**Information on the course of the proceedings to award the title of professor, including the role and duties of a reviewer in accordance with legal provisions in force in Poland**

Provisions from ***Act of 14 March 2003 on academic degrees and academic title and degrees and title in art*** (Journal of Laws No 65, item 595, as amended.)

**Chapter 3. Academic title and title in art**

**Article 25**. The title of professor shall be awarded by the President of the Republic of Poland upon a request from the Central Commission referred to in Article 28(3).

**Article 26**. 1. The title of professor may be awarded to a person who has obtained the degree of *doktor habilitowany*[[1]](#footnote-1) or has obtained qualifications equivalent to those of *doctor habilitatus* as provided in Article 21a and:

1. has academic achievements significantly exceeding requirements set for habilitation proceedings
2. has experience in leading research teams carrying out projects funded from grants received in national and international competitions or has completed research visits in academic institutions, including institutions abroad, or has conducted research in academic institutions, including institutions abroad;
3. has achievements in academic supervision and has participated:
   1. at least once as a supervisor in Ph.D. conferment procedure that resulted in awarding a doctoral degree and
   2. at least once as an auxiliary supervisor in Ph.D. conferment procedurethat resulted in awarding a doctoral degree or is participating in an ongoing Ph.D. conferment procedure as a supervisor and
   3. at least twice as a reviewer in Ph.D. conferment procedure or habilitation proceedings

2. The title of professor in art may also be awarded to a person who has obtained the degree of *doctor habilitatus* or has obtained qualifications equivalent to those of *doctor habilitatus* as provided in Article 21a and:

1) has artistic achievements significantly exceeding the requirements set down for habilitation proceedings;

2) has achievements in training young researchers.

3. The Central Commission may, in specific cases, upon the request of the council of a competent organizational unit authorized to award the degree of *doctor habilitatus*, allow a person who has obtained the degree of doctor and has remarkable research or artistic achievements to commence the proceedings to award the title of professor.

4. Scientific achievements shall also include outstanding implemented designs, architectural and technological achievements whereas artistic achievements shall also include an outstanding work of art.

**Article 27**. 1. The proceedings to award the title of professor shall be conducted by the councils of organizational units authorized to award the degree of *doctor habilitatus* in a given discipline of science or art upon a request filed by the person wishing to be awarded the title. Article 10 shall apply accordingly.

2. The actions taken during the proceedings to award the title of professor shall be end with the council’s resolutions on:

1. the commencement of the proceedings to award the title of professor;
2. the selection of candidates for reviewers;
3. the supporting of the application to have the title of professor awarded.

3. The council of an organizational unit shall provide the Central Commission with a list of at least ten candidates for reviewers, selected out of academics who are employed in a higher education institution or an organizational unit other than that where the person applying for the title of professor is employed and who are not members of the council of an organizational unit conducting the proceedings.

4. In the proceedings to award the title of professor, the Central Commission appoints five world-renowned reviewers selected from the list provided by the council of an organizational unit or from other group of candidates.

5. A reviewer in the proceedings to award the title of professor shall be a person holding the title of professor in a given or related discipline of science or art or person holding a doctoral degree and employed for at least five years in a foreign higher education institution or research institution in the position of a professor, who has independently led a research team for at least five years, has been a supervisor of at least two persons who obtained a doctoral degree and has substantial research achievements.

6. For the purpose of conducting the proceedings to award the title of professor Articles 20(1) and (2) as well Article 21 shall apply.

**Article 28**. 1. The council of a competent organizational unit, upon adopting the resolution supporting an application to have the title of professor awarded, shall send the application and all the files related to the proceedings to the Central Commission within one month of adopting the resolution.

2. The Central Commission shall adopt the resolution on the presentation of a candidate or on the refusal to present a candidate for the title of professor within 6 months of receiving the council’s resolution.

3. The Central Commission, within 1 month of adopting the resolution on the presentation of a candidate for the title, files a request with the President of the Republic of Poland to award the title of professor.

3a. Upon learning that a candidate for the title of professor might have committed copyright infringement, the President of the Republic of Poland may ask the Central Commission to attach the request with an opinion issued by the committee of ethics in science of the Polish Academy of Sciences.

3b. If the committee mentioned in 3a above issues a negative opinion, the Central Commission shall resume the proceedings to award the title of professor or shall initiate a procedure to have the proceedings to award the title of professor annulled.

4. In the event of adopting a resolution on the refusal to present a candidate for the title of professor, the council of an organizational unit or a person applying for the title of professor may, within 3 months of receiving the decision, file a request with the Central Commission to re-examine the matter.

5. The Central Commission considers the request mentioned in 4 above within 6 months from the date of its receipt.

6. Reviewers appointed in the proceedings to award the title of professor may participate in the proceedings mentioned in 5 above.

Provisions from ***THE REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION of 3 October 2014 on the detailed course of action and requirements for conducting activities in Ph.D. conferment procedure, habilitation proceedings and proceedings to award the title of professor*** (Journal of Laws, item 1383, 2014)

**Chapter 3. Detailed course of action for conducting activities in the proceedings to award the title of professor**

**§ 19**. 1. A person applying for the title of professor files an application to have said title awarded with the head of an organizational unit.

2. A person filing the application to have the title of professor awarded attaches the following documents thereto:

1. copies of documents (certified by an organizational unit conducting the proceedings to award the title of professor) confirming that the person has obtained a doctoral degree and a degree of *doctor habilitatus* or a decision on having qualifications equivalent to those of *doctor habilitatus* issued in accordance with Article 21a of the Act[[2]](#footnote-2);
2. summary of academic achievements (*autoreferat*) in Polish and English which contains information on:
3. scientific or artistic achievements,
4. achievements in academic supervision and teaching of young researchers, including information on Ph.D. conferment procedures resulting in the awarding of doctoral degree in which the person participated as a supervisor or auxiliary supervisor, pending Ph.D. conferment procedures in which the person participates as a supervisor as well as information on reviews written for Ph.D. conferment procedures, habilitation conferment procedures[[3]](#footnote-3) and habilitation proceedings[[4]](#footnote-4).
5. activities aimed at popularizing science;
6. evaluation form listing scientific or artistic achievements after obtaining the degree of *doctor habilitatus* and in the case described in Article 1a or Article 26(3) of the Act – after obtaining a doctoral degree with information specified in attachment 2 to the regulation and an indication of which of those achievements is considered most important.

3. An application to have the title of professor awarded and attachments thereto is filed in an electronic form and in a paper form.

**§ 20**. 1. The council of an organization unit shall hand over to the Central Commission, in electronic form, the resolutions specified in Article 27(2)(1) and (2) of the Act with the list of candidates for reviewers in the proceedings to award the title of professor. In the case of reviewers, provision § 6 (2) is applied accordingly.

2. The head of an organizational unit, upon receiving a notice of appointing five reviewers from the Central Commission, immediately asks them to write reviews, within two months, containing a detailed evaluation of whether the person applying for the title of professor meets the requirements stipulated in Article 36 of the Act, as well as the reviewer’s standpoint on awarding the title of professor.

3. Immediately upon receiving the last review, the council of an organizational unit sends all the reviews, in electronic form, to the Central Commission.

**§ 21**. In order to prepare a draft resolution on the actions to be taken during the proceedings to award the title of professor stipulated in Article 27 (2)(2) and (3) of the Act, the council of an organizational unit may appoint a panel consisting of selected council members holding the title of professor.

**§ 22**. 1. Upon reading the reviews, the council of an organizational unit adopts a resolution on supporting the application to have the title of professor awarded.

2. Reviewers may participate, upon an invitation from the head of an organizational unit, in a meeting of the council of an organizational unit during which the issue of supporting the application to have the title of professor awarded is to be considered.

**§ 23**. The resolution on supporting the application to have the title of professor awarded is announced on the website of a higher education institution or organizational unit.

**EVALUATION FORM LISTING SCIENTIFIC OR ARTISTIC ACHIEVEMENTS OF A CANDIDATE FOR THE TITLE OF PROFESSOR**

I. INFORMATION ON SCIENTIFIC PUBLICATIONS AND ACHIEVEMENTS

1. Information on scientific publications and achievements:

* 1. list of original publications in national and international journals;
  2. list of original monographs;
  3. list of co-authored scientific publications and contribution to collective works
  4. participation in editorial committees.

2. Information on scientific or artistic achievements and activities:

1. in all scientific disciplines, excluding art:
2. information on papers presented during national and international scientific conferences,
3. membership in editorial boards and advisory boards of scientific journals,
4. list of completed national, European and international scientific research projects,
5. information on leading research teams in projects funded from grants received in national or international competitions;
6. in art:
7. list of publicly presented works of art,
8. list of published works or works of art,
9. list of co-authored works or works of art.

3. Information of cooperation with the public and business:

1. in the domains of: exact sciences, technical sciences, agricultural sciences, forestry and veterinary sciences, medical sciences, health sciences, physical culture sciences:
2. technological achievements and cooperation with the economic sectors,
3. intellectual property rights or rights to protect cultivated or discovered and grown plant species gained in Poland or abroad,
4. implementation of technologies, constructions, processes, solutions and procedures,
5. expert opinions or other opinions ordered by public or business entities,
6. shares acquired or bought in companies in order to implement or prepare research results, development works or know-how connected with those results,
7. participation in expert and competition committees;
8. in the domains of social sciences and the humanities:
9. expert opinions and other opinions ordered by public or business entities
10. management positions in companies conducting research and development activities, financial institutions, law firms, therapeutic units and other public organizations,
11. participation in expert or competition committees;
12. in the domain of art:
13. projects realized in cooperation with non-artistic communities,
14. intellectual property rights gained in Poland or abroad (for design arts),
15. expert opinions and other opinions, in particular those ordered by public or business entities,
16. participation in expert and competition committees.

4. Information on international cooperation:

1. in all scientific disciplines, excluding art:
2. research visits (indicate duration of visit),
3. participation in the evaluation of international projects,
4. reviewing works published in international journals using the impact factor,
5. membership in international scientific organizations and societies,
6. being a member of international expert panels,
7. participation in European and other international programs,
8. being a member of international research teams;
9. in the domain of art:
10. research visits (indicate duration of visit),
11. participation in international artistic events,
12. participation in European projects and other international programs,
13. membership in international art organizations.

5. Information on teaching and popularization achievements:

1. conducted lectures and scientific seminars;
2. academic supervision of Ph.D. students and persons wishing to obtain a doctoral degree (as a supervisor, auxiliary supervisor or a mentor) with a list of doctoral dissertations;
3. publications and works aimed at popularization of science;
4. materials prepared for e-learning;
5. active participation in events popularizing science, culture and arts.

6. Information on the received awards and honorable mentions for academic, didactic and artistic achievements.

II. INFORMATION ON THE MOST IMPORTANT SCIENTIFIC OR ARTISTIC ACHIEVEMENT

Provisions from ***REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION of 14 September, 2011 on the remuneration and payment terms for supervisors as well as for reviews and opinions written in Ph.D. conferment procedure, habilitation proceedings and proceedings to award the title of professor*** (Journal of Laws, item 48, 2014)

**§ 2.1**. Persons preparing reviews in Ph.D. conferment procedure or habilitation proceedings or proceedings to award the title of professor are entitled to the following remuneration:

1) 34% of remuneration rate for a review in Ph.D. conferment procedure;

2) 40% of remuneration rate for a review in habilitation proceedings;

3) 50% of remuneration rate\* for a review in proceedings to award the title of professor.

2. In order to receive remuneration for a review, the review must be written in accordance with an agreement made with an organizational unit conducting the Ph.D. conferment procedure, habilitation proceedings or proceedings to award the title of professor.

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\*minimum rate of base remuneration for *profesor ordinarius* stipulated in provisions on remuneration of academic teachers, also called ‘’remuneration rate”.

Dear Professor ……,

I kindly request your consent to be a reviewer in the proceedings to award the title of professor to Mr./Ms. …………………………………………… and to prepare a review evaluating academic achievements of the candidate.

Attached, please find provisions from legal acts in force in Poland on the course of conducting the proceedings to award the title of professor and the role and duties of the reviewer.

In accordance with Article 26 of the *Act of 14 March 2003 on academic degrees and academic title and degrees and title in art*, the review must expressly state that the candidate for the title of professor has or does not have academic achievements significantly exceeding the requirements set down for habilitation proceedings, has or does not have experience in leading research teams conducting projects funded from grants received in national or international competitions or has completed research visits in scientific institutions, including institutions abroad and that the candidate has or does not have achievements in academic supervision.

I kindly ask you to submit the declaration on accepting the duties of a reviewer.

Sincerely,

**Declaration**

I declare that I have read the information on the duties of a reviewer in the proceedings to award the title of professor.

I hereby undertake to write and send the review on the achievements of the candidate for the title of professor, Mr./Ms. ………………………………………………. till …………………….

to the following address:

Faculty: ……….

……………………………………………… ……………………………………………….

Name and surname signature

Date: ……………………………….

1. post-doctoral academic degree awarded in Poland, henceforth *doctor habilitatus* [translator’s comment] [↑](#footnote-ref-1)
2. *Act of March 14, 2003**on academic degrees and academic title and degrees and title in art* (Journal of Laws No 65, item 595, as amended.) [translator’s comment] [↑](#footnote-ref-2)
3. In Polish *przewód habilitacyjny* - prior course of awarding the degree of *doctor habilitatus* [translator’s comment] [↑](#footnote-ref-3)
4. In Polish *postępowanie habilitacyjne* - current course of awarding the degree of *doctor habilitatus* [translator’s comment] [↑](#footnote-ref-4)