



## CONFERMENT OF THE DEGREE OF DOCTOR

### FULFILLMENT OF FORMAL REQUIREMENTS

- the degree of master, master engineer or equivalent or holding a diploma giving the right to apply for the degree of doctor in a country in which higher education system includes a higher education institution that issued the diploma
- obtaining learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, whereby learning outcomes in the scope of command of a modern foreign language are evidenced by a certificate or a graduate degree confirming language proficiency at least at level B2
- scientific output including at least:
  - 1 scientific article published in a scientific journal or in peer-reviewed international conference proceedings that in the year of publishing of the article in its final version were included in the list of journals of the Ministry of Education and Science, OR
  - 1 scientific monograph published by a journal that in the year of publishing of the monograph in its final version was included in the list of journals of the Ministry of Education and Science
- presenting and defending a doctoral dissertation
- meeting requirements specified by an entity awarding the degree of doctor

### 1.

#### APPLICATION

PERSON APPLYING FOR THE  
CONFERMENT OF THE  
DEGREE

TO THE IFJ PAN SCIENTIFIC  
COUNCIL

(Manner of submitting the  
application p. 4)

- written application (with attachments) in accordance with the IFJ PAN Scientific Council model documents
- copy of a document evidencing the conferment of the degree of master, master engineer or equivalent
- doctoral dissertation in paper version (5 copies)
- doctoral dissertation (pdf format, maximum size of a single file 20 MB) together with summaries (doc and pdf formats) on electronic data storage device
- in the event of a doctoral dissertation prepared in Polish, a summary of the dissertation in English no more than 10 pages long, and in the event of a doctoral dissertation prepared in a foreign language, a summary in Polish no more than 10 pages long
- positive opinion of a thesis supervisor or supervisors concerning the doctoral dissertation (not applicable to an auxiliary supervisor)
- a report confirming that the doctoral dissertation has been checked with the use of the Uniform Anti-plagiarism System approved by the supervisor together with the supervisor's opinion as to the originality of the work
- statement indicating applying for the degree of doctor in the field of natural sciences and the discipline of physical sciences

- statement confirming that the submitted dissertation has not been the subject of another procedure for the conferment of the degree of doctor in the same discipline; in the event of failure to submit such a statement, indication of reasons for failure to submit the statement; if a candidate has earlier applied for the conferment of the degree of doctor in the same discipline, a document confirming the completion of this procedure should be attached
- in the case of a dissertation in the form of a published cycle of thematically related scientific articles, candidate's individual contribution must be leading in at least two publications from this cycle, which can be confirmed cumulatively based on the statements of the co-authors or, in the event of failure to submit these statements, based on a written justification of the candidate and his/her supervisor
- information about the candidate's publications together with statements of co-authors in the case of multi-author publications

In the event of multi-author publications, a candidate shall attach the statements of all co-authors determining individual contribution of the candidate in the creation of the article; if the candidate has no possibility of collecting the statements of the co-authors for reasons beyond his/her control, the candidate shall attach the statement of the first author, project principal investigator, team leader or corresponding author; if the candidate has no possibility of collecting the statements of the above-mentioned persons for reasons beyond his/her control, the candidate shall submit such a statement with the justification of failure to submit the statements of the above-mentioned persons.

- doctoral school certificate confirming the completion of education at a doctoral school (in the case of candidates who completed education at a doctoral school)
- statement in the scope of obtaining learning outcomes at level 8 of the Polish Qualifications Framework together with attachments confirming the learning outcomes (in the case of candidates who have not completed education at a doctoral school)
- a letter proposing candidates for reviewers and the composition of the doctoral committee and English language or/and physics committees, if necessary

## 2.

### FORMAL ASSESSMENT

IFJ PAN SCIENTIFIC COUNCIL

- formal deficiencies – the IFJ PAN Scientific Council summons the candidate to remove the deficiencies within a specified time limit
  - correct application – initiation of the procedure for the conferment of the degree of doctor
- in the event of failure to remove the deficiencies within the specified time limit, the application is left unprocessed

3.

### APPOINTMENT OF THE DOCTORAL COMMITTEE

IFJ PAN SCIENTIFIC COUNCIL

- at least 9 members of the doctoral committee (only persons holding the title of professor or the degree of doctor habilitated, representing the discipline of physical sciences or a discipline related to the subject matter of the doctoral dissertation):
  - chair
  - deputy chair
  - three reviewers (selected from persons other than the employees of the Institute or the employees of a unit by which the candidate is employed)
  - at least four members, excluding the thesis supervisors
- the Chair of the IFJ PAN Scientific Council appoints the secretary of the doctoral committee from among its members
- the thesis supervisor or supervisors take part in the works of the committee without the right to vote.

4.

### PREPARATION OF THE REVIEW

within 2 months from the moment of receipt of the doctoral dissertation

- evaluation of the doctoral dissertation (positive or negative)
- having received the reviews, appointment of the doctoral committee without undue delay in order to adopt a resolution on admission to the defense of the doctoral dissertation
  - at a closed session
  - the requirement of the absolute majority of votes with at least half of the members entitled to vote
- admission to the defense of the doctoral dissertation
- a motion to the Scientific Council for non-admission to the defense of the doctoral dissertation
- in the event of at least two negative reviews, the IFJ PAN Scientific Council issues a decision on refusal to admit to the doctoral defense
- the candidate may file a complaint against the refusal to admit to the doctoral defense with the Council of Scientific Excellence within 7 days from receipt of the decision of the IFJ PAN Scientific Council

5.

### PUBLISHING OF THE DOCTORAL DISSERTATION

no later than 30 days prior to the scheduled date of the defense of the doctoral dissertation

- publishing of the doctoral dissertation in the IFJ PAN Public Information Bulletin together with its summaries and reviews

6.

## PUBLIC DEFENSE OF THE DOCTORAL DISSERTATION

DOCTORAL COMMITTEE

- publishing information in the IFJ PAN Public Information Bulletin about the date, place and manner of the public defense no later than 10 days prior to the scheduled date of the defense of the doctoral dissertation
- at an open session of the Doctoral Committee presided over by the Chair of the Doctoral Committee or his/her Deputy
- in the presence of at least half of the Committee members entitled to vote, including the Chair or Deputy Chair and two reviewers
- Course of the defense:
  1. presentation of a summary of professional accomplishments by the candidate
  2. presentation of reviews; in the event of absence of a reviewer, his/her review is read out in its entirety
  3. opening of the discussion; every participant has the right to ask questions that should be related to the subject matter of the doctoral dissertation; the person presiding over the meeting decides about giving the floor
  4. evaluation of the course of the doctoral dissertation defense by the committee:
    - at a closed session of the committee members
    - is taken by the absolute majority of votes with at least half of the members entitled to vote, in secret voting
    - proposal on approval of the defense of the doctoral dissertation and a draft resolution of the IFJ PAN Scientific Council on the conferment of the degree
    - in the event that at least two reviewers put forward a proposal for a distinction for a doctoral dissertation, the Chair of the committee puts that proposal to the secret vote
- may be conducted with the help of electronic means of communication

7.

## FORWARDING THE RESOLUTION TO THE DOCTORAL ENTITY

DOCTORAL COMMITTEE

- forwarding a report on the defense of the doctoral dissertation together with full documentation to the IFJ PAN Scientific Council
- completion of the works of the Doctoral Committee

5.

## CONFERMENT OF OR REFUSAL TO CONFER THE DEGREE OF DOCTOR

IFJ PAN Scientific Council

No later than within 2 months from the moment of receipt of the draft resolution

- decision on the conferment of the degree
- decision on the refusal to confer the degree
- possibility of lodging an appeal with the Council of Scientific Excellence within 30 days from the delivery of the decision

# DOCTOR

8.

## APPEAL

### CANDIDATE

within 30 days from the delivery of the decision

- filed with the Council of Scientific Excellence through the IFJ PAN Scientific Council
- the appeal is forwarded by the IFJ PAN Scientific Council together with opinions and case files to the Council of Scientific Excellence within 3 months from the moment of filing the appeal
- the Council of Scientific Excellence takes a decision no later than within 6 months from the moment of receipt of the appeal
- revocation of the original decision and referral of the case to the authorities of the same or different entity authorized to award the degree of doctor for reconsideration
- upholding the negative decision
- that same doctoral dissertation cannot be the basis for reapplying for the conferment of the degree of doctor

## MANNER OF SUBMITTING THE APPLICATION

- **IN PERSON** (recommended form)
  - to the IFJ PAN Scientific Council Secretary's Office (IFJ PAN, building 5, ground floor, room 5225)
- acceptable sending of documents by traditional post

## MATERIALS

- Act – Law on higher education and science (Journal of Laws 2023, item 742 as amended.; Art.218 – Art.226)
- Resolution of the IFJ PAN Scientific Council on determining the procedure for the conferment of the academic degree of doctor or the degree of doctor habilitated
- Journals from the list of scientific journals and peer-reviewed international conference proceedings
- Fee amounts:
  - IFJ PAN Director's Decree on the amount of fees for conducting the procedure for the conferment of an academic degree and fees for issuing certified copies and duplicates of diplomas (Nr 15/2021, Nr 47/2021, Nr 6/2023)