

I N F O R M A T I O N

on the authentication of PhD and habilitation diplomas, their duplicates or transcripts for legal purposes abroad

The Ordinance of the Minister of Science and Higher Education of 19 January 2018 on detailed procedure and terms of administering the registration and conferment procedure for a doctoral and habilitation degrees and conferment of the title of professor has been in force since 1 February 2018.

In compliance with § 28-31 of the above-mentioned Ordinance, the authentication of PhD and habilitation diplomas, their duplicates or transcripts for legal purposes abroad takes place at a request of their holders.

The authentication of the above diplomas and their duplicates or transcripts for legal purposes abroad takes place on the ground of:

- 1. the lists of persons authorised to sign such diplomas, including their names, surnames and functions performed in the institute with their specimen signatures,**
- 2. specimens of official seals of an institution issuing a diploma,**
- 3. specimens of these diplomas defined by an institution issuing a diploma.**

Scientific institutes of the Polish Academy of Sciences and the international scientific institutes mentioned in [art. 29c item 1 subparagraph 2](#) of the Act on scientific degrees and scientific title and on degrees and title in the domain of art **are obliged to convey to the Chancellery of the Polish Academy of Sciences such lists and specimens and to update them systematically.**

The authentication consists in putting down on the PhD or habilitation diploma or on its duplicate or on transcript :

- a) a clause in the wording: "It is hereby certified that the document is authentic";
- b) the signature of a person authorised to authenticate a document;
- c) official seal of the Polish Academy of Sciences;
- d) name of place and date;

For the authentication of a PhD or habilitation diploma or of its duplicate or transcript for legal purposes abroad **a charge of 19,00 PLN** is required.

The payment is to be made by a diploma holder to the bank account of the Chancellery of the Polish Academy of Sciences No. **97 1130 1017 0020 1462 9420 0011**.

To the request concerning the authentication of a diploma the disbursement voucher should be attached.

The matters relating to authentication procedures are dealt with by the Organisation and Legal Division of the Legal Affairs and Property Department at the Polish Academy of Sciences (Dział Organizacyjno-Prawny w Biurze Organizacyjno-Majątkowym PAN), tel. +48- 22 182-62-11; e-mail: renata.witt@pan.pl, or bom@pan.pl .