis for the recognition
procedure)

.....
(country whose higher education system includes the institution which awarded the
degree)

I attach the following to the application:

- 1)
- 2)
- 3)
- 4)
- 5)

*) delete the inapplicable

.....

Applicant's legible signature

Data Protection Information

Pursuant to Article 13 sections 1 and 2 of the Regulation of the European Parliament and of the Council (EU) 2016/679 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) (Official Journal of the European Union L 119 of 4 May 2016, p. 1), hereinafter referred to as the GDPR, the University of Wrocław based in Wrocław, Pl. Uniwersytecki 1 informs that:

- 1) The Controller of your personal data is the University of Wrocław based in Wrocław, pl. Uniwersytecki 1 (hereinafter referred to as the Data Controller). The Controller can be contacted at: pl. Uniwersytecki 1, 50-137 Wrocław;
- 2) The Data Controller appointed the Data Protection Inspector, who can be contacted in all matters regarding the processing of your personal data, by e-mail: iod@uwr.edu.pl.
- 3) Your personal data indicated in this application as well as in the attached documents are processed for the purpose of considering the application to initiate the procedure of recognising a foreign academic degree, that is pursuant to Article 6 section 1 items c) and e) of the GDPR in conjunction with Article 328 of the act *Law on Higher Education and Science* and the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the recognition of foreign academic degrees and degrees in the arts (Journal of Laws of 2018, item 1877);
- 4) The recipients of your personal data are the employees and coworkers of the Controller holding authorisations for the processing of personal data and public entities which shall present a legally justified application to access personal data, as well as the entities to whom the Controller entrusted the processing;
- 5) You have the right to access, correct, delete or limit the processing of your personal data or object to it, and the right to transfer your data;
- 6) You have the right to lodge a complaint regarding the processing of your personal data before a supervisory authority, who is the President of the Office of Personal Data Protection;
- 7) The submission of your contact details is voluntary. The submission of other data is a statutory requirement and the condition necessary to initiate and conduct the recognition procedure. Failure to provide personal data required by law, including name and surname and residential address, will make it impossible to consider the application to recognise a foreign academic degree as equivalent to a corresponding Polish academic degree;
- 8) Your personal data shall not be subject to automated decision-making during its processing.

.....
Applicant's legible signature

