

**Procedure for the conferral of the degree of PhD
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 20th July, 2018 (hereinafter referred to as the “Act”) the following mode of conferral of the degree of PhD in natural sciences is introduced in the discipline of chemical sciences by the Scientific Board of the Institute of Physical Chemistry of the Polish Academy of Sciences in Warsaw.

Initiation of proceedings

§ 1

1. Doctoral proceedings shall be initiated upon the application of persons meeting the requirements set out in Article 186, paragraph 1, items 1-3 or paragraph 2 of the Act submitted to the Scientific Board. A specimen of the application constitutes Appendix 1 to this Procedure. This rule does not apply to the doctoral students referred to in §2 paragraph 3.
2. The application must be accompanied by the following documents:
 - a) 5 copies of the doctoral dissertation written in Polish or English;
 - b) The doctoral dissertation in digital form (as a PDF file compliant with the requirements of the POLON system, on an electronic medium);
 - c) A completed and signed agreement with the author concerning the digitisation and making available of the doctoral dissertation (3 copies according to the specimen constituting Appendix 2);
 - d) Digital versions of scientific publications of their authorship or co-authorship (in the form of PDF files on an electronic medium);
 - e) A summary of the doctoral dissertation in Polish and English, with an indicated date of preparation of the summary;
 - f) Written opinions on the dissertation by the supervisor or supervisors;
 - g) In exceptional cases, justified by the highest quality scientific achievements, referred to in Article 186, paragraph 2 of the Act: the original or a certified copy of the first-cycle graduation diploma and documents clearly indicating the highest quality of the doctoral student's scientific achievements, in particular by indicating the following:

- (i) The authorship or co-authorship of scientific publications in peer-reviewed scientific journals of at least national scope or scientific publications in the form of a book;
 - (ii) Participation in research projects carried out by a scientific 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 research club;
 - (vii) Participation in foreign internships.
- h) A list of scientific articles and conference presentations, signed by the candidate;
 - i) A curriculum vitae (CV), signed by the candidate;
 - j) A certificate or graduation diploma confirming the knowledge of English at a level of at least B2 (this does not apply to persons referred to in §7, paragraph 2);
 - k) In the case of doctoral school graduates: a certificate of completion of education at a doctoral school;
 - l) For persons who participated in the International Doctoral Studies at the IPC PAS: a certificate that the candidate has completed the programme of education under the IDS.
3. If the doctoral dissertation is not allowed to be defended or a decision to refuse to award the PhD degree is issued, the same dissertation may not be the basis for re-applying for the conferral of a PhD degree.
 4. The dissertation referred to in paragraph 2, letter a) may not be supplemented or amended during the initiated procedure.

§ 2

1. Candidates applying for the conferral of the PhD degree in extramural mode shall submit an application for the assignment of a supervisor or supervisors before the initiation of the procedure.
2. The candidates referred to in paragraph 1 shall attach to the documents listed in §1 the original or a certified copy of the master's degree, master's degree in engineering or in the case of graduates of foreign universities, the diploma referred to in Article 326, paragraph 2, item 2 or Article 327, paragraph 2 of the Act, giving

the right to apply for the conferral of a PhD degree in the state of the higher education system of which the issuing university operates.

3. In the case of doctoral students who began their doctoral studies before the 2019/2020 academic year and are applying for conferral of the PhD degree pursuant to the rules laid down in the Act of 20th July, 2018 - Law on Higher Education and Science, the procedure for the conferral of the degree of PhD shall be initiated by submitting an application to the Scientific Board to assign a supervisor or supervisors.
4. The application referred to in paragraph 3 should be drawn up according to the specimen (Appendix 3) and contain:
 - a. A proposal of the subject and a concept of the doctoral dissertation with an indication of the field of science and the scientific discipline and, if it is not possible to indicate a single discipline for which the PhD degree is to be conferred, an indication of the field of science;
 - b. A proposal of the person to act as supervisor or supervisors or supervisor and auxiliary supervisor;
 - c. A list of publications;
 - d. Information on the course of the doctoral programme or the procedure for the conferral of the degree of PhD, if the doctoral student has previously applied for the conferral of the degree of PhD.
5. The candidate shall include with the application for the assignment of a supervisor the consent to perform the function of supervisor expressed by the person(s) indicated by the candidate as supervisor or supervisors or supervisor and auxiliary supervisor.
6. Persons who began doctoral programmes before the 2019/2020 academic year may attach to the documents referred to in paragraph 4, a certificate confirming their knowledge of the English language, in accordance with the Regulation of the Ministry of Science and Higher Education of 19th January, 2018 on the detailed procedure and conditions for the conduct of activities under the doctoral programme, the habilitation procedure and the procedure for the award of the academic title of professor (Journal of Laws of 2018, item 261).

§ 3

1. The dissertation referred to in §1, paragraph 2, letter a) may consist of a written dissertation, including a scientific monograph or a collection of published and thematically related scientific articles, as well as an independent and separate part of a collective work.

2. If the dissertation is a collection of scientific papers, the candidate shall attach the following documents:
 - (a) A description showing the methodology of the research carried out, the candidate's achievements and their relation to the current state of knowledge;
 - (b) Declarations by the candidate and any co-authors descriptively stating their contribution to the creation of individual articles.
3. It is recommended that a doctoral dissertation which is a collection of scientific articles should only be submitted if the candidate's contribution to the research being carried out and his leading role in the preparation of the texts of these articles is clearly significant.

§ 4

1. After the completeness of the submitted documents has been confirmed by the Scientific Secretariat of the IPC PAS, the initiation of proceedings for the conferral of a PhD degree shall be undertaken, if possible, at the next possible meeting of the Scientific Board.
2. Subject to paragraph 18, the Chairperson of the Scientific Board may invite the supervisor or supervisors and any auxiliary supervisor to participate in that part of the Board meeting dealing with the procedure for conferral of the PhD degree.
3. The Chairperson of the Scientific Board may invite a candidate to briefly present his/her doctoral dissertation at a meeting of the Scientific Board.
4. After acquainting themselves with the opinion of the Committee on Education - concerning the fulfilment by the candidate of the requirements set out in Article 186, paragraph 1, items 1-3 or paragraph 2 of the Act – the Scientific Board shall decide on whether to initiate or refuse to initiate the proceedings for the conferral of the PhD degree.

II. Doctoral Committee

§ 5

1. The Scientific Board shall appoint a Doctoral Committee by way of a resolution, which shall consist of:
 - a. A supervisor or supervisors or a supervisor and an auxiliary supervisor;
 - b. 3 reviewers meeting the requirements laid down in Article 190 of the Act;
 - c. At least 3 members selected from among members of the Scientific Board holding at least a PhD degree, including the Chairperson of the Committee and the Deputy Chairperson.

2. If a change of supervisor is necessary, this shall be decided by the Scientific Board.
3. Members of the Scientific Board shall have access to the digital version of the dissertation.

III. Reviews, PhD examination and admission to public defence

§ 6

In agreement with the Chairperson of the Doctoral Committee, the Secretariat of the Scientific Board shall forward the dissertation to the appointed reviewers. Reviewers shall draw up their reviews within 2 months of the date of delivery of the dissertation. The conclusion of the review can only be positive or negative and may not be formulated in a conditional manner.

§ 7

1. The candidate shall sit a chemistry examination before the Doctoral Committee with particular reference to the topic of the dissertation. The date of the examination is set by the Chairperson of the Doctoral Committee. The examination requires the presence of at least half of the Doctoral Committee, including the Chairperson or Deputy Chairperson.
2. A candidate who has not attached the certificate referred to in § 1, paragraph 2, letter j), shall sit a doctoral examination in English at B2 language proficiency level before a committee appointed by the Scientific Board, composed of at least three people, at least one of whom teaches this language at a university, and the remainder have at least a PhD degree. The examination requires the presence of at least half of the Committee, including at least one person teaching English at a university.

§ 8

In the event of failure to pass the doctoral examination, the Scientific Board may, upon the candidate's request, consent to the re-taking of the examination, not earlier, however, than three months after taking the examination for the first time. It is not possible to retake the doctoral examination more than once.

§ 9

1. All resolutions passed by the Doctoral Committee shall be adopted by an absolute majority of votes and require the presence of at least half of the members of the

Committee, including the supervisor and the Chairperson of the Committee or Deputy Chairperson of the Committee, in order to be valid.

2. Meetings and voting of the Doctoral Committee and the doctoral examination in chemical sciences may be held by means of electronic communication. The reports, resolutions and decisions of the Doctoral Committee shall be signed by the Chairperson of the Doctoral Committee.

3. The doctoral examination in English may be conducted by means of electronic communication, in the presence of at least half of the members of the examination board. The report of the examination shall be signed by the Chairperson of the Examination Board.

§ 10

Before being admitted to public defence the doctoral dissertation shall be examined using the Single Anti-plagiarism System referred to in Article 351 of the Act. Additional methods of anti-plagiarism verification may also be used .

§ 11

1. The Doctoral Committee shall decide whether or not to admit the candidate to defend his or her doctoral dissertation in the form of a decision, taking into account the opinions contained in three reviews, the result of the doctoral examination in chemical sciences referred to in §7, paragraph 1, the result of the verification referred to §10 and, if the circumstances mentioned in §7 paragraph 2 apply, the result of the English language examination, whereby a precondition for admission to the defence is the receipt of at least two positive reviews and passing the required examinations.
2. In the event of a decision not to allow the defence, the Chairperson of the Doctoral Committee shall immediately forward the content of the decision, together with a justification, to the Chairperson of the Scientific Board and the candidate.
3. The decision to refuse admission to the defence may be appealed against to the Council of Scientific Excellence within 7 days of delivery of the decision to the candidate, and, if the decision has been announced orally, from the date of its announcement to the candidate.

IV. Public defence of the doctoral dissertation

§ 12

At least 30 days before the scheduled date of the defence, the dissertation shall be made available to the public by submitting one copy to the Library of the Institute of Physical Chemistry PAS, as well as by placing its electronic version, together with a summary and reviews, in the Public Information Bulletin (BIP) on the IPC website.

§ 13

1. The Chairperson of the Doctoral Committee shall set the date and place of defence and the manner in which it is to be carried out. This information shall be published in the BIP on the Institute's website at least ten days in advance.
2. The defence of the doctoral dissertation is of a public nature – with the exception of the defence of the dissertation referred to in Article 188, paragraph 2 of the Act - and may be conducted outside the registered address of the doctoral entity using electronic means of communication ensuring in particular:
 - a. Real-time transmission of the defence between its participants,
 - b. Real-time multilateral communication where the defence participants can express themselves during the defence- in compliance with the necessary safety rules.

§ 14

At least half of the members of the Doctoral Committee shall take part in the defence of the doctoral dissertation, including the supervisor, at least two reviewers and the Chairperson of the Committee or the Deputy Chairperson of the Committee.

§ 15

1. The defence of a doctoral dissertation shall be conducted 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 doctoral dissertation;
 - c) A presentation of the reviews;
 - d) The candidate's response to the reviewers' comments;
 - e) A discussion of the theses of the dissertation with the participation of the audience.

§ 16

Immediately after the end of the open part of the defence of the doctoral dissertation, the Doctoral Committee shall, in closed session, hold a discussion and decide, by means of a secret ballot, on a recommendation to the Scientific Board to adopt a resolution on awarding the candidate a PhD degree. This meeting may be attended by persons necessary for technical support and, as observers (without voting rights), members of the Scientific Board present during the open part.

§ 17

The Doctoral Committee may recommend to the Scientific Board that a dissertation be distinguished where two or more reviewers submit, in writing, appropriate proposals indicating the high level of merit and the substantial contribution of the dissertation to the scientific discipline concerned. Consideration of the application for distinction is possible when the candidate has obtained at least a good grade (4) in the doctoral examination. The Committee shall address these motions by secret ballot.

V. Conferral of the degree of PhD

§ 18

The Chairperson of the Scientific Board shall invite the supervisor(s) and, if any, the assistant supervisor to participate in the part of the meeting of the Scientific Board devoted to the adoption of the resolution on the conferral of the doctoral degree.

§ 19

Information on the course of the defence of the doctoral dissertation shall be provided to the Scientific Board by the Chairperson of the Doctoral Committee or a member of the Committee appointed by him/her.

§ 20

1. The resolution on awarding the degree of PhD shall be adopted by the Scientific Board in a secret ballot.
2. Following the adoption of a resolution, the Scientific Board shall issue an administrative decision on awarding the degree of PhD or a decision on refusal to award the degree of PhD. The decision shall be signed by the Chairperson of the Scientific Board.

§ 21

The Scientific Board may distinguish a doctoral dissertation. The Council shall adopt a resolution on this matter in a separate secret ballot.

§ 22

Adoption of a resolution on the awarding of the degree of PhD is tantamount to closing the proceedings in this matter.

§ 23

1. The decision to refuse the conferral of a PhD degree may be appealed to the Council of Scientific Excellence through the Scientific Board. The time limit for lodging an appeal is 30 days from the date of delivery of the decision.
2. The Scientific Board shall transmit the appeal to the Council of Scientific Excellence, together with its opinion and the case files, within 3 months of the date of the appeal.
3. The provisions of the Code of Administrative Procedure shall apply accordingly to the proceedings for the conferral of the degree of PhD, to the extent not regulated in the Act.

§ 24

1. Persons applying for the conferral of the degree of PhD shall pay a fee to the IPC PAS for the conduct of proceedings in this case.
2. The fee referred to in paragraph 1 shall not be charged to a person who has completed education at the doctoral school or within the framework of International Doctoral Studies of the IPC PAS.
3. The fee shall be three and a half times the minimum monthly basic salary for a professor in a public higher education institution as laid down in the legislation adopted on the basis of Article 137, paragraph 2 of the Act, rounded down to the nearest whole zloty.
4. In particularly justified cases, the Director of the IPC PAS, upon written request, may exempt a person applying for a PhD degree from the obligation to pay all or part of the fee for conducting the proceedings. The exemption from all or part of the fees may be based only on documented difficult financial conditions of the person applying for the degree of PhD.
5. In the case of an academic teacher or researcher, the cost of proceedings shall be borne by the university, Institute of the Polish Academy of Sciences, research institute or international institute employing the person.

§ 25

1. In the case of a procedure for the conferral of the degree of PhD carried out jointly with another research body which is authorised to award a PhD degree in the discipline for which the degree is awarded, detailed rules concerning the following:
 - a) The composition and method of appointing a joint doctoral committee;
 - b) The procedure for the joint doctoral committee;
 - c) The manner and location of the public defence;
 - d) The model and procedure for issuing the PhD degree;
 - e) An indication of the entity responsible for entering data into the system referred to in Article 342, paragraph 1 of the Act,

shall be laid down in an agreement concluded between the scientific entity concerned and the IPC PAS, approved by the Scientific Board of the IPC PAS.

VI. General and final provisions

§ 26

1. The resolutions referred to in § 4, paragraph 4, § 5, paragraph 1 and paragraph 2, § 8, § 16, § 17, § 20 paragraph 1, §21 are adopted by an absolute majority of votes, with at least half of the total number of persons entitled to vote present.
2. Members of the Scientific Board entitled to vote as referred to in paragraph 1 must hold at least a PhD degree.

§ 27

The above rules were adopted by the Scientific Board of the Institute of Physical Chemistry of the Polish Academy of Sciences on 9th October, 2023 and enter into force on the date of their adoption.

Appendix 1

/Place/, /date/

/Name/

/Surname/

/Contact details/

/ PESEL no./*

Scientific Board of the Institute of Physical Chemistry PAS

Title, degree name and surname

APPLICATION

For the initiation of proceedings

On the basis of the Act: "Law on Higher Education and Science" of 20th July, 2018, please initiate the procedure for the conferral of the degree of PhD in the field of exact and natural sciences, discipline of chemical sciences.

1. Title of doctoral dissertation:

2. Supervisor (currently proposed** or previously assigned):

3. Supervisor (currently proposed** or previously assigned):

4. Auxiliary supervisor (currently proposed** or previously assigned):

/legible signature/

*) if there is no PESEL no., 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 is entitled to the proprietary copyrights to the **doctoral dissertation** entitled :
“.....
.....” hereinafter referred to as the "scientific work", and that these rights are not limited to the extent covered by this Agreement.

§ 2. On the basis of this agreement, the **Author** agrees and authorises the Institute to digitise the scientific work specified in § 1, that is, to scan and save (record) it in a digital format for the purposes of the **Institute's** Digital Scientific Library.

§ 3. The **Author** consents and authorises the Institute to make the scientific work available in paper form on the Institute's premises and in digital form on an internal intranet and/or an external Internet (online) network without any space or time limitations. The making available of the work by the Institute will be carried out as part of the non-commercial activities of the **Institute** 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. Any changes or additions to the Agreement must be made in writing otherwise they shall be null and void.

§ 7. In matters not regulated in this Agreement, the provisions of the act on copyright and related rights shall apply.

§ 8. A General Information Clause is attached to each copy of the Agreement.

§ 9. This Agreement is drawn up in three identical copies, two 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. Scientists, students,;
2. Entities authorized under the provisions of 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.

**Application for the Assignment of
a Supervisor or Supervisors or a Supervisor and an Auxiliary Supervisor**

.....

/Surname and name/

.....

/Address for correspondence/

.....

/Contact telephone/

.....

/Year of study/

Scientific Board of the Institute of Physical Chemistry PAS

I kindly request the assignment of a supervisor/supervisors/supervisor and an auxiliary supervisor* in the procedure for conferral of a PhD degree *in the field of exact and natural sciences, in the discipline of chemical sciences* (according to the Regulation of the Minister of Science and Higher Education of 20th September, 2018 on the fields of science and scientific and artistic disciplines – Journal of Laws 2018, item 1818).

Proposed **supervisor(s)**** (together with an indication of affiliations of supervisors outside the IPC PAS).....

.....

Proposed **auxiliary supervisor**** (together with an indication of affiliations of supervisors outside the IPC PAS)

.....

Pursuant to the content of Article 190, paragraph 1 of the Act of 20th July, 2018 on Higher Education and Science (Journal of Laws 2020, item 85), scientific care may be exercised by:

1. A supervisor (or several supervisors), or

2. Only one supervisor simultaneously with only one auxiliary supervisor.

Proposed title of doctoral dissertation:

.....

List of

publications.....

Warsaw, date.....

.....

/signature of applicant/

*) Delete as applicable

**) The consent of the proposed person must be included