

**Procedure for the awarding of a PhD degree
by the Scientific Board of the
Institute of Physical Chemistry of the Polish Academy of Sciences**

Based on the *Act on Higher Education and Science* of 20th July, 2018 (hereinafter referred to as "the Act"), the following procedure for conferring the degree of Doctor of Philosophy in science and natural Sciences, in the field of chemical sciences, by the Scientific Board of the Institute of Physical Chemistry of the Polish Academy of Sciences in Warsaw, shall be introduced.

Initiation of proceedings

§ 1

1. The proceedings for conferring the degree of PhD shall be initiated at the request of a person fulfilling the requirements laid down in Article 186, paragraph 1, items 1 to 3 or paragraph 2 of the Act, submitted to the Scientific Board. A specimen of the application form is attached as Appendix 1 to this procedure.
2. The following documents should be submitted with the application:
 - a) 5 copies of the doctoral dissertation written in Polish or English;
 - b) The doctoral dissertation in digital form (in the form of a PDF file on an electronic medium);
 - c) A completed and signed agreement with the author regarding the digitization and sharing of doctoral dissertations (3 copies according to the specimen in Appendix 2);
 - d) Digital versions of scientific publications of the candidate's authorship or co-authorship thematically related to the dissertation (in the form of PDF files on an electronic medium);
 - e) A summary of the doctoral dissertation in Polish and English, with an indication of the date the summary was prepared;
 - f) Written opinions on the dissertation prepared either by the supervisor or supervisors (and, if appointed, by the auxiliary supervisor) or, if none of these persons were appointed, by the dissertation advisor;
 - g) In the cases referred to in Article 186, paragraph 2 of the Act: the original or a certified copy of the diploma of graduation from the first cycle of studies and documents clearly stating the highest quality of doctoral student's scientific achievements, in particular by indicating:

- (i) Authorship or co-authorship of scientific publications in peer-reviewed journals of at least national scope or scientific publications in book form,
 - (ii) Participation in research projects carried out by a research unit,
 - (iii) Authorship or co-authorship of patents or utility models,
 - (iv) Presentations at scientific conferences,
 - (v) Awards and distinctions in international competitions,
 - (vi) Active participation in the work of a scientific club,
 - (vii) Participation in foreign internships.
- h) A list of scientific articles and conference presentations;
 - i) A Curriculum Vitae (CV);
 - j) A certificate or diploma confirming knowledge of English to at least B2 level;
 - k) For graduates of doctoral schools: a certificate of completion of education according to the curriculum of the school in question;
 - l) For PhD students in the International Doctoral Studies of the IPC PAS: a certificate from the head of the PhD programme on the candidate's implementation of the International Doctoral Studies education programme.
3. If a doctoral dissertation is not admitted for defence or a decision is issued refusing the award of the degree of Doctor of Philosophy, the same dissertation may not be used as the basis for reapplication for the degree of Doctor of Philosophy.

§ 2

1. Candidates applying for the conferring of a degree through distance learning shall include in the application the proposed supervisor or supervisors (or auxiliary supervisor) of the doctorate, together with their written consent (consents) to perform this function;
2. Candidates applying for the conferring of a degree through distance learning who have not carried out their PhD research as part of the International Doctoral Studies of the IPC PAS, shall attach to the documents listed in §1 the original or a certified copy of their master's degree or the diploma referred to in Article 326, paragraph 2, item 2 or Article 327, paragraph 2 of the Act, giving them the right to apply for a PhD degree in the country in whose higher education system the higher education institution which issued the diploma operates.

§ 3

1. The doctoral dissertation referred to in §1, Section 2, item a) may consist of a written dissertation, including a scientific monograph or a collection of published and thematically related scientific articles or an independent and separate part of a collective dissertation.
2. Where the dissertation is a collection of scientific articles, the candidate shall attach the following documents:
 - a) A description showing the methodology of the conducted research, the candidate's achievements and their relation to current knowledge;
 - b) Declarations by the candidate and all co-authors describing their contributions to the various articles;
 - c) A letter from the publisher confirming that the paper has been accepted for printing, in the case of articles awaiting publication.
3. It is recommended that a doctoral dissertation that is a collection of scientific articles should be submitted only if the candidate has a clear and strong contribution to the research and has a leading role in the preparation of the texts of these articles.

§ 4

1. After confirming the completeness of the submitted documents, the application for the initiation of proceedings for the conferring of a PhD degree shall be considered at the nearest possible session of the Scientific Board of the IPC PAS.
2. The Chairman of the Board shall invite the supervisor(s) and, if applicable, the assistant supervisor to participate in that part of the Board meeting devoted to the initiation of the proceedings for the awarding of a PhD degree, if such persons have been indicated in advance by the Scientific Board.
3. The Chairman of the Board shall invite the candidate to briefly present his/her dissertation at a session of the Scientific Board.

II. Doctoral Committee

§ 5

1. The Scientific Board shall appoint a Doctoral Committee, by resolution, which shall comprise:
 - a. A supervisor or supervisors and a supervisor and auxiliary supervisor selected at the appointment of the Doctoral Committee or designated earlier, meeting the requirements set out in Article 190 of the Act;
 - b. 3 reviewers who meet the requirements specified in Article 190 of the Act;

- c. At least 3 members selected from among the members of the Scientific Board with at least a PhD degree, including the Chair of the Committee and the Deputy Chair.
2. If it is necessary to change the supervisor, decisions in this regard shall be made by the Scientific Board.

III. Reviews, PhD exam and admission to public defence

§ 6

In agreement with the Chair of the Doctoral Committee, the secretariat of the Scientific Board shall submit the dissertation to appointed reviewers who prepare reviews within 2 months of receiving the dissertation.

§ 7

If at least two reviews are positive, the candidate shall submit to the Doctoral Committee a PhD examination in Physical Chemistry at Level 8 of the Polish Qualifications Framework. The date of the examination is set by the Chair of the Doctoral Committee.

§ 8

If the PhD examination is not passed, the Scientific Board may, at the candidate's request, agree to the retaking of this examination, but not earlier than three months from the date of taking the examination for the first time. The PhD examination may not be retaken more than once.

§ 9

In order to be valid, all resolutions adopted by the Doctoral Committee require the presence of at least half of the members of the Committee, including the supervisor and Chair of the Committee or the Deputy Chair of the Committee.

§ 10

Before admission to public defence, the doctoral dissertation shall be checked using the Uniform Anti-plagiarism System referred to in Article 351 of the Act.

§ 11

1. The Doctoral Committee shall decide on allowing or not permitting a candidate to defend his/her PhD dissertation in the form of a decision, taking into account the opinions contained in the reviews and, if at least two reviews are positive, the result of the examination referred to in §10.

2. In the event a decision is issued not allowing the defence, the Chair of the Doctoral Committee shall immediately forward the content of this decision, together with the reasons, to the chairman of the Scientific Board and the applicant.
3. Within 30 days of the issue of the decision, a complaint to the Council of Scientific Excellence may be filed against a decision refusing to allow the defence.

IV. Public defence of the doctoral dissertation

§ 12

After the admission to public defence, at least 30 days before its scheduled date, the dissertation shall be made available to the public by submitting one copy to the Library of the Institute of Physical Chemistry of the Polish Academy of Sciences, as well as by publishing its electronic version, together with a summary and reviews, in the Public Information Bulletin on the website of the Institute of Physical Chemistry of the Polish Academy of Sciences

§ 13

The Chair of the Doctoral Committee shall set and announce the date and place of the defence.

§ 14

At least half of the members of the PhD Committee, including the supervisor, at least two reviewers and the Chair of the Committee or the Deputy Chair of the Committee, shall participate in the defence of the doctoral dissertation

§ 15

A doctoral dissertation shall be defended in Polish or English. Its main elements are:

- a)* A presentation of the candidate's scientific profile by the supervisor;
- b)* A brief presentation by the candidate of the most important results of the PhD dissertation;
- c)* A presentation of the reviews;
- d)* The candidate's response to reviewers' comments;
- e)* A discussion of the dissertation with the participation of the audience.

§ 16

Immediately after the open part of the defence of the PhD dissertation has been completed, the Doctoral Committee shall hold a discussion and decide, by secret ballot, on recommending to the Scientific Board the adoption of a resolution on awarding the candidate the degree of Doctor of Philosophy.

§ 17

The Doctoral Committee may recommend to the Scientific Board that the dissertation be distinguished if at least two reviewers submit in writing relevant applications indicating a high substantive level and significant contribution of the dissertation to a given scientific discipline. Consideration of the request for distinction is possible if the candidate has obtained at least a good grade (4) from the doctoral examination. The Committee shall respond to these requests by secret ballot.

V. The awarding of the PhD degree

§ 18

Information on the course of the defence of the doctoral dissertation shall be presented to the Scientific Board by the Chair of the Doctoral Committee or a member of the Committee appointed by the Chair.

§ 19

1. The resolution on conferring the PhD degree shall be passed by the Scientific Board in a secret ballot.
2. After adopting the resolution, the Scientific Board shall issue a decision on the awarding of a PhD degree or a decision on the refusal to grant a PhD degree. The decision shall be signed by the Chairman of the Scientific Board.

§ 20

The Scientific Board may distinguish a doctoral dissertation. The resolution on this matter shall be passed by the Board in a separate secret ballot.

§ 21

Adopting a resolution on conferring a PhD degree is tantamount to closing the proceedings in this case.

§ 22

1. The decision on the refusal to grant a PhD degree may be appealed to the Council of Scientific Excellence through the Scientific Board. The deadline for filing an appeal is 30 days from the date of delivery of the decision.
2. The Scientific Board shall forward the appeal to the Council of Scientific Excellence together with its opinion and the case files within 3 months from the date of submission of the appeal.
3. In the proceedings on conferring a PhD degree, to an extent not regulated in the Act, the provisions of the Code of Administrative Procedure shall apply accordingly.

§ 23

1. Persons applying for a PhD degree shall pay the IPC PAS a fee for conducting proceedings in this matter.
2. The amount of the fee shall be determined by a regulation of the Director of the IPC PAS. The amount of the fee may not exceed the cost of proceedings, taking into account in particular the cost of remuneration of the supervisor or supervisors, auxiliary supervisor and the reviewers.
3. In justified cases, the Director of the IPC PAS may waive the fee for conducting the proceedings in whole or in part.
4. In the case of academic staff or researchers, the cost of proceedings shall be borne by the university employing them, the Institute of the Polish Academy of Sciences, research institute or international institute.

VI. General and final provisions

§ 24

1. The resolutions referred to in §5, Section 1, §19, Section 1 and Section 2 shall be adopted by an absolute majority of votes cast in the presence of at least half of the total number of persons entitled to vote.
2. The votes referred to in paragraph 1 shall be entitled to be cast by members of the Scientific Board holding the academic degree of at least PhD.

§ 25

The above rules, adopted by the Scientific Board of the Institute of Physical Chemistry of the Polish Academy of Sciences at its meeting on 17th June, 2019, shall come into force on 1st October, 2019.

Appendix 1

/Place/, /date/

/Name/

/Surname/

/Contact details/

/PESEL no./*

Director of the Institute of Physical Chemistry PAS

Title, degree, name and surname

APPLICATION

For the initiation of proceedings

Under the Act: "The Law on Higher Education and Science" of 20th July, 2018, please institute proceedings for the awarding of a PhD degree in Science and Natural Sciences, in the discipline of Chemical Science.

1. Title of doctoral dissertation:
2. Supervisor (currently proposed** or previously appointed):
3. Supervisor (currently proposed** or previously appointed):
4. Auxiliary supervisor (currently proposed** or previously appointed):

/legible signature/

*) where there is no PESEL number: date of birth and passport number

**) Please attach the consent of the proposed person

Appendix 2



**INNOWACYJNA
GOSPODARKA**
NARODOWA STRATEGIA SPÓJNOŚCI

RCiN
REPOZYTORIUM CYFROWE
INSTYTUTÓW NAUKOWYCH

UNIA EUROPEJSKA
EUROPEJSKI FUNDUSZ
ROZWOJU REGIONALNEGO



AGREEMENT WITH AUTHOR no.

On (date) in Warsaw, between the Institute of Physical Chemistry PAS with its registered address in Warsaw, ul. Kasprzaka 44/52, represented by

.....
.....
.....

Hereinafter referred to as the “**Institute**”, and

..... hereinafter referred to as the “**Author**” the following agreement was concluded:

§ 1 The **Author** declares that he/she has copyrights to their **doctoral dissertation** entitled:

“

.....” hereinafter referred to as the “**scientific work**”, and that these rights are not limited within the scope of this Agreement.

§ 2. On the basis of this Agreement, the Author agrees and authorizes the Institute to digitize the scientific work referred to in § 1, i.e. to scan and save (preserve) it in digital format for the needs of the **Institute's** Digital Scientific Library.

§ 3. The **Author** consents to and authorises the Institute to make the scientific work available in paper form at the Institute's registered address and digitally on the Intranet and/or the Internet (online) without any time or place restrictions. Making the work available by the Institute will be conducted within the framework of non-commercial activities of the **Institute's** Library.

§ 4. The **Author** grants the **Institute** the rights specified in § 2 and § 3 of the Agreement free of charge and for an unlimited period.

§ 5. To the extent not covered by this Agreement, the copyright to the scientific work shall remain the property of the **Author**.

§ 6. All changes and additions to the Agreement must be made in writing otherwise they shall be null and void.

§ 7. In matters not regulated in the Agreement, the provisions of the Act on Copyright and Related Rights shall apply.

§ 8. An information clause has been attached to each copy of the Agreement.

§ 9. This Agreement has been drawn up in three identical copies, two of which are for the **Institute** and one for the **Author**.

.....
INSTITUTE

.....
AUTHOR

General Information Clause

According to Article 13, paragraphs 1-2 of Regulation (EU) 2016/679 of the European Parliament and Council of 27th April, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) – hereinafter referred to as GDPR - we would like to inform you that:

I. Personal Data Controller

The controller of your personal data is the Institute of Physical Chemistry of the Polish Academy of Sciences with its registered office in Warsaw, at ul. Kasprzaka 44/52, 01-224 Warsaw, NIP: 5250008755, REGON: 000326049 ("Data Controller").

II. Contact Details of the Data Controller

The Data Controller may be contacted:

1. By telephone: 22 3433115;
2. By e-mail: iod@ichf.edu.pl;
3. In writing, sending any correspondence to the following address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw.

III. Contact Details of the Data Protection Officer

The Data Controller has appointed a Data Protection Officer, whom you can contact regarding the protection of your personal data and the implementation of your rights:

1. By e-mail: iod@ichf.edu.pl;
2. In writing, sending any correspondence to the following address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw.

IV. Purposes and Means of Processing

Your personal data will be processed for the purpose of:

1. The conclusion and performance of a civil law contract (actions taken before the conclusion of the aforementioned contract at your request, if they are necessary to conclude the aforementioned contract) or performance of the aforementioned contract to which you are a party – since processing is necessary for the conclusion and implementation of the above contract (Article 6, paragraph 1, letter b) of the GDPR;
2. The performance of the Data Controller's services - since processing is necessary for the purposes of the pursuit of a legitimate interest (Article 6, paragraph 1, letter f) of GDPR), which is the ability to perform the services of the Data Controller;

3. Establishing, investigating or defending against claims related to the concluded contract or the processing of your personal data - since processing is necessary for the purposes of the pursuit of legitimate interests (Article 6, paragraph 1, letter f) of GDPR), which is the possibility to establish, investigate or defend against claims;
4. Compliance with the legal obligations imposed on the Data Controller under the applicable law - since processing in this case is necessary to fulfill the legal requirements to which the Data Administrator is subject (Article 6, paragraph 1, letter c) of GDPR).

V. Categories of Recipients of Provided Data

The recipients of your personal data may be:

1. Researchers, students;
2. Entities authorised under the law (courts, state authorities).

VI. The Right to Object

You may, at any time, object to the processing of your personal data: by e-mail: iod@ichf.edu.pl; by telephone: 22 3433115.

VII. Transmission of Data Outside the European Economic Area

The Data Controller does not transfer your data outside the European Economic Area.

VIII. The Period of Data Retention

The Data Controller will process your personal data for the following purposes:

1. For the conclusion and performance of a civil law contract (actions taken before the conclusion of the aforementioned contract at your request, if they are necessary to conclude the aforementioned contract) or performance of the aforementioned contract to which you are a party – until the limitation period has expired;
2. To perform the services of the Data Controller - until the termination or expiration of the contract or opposition to the processing of your personal data;
3. To establish, investigate or defend against claims - until the limitation period for these claims has expired;
4. To fulfill the legal obligations imposed on the Data Controller – until the data storage obligations under the law expire.

IX. Rights of Persons to whom the Data Relates:

According to GDPR, you are entitled to:

1. The right to request access to and obtain a copy of your data;
2. The right to rectify (correct) your data;
3. The right to delete data (if there are no grounds for personal data to be processed, you can request its deletion);
4. The right to limit the processing of personal data (you may request to limit the processing of your personal data to only storage or the performance of agreed activities if your data is incorrect or processed unreasonably; or if it is not possible to delete it due to the need to establish, investigate or defend claims);
5. The right to transfer data (the right to receive personal data provided on the basis of consent in a structured, commonly used machine-readable format, or you can have it sent directly to another entity);

6. The right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent does not affect the lawfulness of any processing which was carried out on the basis of your consent prior to its withdrawal;
7. The right to lodge a complaint to the supervisory body (if the data is processed unlawfully, you can file a complaint with the President of the Office for Personal Data Protection or another competent supervisory authority).

In order to exercise your rights, you can send a request to the email address: iod@ichf.edu.pl or go to the Data Controller's office. Please remember that before the implementation of your rights, the Data Controller will have to identify you accordingly.

X. Information on Voluntary Data Submission

The provision of data is voluntary, but it is necessary for the conclusion and performance of a civil law contract (actions taken before the conclusion of the aforementioned contract at your request, if they are necessary to conclude the aforementioned contract) with the Data Controller or the performance of this contract as well as for the performance of the services of the Data Controller.