Appendix 1 to Resolution no. 15/332/2026
of the Scientific Board of the IPC PAS,
12th October, 2026

Procedure for the conferral of the degree of PhD
by the Scientific Board
of the Institute of Physical Chemistry - 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 - 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.
2. The application must be accompanied by the following documents:
    1) 5 copies of the doctoral dissertation written in Polish or English;
    2) The doctoral dissertation in digital form (as a PDF file compliant with the requirements of the POLON system, on an electronic medium;
    3) 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);
    4) Digital versions of scientific publications of their authorship or co-authorship (in the form of PDF files on an electronic medium);
    5) A summary of the doctoral dissertation in Polish and English, with an indicated date of preparation of the summary;
    6) Positive opinions on the dissertation by the supervisor or supervisors;
    7) 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:
        a) 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;

b) Participation in research projects carried out by a scientific unit;
c) Authorship or co-authorship of patents or utility models;
d) Presentations at scientific conferences;
e) Awards and distinctions in international competitions;
f) Active participation in the work of a research club;
g) Participation in foreign internships.

8) A list of scientific articles and conference presentations, signed by the candidate;

9) A curriculum vitae (CV), signed by the candidate;

10) A certificate or diploma of completion of studies certifying knowledge of English at a level of at least B2 (this does not apply to persons referred to in §7, paragraph 3);

11) In the case of doctoral school graduates: a certificate of completion of doctoral school education;

12) Information on the course of doctoral proceedings or proceedings for the award of a doctoral degree, if the candidate has previously applied for this degree.

3. Persons applying for a doctoral degree as external students shall, in addition to the documents listed in section 2, submit the following:
   1) A commitment to cover the costs of the doctoral degree award procedure (drawn up in accordance with the specimen in Appendix 3) or a request to the Director of the IPC PAS for exemption from these costs, together with a justification.
   2) A certificate of positive verification of learning outcomes for qualifications consistent with level 8 of the Polish Qualifications Framework, issued by the Education Committee of the Scientific Board of the IPC PAS.

4. 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.

5. The dissertation referred to in paragraph 2, item 1 may not be supplemented or amended during the initiated procedure.

Extramural mode – additional procedures

§ 2

1. Before commencing the procedure, candidates applying for the conferral of the PhD degree as external students shall submit an application to the Scientific Board

for the appointment of a supervisor or supervisors or a supervisor and auxiliary supervisor, indicating at the same time the persons willing to undertake these functions (according to the specimen: Appendix 4). The application shall be accompanied by the following:

1) An outline or preliminary version of the doctoral dissertation, indicating the field of science and scientific discipline in which the doctoral degree is to be awarded;

2) A schedule or scope of work necessary to complete the doctoral dissertation, approved by the persons willing to take on the role of supervisor or supervisors, or supervisor and auxiliary supervisor;

3) The original or a certified copy of a 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, entitling the holder to apply for a doctoral degree in the country whose higher education system the issuing university operates in (if this document has not been previously submitted to the IPC PAS);

4) Documents used to verify learning outcomes for qualifications corresponding to level 8 of the Polish Qualifications Framework:
   - *a)* A self-assessment describing the candidate's academic and/or professional experience;
   - *b)* Certificates confirming completion of course lectures and other specialist training, especially those offered to doctoral students (if applicable);
   - *c)* A list of the candidate's scientific publications;
   - *d)* A list of presentations given by the candidate at scientific conferences (if applicable);
   - *e)* A list of lectures given by the candidate other than conference lectures, divided into specialist and popular science lectures (if applicable);
   - *f)* A certificate or diploma confirming knowledge of English at least at B2 level, or an application to take an examination confirming knowledge of English at B2 level (according to the specimen in Appendix 5);
   - *g)* Other documents that the candidate considers useful for verifying learning outcomes.

5) The candidate's curriculum vitae (CV) containing their personal details;

6) Information on the course of doctoral studies or proceedings for the award of a doctoral degree, if the candidate has previously applied for this degree.

2. Once the Secretariat of the IPC PAS has confirmed that the submitted documents are complete, the application referred to in paragraph 1 shall be considered, if possible, at the next meeting of the Scientific Board.

3. The Chairperson of the Scientific Board shall invite the person or persons proposed by the candidate to perform supervisory functions to participate in the part of the Board meeting devoted to considering the application referred to in paragraph 1.

4. The Chairperson of the Scientific Board may invite a candidate to briefly present their doctoral dissertation at a meeting of the Scientific Board.

5. The Scientific Board shall adopt a resolution appointing a supervisor or supervisors, or a supervisor and an auxiliary supervisor for a doctoral dissertation prepared in extramural mode.

6. Candidates applying for a doctoral degree as external students are subject to verification of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework. The Education Committee of the Scientific Board of the IPC PAS may refer the candidate to an examination in chemistry, with particular emphasis on the subject of the doctoral dissertation, if it does not consider the documents referred to in paragraph 1, item 4 to be sufficient grounds for positive verification.

7. The chemistry examination referred to in paragraph 6 shall be conducted by a 5-member Examination Panel appointed by the Education Committee of the Scientific Board from among the employees of the IPC PAS who hold at least a doctoral degree in chemistry (Panel members) and at least a postdoctoral degree in chemistry (Panel Chairperson). Persons proposed by the candidate to perform supervisory functions shall not participate in the work of the Panel. The date of the examination shall be set by the Panel Chairperson. At least 3 members of the Panel, including the Panel Chairperson, must be present to conduct the examination.

8. Candidates applying for a doctoral degree as external students who do not attach the document referred to in §2, paragraph 1, item *4*, letter *f*, shall take an English language examination at B2 level before a panel appointed for this purpose by the Education Committee, consisting of at least three persons, at least one of whom teaches that language at a higher education institution and the others hold at least a doctoral degree. At least half of the panel members, including at least one person teaching English at a higher education institution, must be present to conduct the examination.

9. The Education Committee may, at the request of the candidate, agree to allow them to retake the examinations referred to in paragraphs 6 and 8, but not earlier

than three months after the date of taking the examination for the first time. Each examination may only be retaken once.

10. The Education Committee shall decide on the positive or negative verification of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework on the basis of: the documents referred to in paragraph 1, item *4*) and, if it has decided to conduct them, the final results of the examinations referred to in paragraphs 6 and 8.

11. The candidate has the right to appeal to the Scientific Board against a decision on the positive or negative verification of learning outcomes.

§ 3

1. The doctoral dissertation referred to in §1, paragraph 2, item *1)* may consist of a written work, 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:
    1) A description showing the methodology of the research carried out, the candidate's achievements and their relation to the current state of knowledge;
    2) 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 their leading role in the preparation of the texts of these articles is clearly significant.
4. If it is necessary to change the supervisor or auxiliary supervisor, decisions in this regard shall be made by the Scientific Board.

§ 4

1. The Secretariat of the IPC PAS shall verify the completeness of the documents submitted by the candidate concerning the procedure for awarding a doctoral degree, including external candidates.

2. Subject to §18, the Chairman 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 their 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 adopt a resolution 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:
   1) 3 reviewers meeting the requirements laid down in Article 190 of the Act;
   2) At least 3 members selected exclusively from among members of the Scientific Board holding at least a PhD degree, including the Chairperson of the Committee and the Deputy Chairperson.

2. The candidate's supervisor or supervisors or their supervisor and auxiliary supervisor may not be appointed to the Doctoral Committee.

3. Members of the Doctoral Committee shall have access to the digital version of the dissertation.

4. The Doctoral Committee may deliberate using electronic means of communication.

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 an Examination Panel consisting of at least three members appointed by the Education Committee with

particular emphasis on the topic of the dissertation. The Examination Panel shall consist of at least two members from the proposed composition of the Doctoral Committee, excluding reviewers. The Panel shall elect a Chairperson from amongst its members. At least two members of the Panel, including the Chairperson, must be present to conduct the examination.

2. A candidate referred to the examination referred to in §2, paragraph 6 shall not take the examination referred to in the preceding paragraph.

3. A candidate who is a graduate of the doctoral school who has not attached the certificate referred to in § 1, paragraph 2, item *10)* shall, prior to the commencement of doctoral proceedings, sit an English language examination at B2 level before a panel appointed for this purpose by the Education Committee. The provisions of § 2, paragraph 8 shall apply accordingly.

§ 8

1. In the event of failure to pass the examination referred to in §7, paragraph 1 or paragraph 3, the Education Committee 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 Chairperson or Deputy Chairperson.
2. Meetings and voting of the Doctoral Committee may be held by means of electronic communication.
3. The reports, resolutions and decisions of the Doctoral Committee shall be signed by its Chairperson or Deputy Chairperson.
4. In exceptional, justified cases, candidates may request the Chairperson of the Examination Board to conduct the examination referred to in §7, paragraph 1 using electronic means of communication that ensure audio and video transmission.
5. In exceptional, justified cases, the English language examination referred to in §2, paragraph 8 may be conducted using electronic means of communication that ensure audio and video transmission.
6. The electronic means of communication referred to in paragraphs 2, 4 and 5 must ensure, in particular:

1) Real-time transmission between participants;
2) Real-time multilateral communication in which participants can speak;

3) The necessary security rules.

§ 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. It is also permissible to use additional anti-plagiarism software or to obtain a further opinion from an independent expert appointed by the Director of the IPC at the request of the Doctoral Committee.

§ 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 examination referred to in §7, paragraph 1, the result of the verification referred to in §10 and, if the circumstances mentioned in §7 paragraph 3 apply, the result of the English language examination. A prerequisite for admission to the defence is the receipt of at least two positive reviews and passing the required examinations.
2. Should the Doctoral Committee adopt a resolution not to admit the candidate to the public defence of their doctoral thesis, the Chairperson of the Committee shall forward the text of that resolution, together with the grounds, to the Chairperson of the Scientific Board for the purpose of issuing a decision refusing to admit the candidate to the defence of their doctoral thesis. The Scientific Board's decision, together with the grounds therefor, shall be served on the candidate, accompanied by information on the remedies available to them.
3. The candidate has the right to lodge an appeal against a decision refusing to allow them to defend their doctoral thesis with the Council for Academic Excellence within 7 days of the date of service of the Scientific Board's decision, together with the grounds therefor.

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 IPC-PAS 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 of the Act.
3. In exceptional, justified cases, the Chairperson of the Doctoral Committee may decide to conduct the defence using electronic means of communication that ensure audio and video transmission. The provisions of §9, paragraph 6 shall apply accordingly.

§ 14

The supervisor, at least half of the Doctoral Committee, including at least two reviewers, and the Chairperson or Deputy Chairperson of the Committee participate in the defence of the doctoral dissertation.

§ 15

1. The defence of a doctoral dissertation shall be conducted in Polish or English. Its main elements are:
    1) A presentation of the candidate's scientific profile by the supervisor;
    2) A brief presentation by the candidate of the most important results of the doctoral dissertation;
    3) A presentation of the reviews;
    4) The candidate's response to the reviewers' comments;
    5) 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 at least two 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 plus* grade (4.5) in the doctoral

examination, referred to in §2, paragraph 6 or §7, paragraph 1. 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 or supervisors and, if any, the auxiliary 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 presented to the Scientific Board by the Chairperson of the Doctoral Committee or a member of the Committee appointed by him/her.

§ 20

The resolution on awarding the degree of PhD shall be adopted by the Scientific Board in a secret ballot.

§ 21

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

§ 22

The 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.
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.
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:
   1) The composition and method of appointing a joint doctoral committee;
   2) The procedures of the joint doctoral committee;
   3) The manner and location of the public defence;
   4) The model and procedure for issuing the PhD degree;
   5) 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 and decisions referred to in §2 paragraph 5 and paragraph 10, §3 paragraph 4, §4 paragraph 4, §5 paragraph 1, §8, §11 paragraph 1, §17, §20, §21 and §25 shall be 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 - Polish Academy of Sciences on 12th October, 2026 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 under the procedures related to study at the Doctoral School / under the external study scheme **)

Pursuant to of the Act: "Law on Higher Education and Science" of 20th July, 2018, I hereby request the initiation of proceedings for the conferral of the degree of PhD in the field of natural sciences, discipline of chemical sciences – based on my doctoral dissertation:

…….

/Legible signature/

*) If there is no PESEL no., date of birth and passport number

**) Delete as appropriate

Appendix 2



INNOWACYJNA GOSPODARKA
NARODOWA STRATEGIA SPÓJNOŚCI

RCIN
REPOZYTORIUM CYFROWE INSTYTUTÓW NAUKOWYCH

UNIA EUROPEJSKA
EUROPEJSKI FUNDUSZ ROZWOJU REGIONALNEGO



A G R E E M E N T W I T H A U T H O R 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 fulfil 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 fulfil 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.

Appendix 3

/Place/, /date/

/Name/

/Surname/

/Contact details/

/ PESEL no./*

Chairperson of the Scientific Board
of the Institute of Physical Chemistry PAS
Title, degree name and surname

I hereby undertake to cover the costs associated with the proceedings conducted by the Scientific Board of the IPC PAS regarding the award of a doctoral degree on an external basis on the basis of my dissertation entitled:

……..

(Title of doctoral dissertation)

(Legible signature)

*) If there is no PESEL no., date of birth and passport number

Appendix 4

Application for the Assignment of
a Supervisor or Supervisors or a Supervisor and an Auxiliary Supervisor in the External Mode

.....
/Surname and name/

.....
/Address for correspondence/

.....
/Contact telephone/

.....
/Year of study/

Chairperson of the Scientific Board
of the Institute of Physical Chemistry PAS
Title, degree, first name and surname

I hereby request the assignment of a supervisor*, supervisors*, supervisor and an auxiliary supervisor* in the external procedure for conferral of a PhD degree *in the field of natural sciences, in the discipline of chemical sciences.*
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)
.....
Title of doctoral dissertation:
……
……

Warsaw, date……. ……..
/Signature of applicant/

Consent of the persons proposed above, certified by legible signatures:

*) **Delete as applicable.** 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: A supervisor (or several supervisors), or only one supervisor simultaneously with only one auxiliary supervisor.

Appendix 5

/Place/, /date/

/Name/

/Surname/

/Contact details/

/ PESEL no./*

Chairperson of the Scientific Board
of the Institute of Physical Chemistry PAS
Title, degree, name and surname

In connection with the proceedings for the award of a doctoral degree as an external student, I hereby request that I be referred to an examination certifying my knowledge of English at level B2.

(Legible signature)