



UNIwersytet Jagielloński
w Krakowie

75.0200.131.2021

**Ordinance no. 129
by the Jagiellonian University Rector
of 15 November 2021**

on: the mode of paying fees and the rules for setting the amounts of fees for the conduct of the procedure for the conferment of the degree of *doktor* and *doktor habilitowany* at Jagiellonian University and for covering the costs of the proceedings by Jagiellonian University for the conferment of the title of *professor* to the academics employed by Jagiellonian University.

Pursuant to Article 23.1 with regard to Article 182 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended) and § 24.3 of the Procedure of proceedings for the conferment of academic degrees at Jagiellonian University, constituting Annex 1 to the Resolution no 87/IX/2019 of the Jagiellonian University Senate of 25 September 2019 on the proceedings for the conferment of academic degrees at Jagiellonian University (as amended), I decree the following:

Chapter 1

**The scope of regulations and
definitions**

§ 1

The Ordinance specifies the mode of paying fees and the rules for setting the amounts of fees for the conduct of the procedure for the conferment of the degree of *doktor* and *doktor habilitowany* at Jagiellonian University and for covering the costs of the proceedings by Jagiellonian University for the conferment of the title of *professor* to the academics employed by Jagiellonian University.

§ 2

For the purpose of this Ordinance, the following definitions shall apply:

- 1) dean - a dean of a faculty at which an academic applying for the conferment of the degree of *doktor*, *doktor habilitowany* or the title of *professor* is employed;
- 2) director - a director of an extra-faculty or inter-faculty entity of Jagiellonian University at which an academic applying for the conferment of the degree of *doktor*, *doktor habilitowany* or the title of *professor* is employed;
- 3) academic - an academic applying for the conferment of the degree of *doktor*, *doktor habilitowany* or the title of *professor*;
- 4) organisational entity - a faculty or a faculty's internal entity or an extra-faculty or inter-faculty entity of Jagiellonian University which bears

the costs of the proceeding for the conferment of the degree of *doktor*, *doktor habilitowany* or the title of *professor*.

- 5) RDN – The Council of Scientific Excellence
- 6) Act – the Act of 20 July 2018, Law on higher education and science (Journal of Laws of 2021, item 478 as amended);
- 7) professor's remuneration – minimum monthly base remuneration for a professor of a public higher education institution, specified pursuant to Article 137.2 of the Act.

Chapter 2

The mode of paying fees and the rules of setting the amounts of fees for the conduct of the procedure for the conferment of the degree of *doktor* and *doktor habilitowany*

§ 3

1. A person applying for the conferment of the academic degree of *doktor* or *doktor habilitowany* at Jagiellonian University shall pay to Jagiellonian University a fee for the conduct of the proceeding which had been initiated for their request.
2. The fee shall not be charged from a person who have completed study at a doctoral school of Jagiellonian University.
3. The fee shall not be charged from an academic employed by Jagiellonian University.
4. For an academic not employed by Jagiellonian University or a researcher, the costs for the proceeding referred to in section 1 may be covered by their employer.
5. The amount and the rules for paying the fee for the conduct of the proceedings for the conferment of the degree of *doktor* or *doktor habilitowany* to the person referred to in section 4, are specified in the agreement concluded between Jagiellonian University and the person applying for the conferment of the degree of *doktor* or *doktor habilitowany* at Jagiellonian University. It shall not prejudice the provisions of item 6. The template agreement is attached as Annex 1 to the Ordinance.
6. Should the costs of the proceeding for the conferment of the degree of *doktor* or *doktor habilitowany* be borne by an entity employing the person referred to in section 4, the agreement specifying the amount and the rules for paying the fee for the conduct of the proceeding is concluded between Jagiellonian University and this entity in lieu of the agreement referred to in section 5. The template agreement is attached as Annex 2 to the Ordinance.
7. The amount of the fee shall be set on the basis of a professor's remuneration rate in force at the time of concluding the agreement and shall be binding on the parties throughout the entire period of agreement duration.

§ 4

1. The fee for the conduct of the procedure for the conferment of the degree of *doktor* covers:
 - 1) remuneration of a supervisor/supervisors in the amount of 83% of professor's remuneration;
 - 2) remuneration of an auxiliary supervisor in the amount of 50% of professor's remuneration;
 - 3) remuneration of a reviewer for drawing up a doctoral dissertation's review in the amount of 27% of professor's remuneration;
 - 4) other costs, in particular:

- a) employer's surcharges (ZUS, PPK) on remuneration, referred to in points 1–3, calculated in accordance with the generally applicable regulations,
 - b) travel costs and accommodation determined pursuant to the Ordinance of 29 January 2013 by the Minister of Labour and Social Policy on the receivables paid out to the staff employed by a state-level or a local-government entity financed from the state budget for a business trip (Journal of Laws item 167),
 - c) other justified costs of the proceeding incurred by Jagiellonian University;
- 5) indirect costs, i.e. 30% of the costs referred to in points 1–4.
- 2. The remuneration referred to in § 4.1.1 and § 4.1.2 shall be paid upon completion of the proceeding for the conferment of the degree of *doktor*, as a result of which the degree has been conferred.

§ 5

- 1. The fee for the conduct of the procedure for the conferment of the degree of *doktor habilitowany* covers:
 - 1) remuneration of members of the habilitation committee , including:
 - a) remuneration of a reviewer for drawing up a review of research accomplishments in the amount of 33% of professor's remuneration,
 - b) remuneration of a member of the habilitation committee (also applies to the reviewer) in the amount of 17% of professor's remuneration, and, if they act as a chairperson or secretary of the committee, 33% of professor's remuneration.
 - 2) other costs, in particular:
 - a) employer's surcharges (ZUS, PPK) on remuneration, referred to in point 1, calculated in accordance with the generally applicable regulations,
 - b) travel costs and accommodation of members of the habilitation committee determined pursuant to the Ordinance of 29 January 2013 by the Minister of Labour and Social Policy on the receivables paid out to the staff employed by a state-level or a local-government entity financed from the state budget for a business trip,
 - c) other justified costs of the proceeding incurred by Jagiellonian University;
 - 3) indirect costs, i.e. 30% of the costs referred to in points 1–2.
- 2. The remuneration referred to in § 5.1.1 and § 5.1.2 shall be paid upon completion of the proceeding for the conferment of the degree of *doktor habilitowany*.

Chapter 3

Payment procedure for the conferment of the title of *professor*

§ 6

- 1. The costs of the proceeding for the conferment of the title of *professor* to the academic employed by Jagiellonian University shall be borne by the employer.
- 2. The academic referred to in § 6.1 shall submit to the dean or the director a request for covering the costs of the fee for the conduct of the proceeding for the conferment of the title of *professor* by Jagiellonian University, before submitting the request for initiating the proceeding to the RDN .
- 3. The request shall be accompanied by annexes - copies of documents necessary for the conduct of the proceeding along with a justification proving the fulfilment of the conditions, referred to in Article 227 of the Act. The template of the request is attached as Annex 3 hereto.

§ 7

The dean or the director may refuse to cover the costs of the fee for the conduct of the proceeding for the conferment of the title of *professor* by Jagiellonian University if the requirements referred to in Article 227 of the Act have not been met in an obvious way.

Chapter 4

Budgeting, the source of funding, and the payment procedure for the conferment of the title of *professor*

§ 8

1. After verification and assessment of the completeness of the request for covering the costs of the fee for the conduct of the proceeding for the conferment of the title of *professor* by Jagiellonian University, the dean or the director gives their consent, written disposition of paying the fee, the template of which is attached as Annex 4 hereto.
2. Recipient details, referred in Annex 4, and the amount of the fee shall be verified in each case before rendering the disposition to the JU Bursary.
3. The written disposition of paying the fee, upon entering in the SAP system and after supplementing with the required information and securing required signatures, is to be delivered to the Department of Audit and Control.
4. An employee of the Dean's office or an employee of the Financial Department staff (in the event that a person applying for initiating the proceeding for the conferment of the title of *professor* is an employee of an extra-faculty or inter-faculty entity) shall print the payment confirmation.
5. The full set of documents referred to in § 6.3 along with the payment confirmation shall be provided to the candidate for the conferment of the title of *professor* by dean's office staff or administrative staff of an extra-faculty or an inter-faculty entity.

§ 9

1. The source of funding of the payment for the conduct of the proceeding for the conferment of the title of *professor* is the budget of the organisational entity which employs the academic who applies for the conferment of the title of *professor*.
2. The dean or the director is obliged to allocate in the plan of revenue and expenditure of the organisational entity the resources for a given year to the amount necessary to ensure that the payment for the fee for the conduct of the proceeding for the conferment of the title of *professor* to the academics employed at that organisational entity be made.

Chapter 5

Budgeting and the source of funding the fees for the conduct of the proceedings for the conferment of the degree of *doktor* and *doktor habilitowany*.

§ 10

1. The source of funding the costs of the conduct of the proceeding for the conferment of the degree of *doktor* to the person who completed study at a doctoral school of Jagiellonian University is the budget of that doctoral school.

2. The source of funding the costs of the conduct of the proceeding for the conferment of the degree of *doktor* to the person referred to in § 14 is the budget of the organisational entity which carries out the doctoral study programme. The head of the organisational entity which carries out doctoral programmes is obliged to allocate in the plan of revenue and expenditure of that entity the resources for a given year to the amount necessary to ensure that the payment for the fee for the conduct of the proceedings be made.
3. The source of funding the payment for the conduct of the proceeding for the conferment of the degree of *doktor habilitowany* is the budget of the organisational entity which employs the academic who applies for the conferment of the degree of *doktor habilitowany*.
4. The resources referred to in § 10.1-3 should be secured on the basis of calculation of costs of the procedure of proceeding for the conferment of the degree of *doktor* or the degree of *doktor habilitowany*, at a rate applying on the day of planning revenue and expenditure for a given year, taking into account the provisions of § 4 i § 5.

§ 11

1. The director of the doctoral school run by Jagiellonian University is obliged to allocate in the plan of revenue and expenditure of the doctoral school the resources for a given year to the amount necessary to ensure that the payment for the fee for the conduct of the proceedings for the conferment of the degree of *doktor* to persons who completed their study at the doctoral school be made.
2. The dean or the director is obliged to secure in the plan of revenue and expenditure of the organisational entity the resources for a given year to the amount necessary to ensure that the payment for the fee for the conduct of the proceeding for the conferment of the degree of *doktor habilitowany* to the academics employed at the organisational entity be made.

Chapter 6

Exemption from the fee and withdrawal of the request for initiating the proceeding

§ 12

In justified cases, in particular in the case of fortuitous events, the JU Rector may exempt in part or in full from the fee for the conduct of the proceeding for the conferment of the degree of *doktor* or the degree of *doktor habilitowany*, upon receiving a justified request from the academic.

§ 13

Where the request for initiating the proceeding for the conferment of the degree of *doktor*, the degree of *doktor habilitowany* or the title of *professor* is withdrawn before its completion, the applicant is obliged to reimburse the costs incurred by Jagiellonian University.

Chapter 7

Transitional and Final Provisions

§ 14

For persons who had commenced a doctoral study programme before the academic year 2019/2020 and are applying for the conferment of the degree of *doktor* on terms specified in the Act, who will have submitted a request to appoint an examination committee and doctoral committee by

31 December 2023, and for persons who commenced a doctoral study programme in the academic year 2018/2019 - by 31 December 2024, the fee for the conduct of the proceeding shall not be charged.

§ 15

The Ordinance no. 41 of 15 June 2018 by the Rector of Jagiellonian University on financing the doctoral proceeding, habilitation proceeding, the proceeding for the conferment of the title of *professor* shall cease to be valid.

§ 16

The Ordinance shall enter into force on the date of
signature.

Rector

Prof. dr hab. Jacek Popiel

applicable to:

– all JU organisational entities (without Jagiellonian University Medical College)

Agreement with the candidate

concluded on _____ in Kraków (hereinafter referred to as the “**Agreement**”) between:

Jagiellonian University in Krakow, ul. Gołębia 24,
represented by, acting pursuant to the power of
attorney no. dated granted by the JU Rector
with the financial countersignature of the JU Bursar, hereinafter referred to as the “**University**”

and

.....
hereinafter referred to as the “**Candidate**”,

the University and the Candidate being hereinafter collectively referred to as

the “Parties”:

§ 1

1. The subject of the Agreement is the Candidate’s obligation to pay the University for the costs of the proceeding for the conferment of the degree of *doktor/doktor habilitowany* to the Candidate, incurred by an entity conducting the proceeding (the University) (*underline as appropriate*), pursuant to the regulations of the Act of 20 July 2018 – Law on Higher Education and Science (Journal Of Laws of 2021, item 478, as amended) and Annex 1 to the Resolution no. 87/IX/2019 of the JU Senate of 25 September 2019 – The procedure of proceedings for the conferment of academic degrees at Jagiellonian University.
2. The fee for the conduct of the procedure for the conferment of the degree of *doktor* covers:
 - 1) non-recurring remuneration of a supervisor/supervisors;
 - 2) non-recurring remuneration of reviewers;
 - 3) employer’s surcharges (ZUS, PPK) on remuneration, referred to in points 1 and 2; calculated in accordance with the generally applicable regulations;
 - 4) other direct costs (accommodation, travel costs);
 - 5) indirect costs, i.e. 30% of the costs referred to in points 1–4.
3. The costs of the conduct of the procedure for the conferment of the degree of *doktor habilitowany* covers:
 - 1) non-recurring remuneration of reviewers;
 - 2) non-recurring remuneration of members of the habilitation committee;
 - 3) employer’s surcharges (ZUS, PPK) on remuneration referred to in points 1 and 2; calculated in accordance with the generally applicable regulations;
 - 4) other direct costs (accommodation, travel costs);
 - 5) indirect costs, i.e. 30% of the costs referred to in points 1–4.
4. As of the day of concluding the Agreement, the University shall establish the preliminary cost of the conduct of the proceeding for the conferment of the degree of *doktor/doktor habilitowany* in the amount of PLN, on the basis of calculation, in accordance with the template attached as Annex hereto.

§ 2

1. Payments for the costs referred to in § 1 of the Agreement, are intended to be made as follows:
 - 1) the payment for the first instalment by way of advance, in the amount of...% of the amount specified in § 1.4 of the Agreement shall be made within 30 days from the day of adopting the resolution on initiating the proceeding for the conferment of the degree of *doktor/doktor habilitowany* by the Research Discipline Council, to the University's bank account. The University, within 7 days of the payment receipt, shall issue a VAT invoice for an amount of the advance;
 - 2) the payment of the second complementary instalment, which constitutes the difference between the costs actually incurred and the amount of the first paid instalment referred to in § 2.1.1 of the Agreement, shall be made on the basis of the VAT invoice issued by the University within 14 days from the day of completion of the proceeding, along with the specification of the costs actually thereby incurred. The Parties agree that the payment shall be made to the University's bank account specified in the VAT invoice within 21 days from the day of its issuing.
2. By the term "completion of the proceeding" the Parties shall understand the issuing by the Research Discipline Council a relevant resolution:
 - 1) in the proceeding for the conferment of the degree of *doktor*:
 - a) on the refusal of the doctoral dissertation and the refusal of the admission to the public defence or
 - b) the non-admission of the public defence of a doctoral dissertation, or
 - c) on the conferment or the refusal of the conferment of the degree of *doktor*;
 - 2) in the proceeding for the conferment of the degree of *doktor habilitowany* – on the conferment or the refusal of the conferment of the degree of *doktor habilitowany*.
3. The final outcome of the procedure on the conferment of the degree of *doktor/doktor habilitowany* is of no importance as to the obligation defined herein to pay the University for the costs of the conduct of the proceeding in the amount resulting from the provisions of this Agreement.
4. In the event of Candidate's resignation from further proceedings for the conferment of the degree of *doktor/doktor habilitowany* or in the event of any other situation preventing the conduct of the proceeding on the conferment of the degree of *doktor/doktor habilitowany*, the Candidate is obliged to cover the costs actually incurred by the University, which are to be set out in the VAT invoice and the Agreement shall be terminated. § 2.1.2 of the Agreement shall apply *mutatis mutandis*.

§ 3

In matters not governed by this Agreement the provisions of the Act of 23 April 1964, Civil Law Code (Journal of Laws of 2020, item 1740 as amended) and the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended).

§ 4

1. Any disputes which may arise in relation to the performance of the Agreement will be resolved by courts of general jurisdiction.
2. The competent court for all disputes arising from the performance of this Agreement shall be the court with jurisdiction over the University's registered office.

§ 5

1. All amendments to this Agreement shall be made in writing, otherwise shall be null and void.
2. This Agreement has been drawn up in duplicate, one counterpart for each Party.

University

.....
.....

Candidate

.....
.....

**PRELIMINARY CALCULATION/SPECIFICATION OF THE ACTUAL COSTS *
FOR THE CONDUCT OF THE PROCEEDING FOR THE CONFERMENT OF THE
DEGREE OF *DOKTOR/DOKTOR HABILITOWANY****

Agreement no. dated			
Or d. no	Delineation		Amou nt
0	1		2
I	Direct costs (1+2)		
	1	Remuneration (a+b+c+d+e+f)	
	a	reviews in the proceeding for the conferment of the degree of <i>doktor</i> **	
	b	supervisorship (upon completion of the proceeding for the conferment of the degree of <i>doktor</i>)**	
	c	reviews in the proceeding for the conferment of the degree of <i>doktor habilitowany</i> **	
	d	remuneration of members of the habilitation committee**	
	e	surcharges on remuneration	
	f		
	2	Other costs	
	a		
	b		
	c		
	d		
	e		
	II	Indirect costs (a+b)	
	and	Faculty costs of 15%	
	b	University-wide costs of 15%	
Total costs for the conduct of the proceeding (I+II):			

*strike out inapplicable

** fill out applicable

Dean/Director

JU Bursar

.....

.....

AGREEMENT WITH THE EMPLOYING ENTITY

concluded on in Kraków (hereinafter referred to as the “**Agreement**”) between:

Jagiellonian University in Krakow, ul. Gołębia 24,
represented by....., acting pursuant to the power of
attorney no. dated conferred by the JU Rector with the financial
countersignature of the JU Bursar, hereinafter referred to as the “University” z dnia..... przy
with the financial countersignature of the JU Bursar, hereinafter referred to as the “University”

and

.....
hereinafter referred to as the “**Entity**”,

the University and the Entity being hereinafter collectively referred to as the

“**Parties**”:

§ 1

1. The subject of the Agreement is the Entity’s obligation to pay the University for the costs of the proceeding for the conferment of the degree of *doktor/doktor habilitowany* to Ms/Mr
employed by the Entity, incurred by an entity conducting the proceeding (the University) (underline as appropriate), pursuant to the regulations of the Act of 20 July 2018 – Law on Higher Education and Science (Journal Of Laws of 2021, item 478, as amended) and Annex 1 to the Resolution no 87/IX/2019 of the JU Senate of 25 September 2019 – The procedure of proceedings for the conferment of academic degrees at Jagiellonian University.
2. The fee for the conduct of the procedure for the conferment of the degree of *doktor* covers:
 - 1) non-recurring remuneration of a supervisor/supervisors;
 - 2) non-recurring remuneration of reviewers;
 - 3) employer’s surcharges (ZUS, PPK) on remuneration, referred to in points 1 and 2; calculated in accordance with the generally applicable regulations;
 - 4) other direct costs (accommodation, travel costs);
 - 5) indirect costs, i.e. 30% of the costs referred to in points 1–4.
3. The costs of the conduct of the procedure for the conferment of the degree of *doktor habilitowany* covers:
 - 1) non-recurring remuneration of reviewers;
 - 2) non-recurring remuneration of members of the habilitation committee;
 - 3) employer’s surcharges (ZUS, PPK) on remuneration referred to in points 1 and 2; calculated in accordance with the generally applicable regulations;
 - 4) other direct costs (accommodation, travel costs);
 - 5) indirect costs, i.e. 30% of the costs referred to in points 1–4.
4. As of the day of concluding the Agreement, the University shall establish the preliminary cost for the conduct of the proceeding for the conferment of the degree of *doktor/doktor habilitowany* in the amount of PLN, on the basis of calculation, in accordance with the template attached as Annex hereto.

§ 2

1. The payments for the costs referred to in § 1 of the Agreement, are intended to be made as follows:
 - 1) the payment for the first instalment by way of advance, in the amount of...% of the amount specified in § 1.4 of the Agreement shall be made within 30 days from the day of adopting the resolution on initiating the proceeding for the conferment of the degree of *doktor/doktor habilitowany* by the Research Discipline Council, to the University's bank account. The University, within 7 days of the payment receipt, shall issue a VAT invoice for an amount of the advance;
 - 2) the payment for the second complementary instalment, which constitutes the difference between the costs actually incurred and the amount of the first paid instalment referred to in § 2.1.1 of the Agreement, shall be made on the basis of the VAT invoice issued by the University within 14 days from the day of completion of the proceeding, along with the specification of the costs actually thereby incurred. The Parties agree that the payment shall be made to the University's bank account specified in the VAT invoice within 21 days from the day of its issuing.
2. By the term "completion of the proceeding" the Parties shall understand the issuing by the Research Discipline Council a relevant resolution:
 - 1) in the proceeding for the conferment of the degree of *doktor*:
 - a) on the refusal of the doctoral dissertation and the refusal of the admission to the public defence or
 - b) the non-admission of the public defence of a doctoral dissertation, or
 - c) on the conferment or the refusal of the conferment of the degree of *doktor*;
 - 2) in the proceeding for the conferment of the degree of *doktor habilitowany* – on the conferment or the refusal of the conferment of the degree of *doktor habilitowany*.
3. The final outcome of the procedure on the conferment of the degree of *doktor/doktor habilitowany* is of no importance as to the obligation defined herein to pay the University for the costs of the conduct of the proceeding in the amount resulting from the provisions of this Agreement.
4. In the event of resignation of Ms/Mr, employed by the Entity, from further proceedings for the conferment of the degree of *doktor/doktor habilitowany* or in the event of any other situation preventing the conduct of the proceeding on the conferment of the degree of *doktor/doktor habilitowany*, the Entity is obliged to cover the costs actually incurred by the University, which are to be set out in the VAT invoice, and the Agreement shall be terminated. § 2.1.2 of the Agreement shall apply *mutatis mutandis*.

§ 3

In matters not governed by this Agreement the provisions of the Act of 23 April 1964, Civil Law Code (Journal of Laws of 2020, item 1740 as amended) and the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended) shall apply.

§ 4

1. Any disputes which may arise in relation to the performance of the Agreement will be resolved by courts of general jurisdiction.
2. The competent court for all disputes arising from the performance of this Agreement shall be the court with jurisdiction over the University's registered office.

§ 5

1. All amendments to this Agreement shall be made in writing, otherwise shall be null and void.
2. This Agreement has been drawn up in duplicate, one counterpart for each Party.

University

Entity

.....
.....

.....
.....

PRELIMINARY CALCULATION/SPECIFICATION OF THE ACTUAL COSTS*
FOR THE CONDUCT OF THE PROCEEDING FOR THE CONFERMENT OF THE
DEGREE OF *DOKTOR/DOKTOR HABILITOWANY**

Agreement no. of		
Or d. no	Delineation	Amou nt
0	1	2
I	Direct costs (1+2)	
	1 Remuneration (a+b+c+d+e+f)	
	a reviews in the proceeding for the conferment of the degree of <i>doktor</i> **	
	b supervisorship (upon completion of the proceeding for the conferment of the degree of <i>doktor</i>)**	
	c reviews in the proceeding for the conferment of the degree of <i>doktor habilitowany</i> **	
	d remuneration of members of the habilitation committee**	
	e surcharges on remuneration	
	f	
	2 Other costs	
	a	
	b	
	c	
	d	
	e	
	II Indirect costs (a+b)	
	a	Faculty costs of 15%
b	University-wide costs of 15%	
Total costs for the conduct of the proceeding (I+II):		

*strike out inapplicable

** fill in applicable

Dean/Director

JU Bursar

.....

.....

Kraków, on.....

.....
(given name and surname)

.....
(academic title/degree)

.....
(organisational entity)

.....
(mailing address, email address, phone no.)

.....
**Dean of the Faculty ... /Director ... of
Jagiellonian University**

Request no. ...
**for the payment of the fee for the conduct of the proceeding for the conferment of
the title of *professor* by Jagiellonian University**

With regard to applying for the conferment of the title of *professor* in the field of:
.....in the discipline: I kindly request that the fee referred
to in Article 182.1 of the Act of 20 July 2018, Law on Higher Education and Science
(Journal of Laws of 2021, item 478 as amended) be paid by Jagiellonian University in
Kraków, in the amount of PLN, say, for the Council of
Scientific Excellence.

In this respect, please find attached the copies of documents indispensable for the
conduct of the proceeding along with a justification proving the fulfilment of the conditions
referred to in Article 227 of the Act, Law on Higher Education and Science.

.....
(legible signature)

.....
(entity's stamp)

Kraków, on.....

**Request for making the payment
of the fee for the conduct of the proceeding for the conferment of the title of *professor***

Please make the bank transfer on account of the fee for the conduct of the proceeding for the conferment of the title of *professor* for.....

Bank transfer details:

Account no.: 10 1010 1010 0033 4613 9130 0000

Beneficiary: The Council of Scientific Excellence

Plac Defilad 1, 00-901 Warszawa

NIP: 5252088942, REGON: 013298630

Amount:..... PLN

Title of transfer:*

Payment date:

SAP Commitment no.:

SAP document no.:

MPK no.:

Financial position: 901

Checked against objective performance standards		
	Person responsible	
Approved		
	Authorising officer	Countersignature**
Checked for consistency with formal and accountancy eligibility		
	Verifying person	
Approved to be paid out Amount: Say:		
	JU Bursar	

* please provide given name and surname of the person applying for the conferment of the title of *professor*

** if required