



FULFILLMENT OF FORMAL REQUIREMENTS

- post-doctoral degree of doctor habilitated
- outstanding national or foreign scientific achievement (also original project, engineering and design, or technological achievement)
- participation in the works of research teams implementing projects financed through domestic or foreign competitions, or completed scientific internships at scientific institutions, including foreign ones, or conducting research or development work at universities or scientific institutions, including foreign ones

- It is advisable to notify IFJ PAN Director about the intention of submitting the application

1.

APPLICATION

PERSON APPLYING FOR THE
CONFERMENT OF THE TITLE
TO THE COUNCIL OF
SCIENTIFIC EXCELLENCE
(RDN)

RDN advises that the application with full documentation should be submitted in the Polish and English language (Manner of submitting the application – page 4)

- application in accordance with the [RDN model documents](#)
- correspondence data
- detailed data about a field, or a field and discipline, or a discipline (RDN demands that the application should always contain at least one discipline)
- certified (by e.g. the issuing entity, notary public, attorney-at-law) true copy of a document evidencing the conferment of the degree of doctor habilitated (or exceptionally a doctoral degree – Art. 227, Paragraph 2 of the Act)
- summary presenting outstanding scientific accomplishments (in particular a description of achievements deemed most important in the applicant's career justifying the possession of outstanding accomplishments)
- list of scientific output and scientific activity (possessed scientific accomplishments, in the event of co-authored accomplishments the applicant should describe his/her substantive and individual contribution into the creation of these accomplishments; a document should contain a list of works in research teams implementing grants, completed scientific internships and conducted scientific research)
- information on the course of previous procedures for the conferment of the title of professor (if applicable)
- copies of works constituting scientific output deemed most important in the career's applicant
- copies of documents confirming: participation in works of research teams implementing grants, completion of scientific internships or conducting scientific research)
- [confirmation of fee payment for the conferment procedure](#)
- vetting declaration bearing the applicant's **handwritten signature** (applies to persons born before August 1, 1972)

2.

PRELIMINARY VERIFICATION

COUNCIL OF SCIENTIFIC EXCELLENCE

- formal deficiencies – RDN summons the applicant to remove the deficiencies within a specified time limit
- application with positive assessment – RDN selects 5 reviewers by way of drawing lots
- application with negative assessment (no fulfillment of formal requirements) – RDN issues a decision on the refusal to commence the procedure

3.

COMPLAINT ABOUT NEGATIVE DECISION

CANDIDATE

- RDN upholds the complaint – commencement of the procedure
- RDN upholds the negative decision
- The candidate may reapply after at least 5 years

4.

APPOINTMENT OF REVIEWERS

COUNCIL OF SCIENTIFIC EXCELLENCE

- 5 reviewers selected by way of drawing lots – a person holding:
 - the title of professor in a given field, or
 - at least a doctoral degree, employed by at least 5 years in the position of professor by a foreign university or scientific institution, and that
 - ohas independently led a research team for at least 5 years and
 - ohas significant output in a given field

5.

PREPARATION OF THE OPINION

REVIEWERS

3 months from the moment of receipt of the order

- assessment of the accomplishment of the candidate's scientific achievements (positive or negative)

6.

DECISION

COUNCIL OF SCIENTIFIC EXCELLENCE

3 months from the moment of receipt of all the opinions

- issuing an administrative decision after the examination of full documentation and the opinions
- positive decision – within 21 days applying to the President of the Republic of Poland to confer the title of professor to the candidate
- negative decision – refusal to apply for the conferment of the title to the candidate
- possibility of appeal
- the procedure is taken over by the Chancellery of the President of the Republic of Poland

7.

CONFERMENT OF THE TITLE OF PROFESSOR

PRESIDENT OF THE REPUBLIC OF POLAND

unspecified period

- decision on the conferment of the title of professor
- should indications of the possibility of infringing copyrights by the candidate occur, the President may request RDN to attach an opinion of the Commission for Ethics in Science of the Polish Academy of Sciences to the application
- no infringement – conferment of the title
- infringement of copyrights – resumption of the procedure by RDN

TITLE OF PROFESSOR

8.

REQUEST FOR RECONSIDERATION OF THE CASE

CANDIDATE

3 months from the delivery of the decision to the candidate

- based on the RDN decision not to apply to the President for the conferment of the title of professor

9.

RECONSIDERATION OF THE CASE

COUNCIL OF SCIENTIFIC EXCELLENCE

6 months from the delivery of the request

- RDN consults 2 reviewers (fulfilling statutory requirements) other than those appointed during the initial procedure
- applying to the President for the conferment of the title
- final decision on refusal to apply to the President for the conferment of the title
- the Candidate can apply for the conferment of the title after 5 years from the moment of receipt of the negative decision

TITLE OF PROFESSOR

MANNER OF SUBMITTING THE APPLICATION

The recommended manner of submitting the documentation of the application is its full recording in electronic form – all the documents that require signatures should be signed with a qualified electronic signature or trusted signature (the documents may also be recorded on an electronic data storage device and submitted to the seat of RDN or sent through ePUAP).

In the event of submitting the application through the ePUAP platform, all letters from RDN shall be sent to the applicant also through the ePUAP electronic mailbox – unless the applicant resigns from this form of communication.

■ IN PERSON

- to the seat of the Council of Scientific Excellence in Warsaw, pl. Defilad 1 (Palace of Culture and Science, floor XXIV, room 2414)

■ BY POST

- Council of Scientific Excellence, 00-901 Warszawa, pl. Defilad 1 (Pałac Kultury i Nauki, p. XXIV, pok. 2414)
- the cover application and any other document produced by the Applicant must bear his/her handwritten signature
- RDN recommends using pen drives as electronic data storage devices (when submitting the documents in paper form)

■ ELECTRONICALLY – electronic mailbox ePUAP: /RDN/SkrytkaESP

- the application may be submitted through the ePUAP electronic mailbox (except for a vetting declaration that should be submitted in paper form and should bear a handwritten signature)
- the application should be signed with a qualified electronic signature, a trusted signature or a personal signature
- the obligation of putting an appropriate electronic signature also applies to the cover application and any other document produced by the Applicant for the purpose of conducting the procedure for the conferment of the title of professor
- In order to commence the process of electronic submission of the documentation, please visit the homepage of the ePUAP platform and:
 - enter “pismo ogólne do podmiotu publicznego” into the search engine, or
 - open “Katalog spraw” and select the icon “Pisma do urzędu”.

MATERIALS

- [Act – Law on higher education and science \(Journal of Laws 2023, item 742 as amended; Art. 218 – Art. 226\).](#)
- [Documents required for applications for the conferment of the title of professor in Polish](#)
- [Documents required for applications for the conferment of the title of professor in English](#)
- RDN: [Guide. Procedures for the conferment of the title of professor](#)
- Fee amounts:
 - [Rules for fee payment for conducting the procedure for the conferment of the title of professor](#)