

**PROCEDURE FOR THE CONFERRING OF THE DEGREE OF HABILITATION  
BY THE SCIENTIFIC BOARD  
OF THE INSTITUTE OF PHYSICAL CHEMISTRY OF THE POLISH ACADEMY OF SCIENCES**

*Pursuant to the Act on Higher Education and Science of 20<sup>th</sup> July, 2018, hereinafter referred to as the "Act", the following mode of conferring the degree of habilitation in exact and natural sciences is introduced in the discipline of chemical sciences by the Scientific Board of the Institute of Physical Chemistry of Poland Academy of Sciences in Warsaw.*

**§ 1.**

1. The habilitation procedure shall be initiated upon an application submitted to the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC PAS) through the Council of Scientific Excellence (RDN).
2. The application shall include:
  - 1) A description of the candidate's professional career;
  - 2) A list of achievements referred to in *Article 219, paragraph 1, item 2 of the Act*;
  - 3) An indication of the habilitation entity selected to carry out the habilitation procedure.

**§ 2.**

The Chairman of the Scientific Board of the IPC PAS shall forward the application to the Committee on Awards and Promotions for an opinion. The chairman of the committee shall present the opinion of the committee at a sitting of the Scientific Board.

**§ 3.**

Within 4 weeks from the date of receipt of the application by the Institute of Physical Chemistry of the Polish Academy of Sciences, the Scientific Board may refuse to consent to the conduct of the habilitation procedure and return the application to the RDN. The resolution on this matter shall be adopted by the Scientific Board in a secret ballot.

**§ 4.**

1. The Scientific Board of the IPC PAS, within 6 weeks from the date of receiving information about the members of the Habilitation Committee appointed by the RDN shall:
  - a) Appoint 2 members of the Habilitation Committee holding the degree of habilitation or the title of professor, employed by the Institute of Physical Chemistry of the Polish Academy of Sciences (including the Secretary) in a secret ballot;

- b) Appoint a reviewer holding the degree of habilitation or the title of professor and current scientific or artistic achievements and recognized reputation, including international achievements, that is not an employee of the IPC PAS, in a secret ballot.
  - c) Appoint a Habilitation Committee by way of a resolution;
2. The director of the IPC PAS shall inform the members of the Habilitation Committee about their appointment to the committee, sign agreements with them and submit the application to them for their opinion. Agreements with the members of the committee should be concluded by the director of the Institute before any materials are submitted for opinion.
  3. Reviewers shall, within 8 weeks of the date of receipt of the application, assess whether the scientific achievements of the applicant for habilitation comply with the requirements laid down in *Article 219, paragraph 1, item 2 of the Act* and prepare reviews.

## § 5.

1. The Habilitation Committee shall adopt a resolution containing an opinion on the habilitation procedure. An opinion cannot be positive if at least two reviews are negative. The resolution shall be adopted in an open ballot and, at the request of the applicant, the Habilitation Committee shall adopt a resolution in a secret ballot.
2. Within 6 weeks of receiving the review, the Habilitation Committee shall forward the resolution referred to in § 5 paragraph 1 to the Scientific Board of the IPC PAS, together with the justification and the documentation of the habilitation procedure.
3. On the basis of a resolution of the Habilitation Committee referred to in § 5 paragraph 1, the Scientific Board of the IPC PAS shall, within one month from the date of its receipt by way of an administrative decision, issued on the basis of a resolution adopted by the Scientific Board of the IPC PAS as a result of a secret ballot, confer or refuse to confer the degree of habilitation in exact and natural sciences in the discipline of chemical sciences. The decision shall be signed by the Chairman of the Scientific Board.
4. The Scientific Board shall refuse to award the habilitation if the opinion of the Habilitation Committee referred to in § 5, paragraph 1 is negative.
5. The decision to refuse to confer the degree of habilitation may be appealed against to the RDN through the Scientific Board. The time limit for filing an appeal is 30 days from the date of delivery of the decision.
6. The Scientific Board shall forward the appeal to the RDN together with its opinion and the case files within 3 months from the date of lodging the appeal.
7. In the habilitation procedure, to the extent not regulated in the Act, the provisions of the Code of Administrative Procedure shall apply accordingly.

## **§ 6.**

1. The resolutions and decisions referred to in § 3, § 4, paragraph 1, § 5, paragraph 3 shall be adopted by an absolute majority of votes cast, with at least half of the total number of persons entitled to vote present.
2. The right to vote referred to in paragraph 1 is vested in members of the Scientific Board of the IPC PAS who hold the title of professor, the degree of habilitation and persons who have acquired equivalent rights to those of habilitation.

## **§ 7.**

1. The candidate's application for the habilitation procedure, the composition of the Habilitation Committee, reviews, the resolution containing the opinion on the conferment of habilitation together with the justification and the decision on whether or not to confer habilitation shall be made available in the Public Information Bulletin on the website of the Institute of Physical Chemistry of the Polish Academy of Sciences.
2. The candidate's application for habilitation, the composition of the Habilitation Committee and reviews shall be published by the IPC PAS in the system referred to in Article 342, paragraph 1 of the Act, immediately after becoming available.

### **FEES FOR THE HABILITATION PROCEDURE AND RULES FOR EXEMPTION FROM THE FEE**

## **§ 8.**

1. Persons applying for the habilitation procedure 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 habilitation proceedings, taking into account in particular the cost of remuneration of reviewers and remuneration of members of the Habilitation Committee.
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.

### **FINAL PROVISIONS**

## **§ 9.**

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