

**PROCEDURE FOR THE CONFERRAL 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 conferral of 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. Habilitation proceedings 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) In the case of achievements referred to in Article 219, paragraph 2 of the Act, the application should be accompanied by declarations of the co-authors describing the contributions of the co-authors;
  - 4) An indication of the habilitation entity selected to conduct the proceedings for the conferment of the habilitation degree.
3. In the case of withdrawal of an application by an applicant for the degree of habilitation after the appointment of the Habilitation Committee:
  - 1) The same application may not be the basis for applying for a habilitation degree in another post-doctoral institution;
  - 2) The applicant may not apply for the conferral of a habilitation degree for 2 years.

**§ 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 a written opinion of the Committee at a meeting of the Scientific Board, within 4 weeks of the date of receipt of the application by the IPC PAS.

**§ 3.**

Within 4 weeks from the date of receipt of the application by the IPC PAS, the Scientific Board may refuse to consent to the conduct of habilitation proceedings 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. Within 6 weeks from date of receipt of information about the members of the Habilitation Committee appointed by the Scientific Board of the IPC PAS shall:
  - a) Appoint 2 members of the Habilitation Committee holding a habilitation degree or the title of professor, employed by the IPC PAS (including the secretary) in a secret ballot;
  - b) Appoint a reviewer holding a habilitation degree 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.
4. Meetings and voting of the Habilitation Committee may be held by means of electronic communication, in the presence of at least half of the members of the Habilitation Committee. Minutes and resolutions of the Habilitation Committee shall be signed by the Chairperson and the Secretary of the Habilitation Committee.
5. The Habilitation Committee may carry out a habilitation colloquium on the scientific achievements of the applicant for the habilitation degree.
6. After consulting the Chairman of the Scientific Board of the IPC PAS and the applicant for the habilitation degree, the Habilitation Committee shall determine the date of the habilitation colloquium, taking into account the provisions of § 5, paragraph. 2 of this procedure. The Chairman of the Habilitation Committee shall inform the applicant for the habilitation degree of the date, time and place of the habilitation colloquium at least 14 days before its date and shall include this information on the Public Information Bulletin (BIP).
7. The habilitation colloquium shall be held at the registered address of the IPC PAS in the presence of at least half of the members of the Habilitation Committee, including at least two reviewers. The habilitation colloquium may be conducted outside the registered address of the IPC PAS using electronic means of communication, ensuring the following in particular:
  - a. Real-time transmission of the colloquium between its participants,
  - b. Real-time multilateral communication where the participants of the colloquium may express their views,  
In compliance with the necessary safety rules.
8. The habilitation colloquium shall consist of two parts:
  - a. Presentation by the applicant for the habilitation degree of his/her scientific achievements to the Habilitation Committee;
  - b. Interviews by the members of the Habilitation Committee with the applicant for the habilitation degree on his/her scientific achievements.

9. During the part of the habilitation colloquium referred to in point 8a, members of the Scientific Board may be present as observers, as well as other persons, with the consent of the Chairman of the Habilitation Committee and the applicant for the habilitation degree.
10. During the part of the habilitation colloquium referred to in point 8b, only members of the Habilitation Committee and the applicant for the habilitation degree may be present.
11. After the interviews, the Habilitation Committee shall meet exclusively with its members.
12. The Secretary of the Habilitation Committee shall draw up minutes of the course of the habilitation colloquium. The minutes are signed by the Chairman of the Habilitation Committee and the Secretary of the Habilitation Committee. After the minutes are drawn up, the members of the Habilitation Committee or the applicant for the habilitation degree may raise written objections to them.
13. The course of the colloquium is recorded with the use of appropriate technical devices and is recorded on a digital medium remaining in the records of the habilitation proceedings.

#### **§ 5.**

1. The Habilitation Committee shall adopt a resolution containing an opinion on the matter of conferring the habilitation degree. The opinion cannot be positive if two or more reviews are negative. The resolution shall be adopted in an open ballot and, at the request of the applicant for the habilitation degree the Habilitation Committee shall adopt the resolution in a secret ballot.
2. Within 6 weeks of receiving the reviews, 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 the 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 proceedings, 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, the 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.

#### § 8.

1. Persons applying for the habilitation degree shall pay the IPC PAS a fee for conducting proceedings in the matter of conferring the degree of habilitation, the amount of which shall be three and a half times the minimum monthly basic salary for a professor in a public higher education institution as defined in the legislation adopted on the basis of Article 137, section 2 of the Act, rounded down to the nearest whole zloty.
2. In particularly justified cases, the director of the IPC PAS may, upon written request, exempt an applicant applying for the habilitation degree from the obligation to pay all or part of the fee for the procedure for awarding the habilitation degree. The exemption from all or part of the fees may be based only on documented difficult financial conditions of the person applying for the habilitation degree.
3. The fee referred to in paragraph 1 shall not be charged to an applicant for the habilitation degree employed by the IPC PAS.

#### § 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 13<sup>th</sup> June, 2022, shall come into force on the day of their adoption.