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Certified Translation from the Polish Language



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Rules and Regulations of Conducting the Procedure for Awarding the Doctoral Degree

at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences-

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Legal basis-/-

1. The Act of 20 July 2018 – Law on Science and Higher Education-/-
2. The Act of 3 July 2018 – Introductory provisions to the Law on Science and Higher Education-/-
3. The Regulation of the Minister of Education and Science of 11 October 2022 on Fields of Science, Scientific Disciplines and Artistic Disciplines-/-
4. The Act of 14 June 1960 – the Code of Administrative Proceedings (Dz.U. [Polish Journal of Laws] of 1960, No. 30, item 168)-/-
5. The Act of 14 March 2003 on Scientific Degrees and Academic Title, and on Degrees and Title in Art-/-
6. The Act of 27 July 2005 – Law on Higher Education-/-

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I. Definitions-/-

§ 1-/-

The following terms, when used in these Rules and Regulations, shall be interpreted as follows:-/-

1. Level 8 PQF – level 8 of the Polish Qualifications Framework.-/-
2. PIB – the Public Information Bulletin.-/-
3. Director – the director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences.-/-
4. Institute – the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences.-/-
5. Candidate – a person applying for the award of the doctoral degree.-/-



6. Doctoral Committee – a body appointed by the Scientific Council.-/-
7. Examination Board – a body appointed by the Doctoral School Council to conduct examinations in modern languages or philosophy.-/-
8. Verification Board – a body appointed by the Doctoral School Council to conduct verification regarding level 8 PQF.-/-
9. Conflict of Interest – any circumstances in which the impartiality or independence of any persons involved in a particular procedure is compromised, or may be considered compromised, due to their having a personal, property, financial or economic interest in a particular outcome of that procedure.-/-
10. CAP – the Act of 14 June 1960 – the Code of Administrative Proceedings.-/-
11. Supervisor/Assistant Supervisor – individuals exercising substantive and formal supervision over the preparation of the doctoral dissertation.-/-
12. Chairperson – the person acting as the chairperson of the Doctoral Committee.-/-
13. Scientific Council – the Institute’s body indicated in Article 52 of the Act on the Polish Academy of Sciences.-/-
14. SEC – the Scientific Excellence Council.-/-
15. Doctoral School Council – a body appointed by way of the Director’s order, in line with the Rules and Regulations of the Doctoral School operating as “the Doctoral School of Molecular Biology and Biological Chemistry”.-/-
16. Mode I – the mode applicable to those candidates who have completed education at the Doctoral School.-/-
17. Mode II – the mode applicable to those candidates who apply for the award of the doctoral degree on an extramural basis.-/-
18. Mode III – the mode applicable to those candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process was not launched before 30 April 2019; these candidates shall apply for the award of the doctoral degree under the Act of 20 July 2018 – Law on Science and Higher Education.-/-
19. Mode IV – the mode applicable to those candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process was launched before 30 April 2019; these candidates shall apply for the award of the doctoral degree under the Act of 27 July 2005 – Law on Higher Education.-/-



20. Templates – templates of request forms, statements and other documents referred to in these Rules and Regulations, as determined by the Director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, by way of an order.-/-

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§ 2-/-

1. The Scientific Council of the Institute awards doctoral degrees in natural sciences, biological sciences and chemical sciences, by way of administrative decisions.-/-
2. In the event of losing the right to award the doctoral degree in a given discipline, the Institute shall ensure that the relevant procedures can be continued in another entity having the right to award the doctoral degree. If continuation of these procedures in another entity cannot be ensured, the Scientific Excellence Council shall designate another body.-/-
3. The award of the doctoral degree shall be carried out in the following modes:-/
 - a. Mode I – applicable to those candidates who have completed education at the Doctoral School and apply for the award of the doctoral degree;-/-
 - b. Mode I – applicable to those candidates who apply for the award of the doctoral degree on an extramural basis;-/-
 - c. Mode III – applicable to those candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process was not launched before 30 April 2019;-/-
 - d. Mode IV – applicable to those candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process was launched before 30 April 2019.-/-

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§ 3-/-

The Doctoral Committee-/-

1. The procedure for the award of the doctoral degree shall be carried out by the Doctoral Committee.-/-
2. The Doctoral Committee shall be appointed by the Scientific Council and shall operate in line with the applicable Rules and Regulations.-/-



3. Persons acting as the supervisor/assistant supervisor in a given procedure shall be excluded as members of the Doctoral Committee.-/-

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II. Mode I-/-

Mode I – applicable to those candidates who have completed education at the Doctoral School and apply for the award of the doctoral degree.-/-

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§ 4-/-

Requirements for the award of the doctoral degree-/-

1. The doctoral degree shall be awarded to a person who:-/
 - a. holds a professional title of Master of Science/Master of Arts (in Polish: *magister*), Master of Science Engineer (in Polish: *magister inżynier*) or equivalent, or holds a diploma confirming the completion of studies abroad, entitling that person to apply for the award of the doctoral degree in the country whose higher education system applies to the higher education institution which issued that diploma, or holds a diploma recognised as equivalent to the Polish diploma and professional title entitling that person to use the corresponding Polish professional title;-/-
 - b. has achieved the learning outcomes set for level 8 of the Polish Qualifications Framework (PQF), provided that the learning outcomes regarding a modern foreign language are confirmed by a certificate or diploma of completion of studies proving the command of that language at a proficiency level of at least B2, or if there is no certificate or diploma, has passed an examination proving the command of a modern foreign language at a proficiency level of at least B2;-/-
 - c. has written at least one scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which were included, in the year of publication of the article in its final form, in the list drawn up in accordance with the provisions issued under Article 267 (2)(2)(b) of the Act of 20 July 2018 – Law on Higher Education and Science, or at least one scientific monograph released by a publishing house which



was included, in the year of publication of the monograph in its final form, in the list drawn up in accordance with the regulations issued under Article 267 (2)(2)(a) of the Act of 20 July 2018 – Law on Higher Education and Science, or a chapter in such a monograph;-/-

d. has presented and defended a doctoral dissertation.-/-

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Appointment or change of the supervisor/supervisors or the supervisor/assistant supervisor-/-

2. The appointment or change of the supervisor/supervisors or the supervisor/assistant supervisor for the Candidate shall be governed by the applicable Rules and Regulations of the Doctoral School.-/-

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Verification of learning outcomes for level 8 PQF-/-

3. The Candidate who has completed education in the doctoral school shall be considered to have achieved the learning outcomes set for level 8 PQF. In this case, the achievement of the learning outcomes set for level 8 PQF shall be confirmed by a certificate of completion of education at the doctoral school, signed by the Head or Deputy Head of the Doctoral School.-/-

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Initiation of the procedure for the award of the doctoral degree and the mode of submission of the doctoral dissertation-/-

4. The procedure for the award of the doctoral degree shall be initiated at the request of the Candidate meeting the requirements indicated in § 4 (1)(a), (b) and (c), submitted to the Chairperson of the Scientific Council by hand of the Director of the Institute.-/-

5. The request referred to in Par. 4 shall be accompanied by:-/-

- a. a paper version of the doctoral dissertation, in at least 2 copies for administrative purposes, and after reviewers have been appointed, in an additional number of copies as may be required;-/-
- b. an electronic version of the doctoral dissertation in PDF format saved on a computer data carrier;-/-



- c. a summary of the doctoral dissertation in Polish and English (for PIB and POL-on purposes), in hard copy and an electronic version in PDF format saved on a computer data carrier;-/-
 - d. a statement of the supervisor/supervisors or the supervisor/assistant supervisor regarding the doctoral dissertation;-/-
 - e. original documents proving that the criteria referred to in § 4 (1)(a) have been met;-/-
 - f. a statement that some of the dissertation content is subject to legal secrecy, if any such content is included in the dissertation;-/-
 - g. a copy of the certificate or diploma confirming the learning outcomes regarding the command of a modern foreign language at a proficiency level of at least B2, or if there is no certificate or diploma, a certificate of passing an examination proving the command of a modern foreign language at a proficiency level of at least B2;-/-
 - h. a statement proving the result of verification of the learning outcomes set for level 8 PQF;-/-
 - i. a personal questionnaire and a list of academic achievements;-/-
 - j. a statement of familiarity with the Code of Ethics for Academic Staff – the Code of Ethics for Academic Staff is available on the websites of the Polish Academy of Sciences and the Institute;-/-
 - k. a statement on ensuring access to the experimental source data obtained and on handing over the materials obtained in the course of the doctoral project – such information and materials shall be handed over to supervisors.-/-
6. Templates of the documents referred to in Par. 5 above are provided in the Templates section.-/-
7. The Doctoral Committee, having formally considered the Candidate's request, shall pass it to the Scientific Council. The Scientific Council may decide to refuse to initiate the procedure only in the circumstances specified in Article 186 (1)(5) of the Act of 20 July 2018 – Law on Higher Education and Science. The dissertation supervisor/supervisors shall be excluded from voting on this matter.-/-



8. The Candidate has the right to appeal to the SEC against the decision on refusing to initiate the procedure for the award of the doctoral degree within 7 days of its delivery.-/-

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The doctoral dissertation-

9. The doctoral dissertation reflects the candidate's general theoretical knowledge in a given discipline or disciplines, and the ability to conduct scientific work independently. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution enabling the application of the author's own research results in the economic or social sphere.-/-

10. A doctoral dissertation may be a written work, including a scientific monograph, or a collection of articles published in peer-reviewed scientific and thematically related journals (with a DOI number), or any other form envisaged in the generally applicable law.-/-

11. The doctoral dissertation shall be preceded by:-/-

- a. a title page;-/-
- b. an information page containing, e.g., information on the research funding sources;-/-
- c. a page containing a statement signed by the Candidate that the dissertation is original and that the printed version submitted is identical as the digital version;-/-
- d. abstracts written in Polish and English with the same content as the abstracts submitted for PIB and POL-on purposes (§ 4 (5)(c)).-/-

12. Templates of the documents referred to in Par. 11 above are provided in the Templates section.-/-

13. The dissertation prepared in the form of a scientific monograph shall consist of:-/-

- a. an introductory part including a list of abbreviations used;-/-
- b. indication of the dissertation objective;-/-
- c. description of the materials and methods used;-/-
- d. discussion of the results obtained;-/-
- e. discussion of the results obtained against the background of literature, including the main conclusions;-/-



- f. a reference list;-/-
 - g. supplementary information (supplements), if required.-/-
14. The dissertation prepared in the form of a collection of scientific articles shall consist of:-/-
- a. a presentation and discussion of the results contained in the collection of scientific articles included in the dissertation, together with the main conclusions; the discussion should be preceded by an introductory section (including a list of abbreviations used) and indication of the dissertation objective; references and literature should be included as well;-/-
 - b. a list of all papers included in the collection, with a detailed indication of the Candidate's role in obtaining the results presented in each of them;-/-
 - c. a page separating the elements of the dissertation listed in Pars. 14(a) and 14(b) from the works cited, as well as copies of the works cited;-/-
 - d. supplementary information (supplements), if required.-/-
15. The dissertation prepared in the form of a collection of scientific articles should contain at least two scientific articles (including at least one experimental paper), and the total impact factor of the articles included in the collection should be at least 5 (the five-year IF should be taken from the Journal Citation Reports database).-/-
16. The doctoral dissertation may be prepared in English.-/-
17. Before sending the doctoral dissertation to reviewers, the Institute shall check the dissertation using the Unified Anti-Plagiarism System (Article 188 (4) and Article 351 (1) of the Act of 20 July 2018 – Law on Higher Education and Science). The UAPS report must be accepted and signed by the supervisor.-/-
18. There is an option of printing the dissertation at the Institute.-/-
19. If the doctoral dissertation is not admitted for defence or if a decision on refusing to award the doctoral degree is issued, the same dissertation cannot provide grounds for reapplying for the award of the doctoral degree.-/-

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Appointment of the dissertation reviewers-/-

20. The Doctoral Committee shall propose at least three candidates for the dissertation reviewers to the Scientific Council. Before proposing the candidates, the Secretariat



of the Scientific Council shall contact each of them to confirm that there are no impediments to their acting as reviewers.-/-

21. A reviewer may be a person who is not employed with the Institute, holds a post-doctoral degree (habilitation) or the title of professor, and is a specialist in the discipline concerned by the doctoral dissertation. The reviewer should not be a member of the Scientific Council of IBB PAS.-/-
22. A reviewer may not be employed with the entity in which the candidate has carried out his/her scientific research providing the basis of the doctoral dissertation.-/-
23. A reviewer may be a person who does not fulfil the conditions for holding the degree or academic title referred to in Par. 21, but who is employed with a foreign university or scientific institution, provided that the Scientific Council finds that person to have substantial achievements in the scientific field corresponding to the issues dealt with in the doctoral dissertation.-/-
24. The reviewer shall have no Conflict of Interest with the Candidate or the supervisor/supervisors. In particular, he/she:-/-
 - a. may not be a co-author of any published or forthcoming scientific papers co-authored by the Candidate;-/-
 - b. may not be a co-author of scientific papers published in collaboration with the supervisors or the assistant supervisor within five calendar years preceding the year of appointment as a reviewer;-/-
 - c. may not conduct currently, or have conducted within five calendar years preceding the year of appointment as a reviewer, a scientific collaboration with the candidate or supervisors;-/-
 - d. may not be a member of the candidate's Doctoral Advisory Team referred to in the applicable Rules and Regulations of the Doctoral School;-/-
 - e. may not have close family ties (as a spouse, partner, child, sibling, parent, etc.) or other close personal relationships with the candidate or supervisors;-/-
 - f. may not be currently, or have been in the past, a mentor or mentee of the supervisor;-/-
 - g. may not be involved in any situations that could cast doubt on the possibility of conducting an impartial assessment of the dissertation – in doubtful



situations, the opinion of the Scientific Council shall be considered decisive.-/-

25. The places of employment of at least two candidates for reviewers should be different.-/-
26. A representative of the Doctoral Committee, while presenting a candidate for a reviewer to members of the Scientific Council, based on a questionnaire regarding their achievements, prepared using the form provided in the Templates section, and the promoter's statement of there being no conflict of interest with the candidates for reviewers, as specified in the Templates section, shall briefly discuss the person's scientific achievements and justify the selection.-/-
27. The Scientific Council shall pass separate resolutions on appointing individual reviewers. The supervisor or supervisors of the doctoral dissertation under consideration shall be excluded from voting.-/-
28. At the reviewer's request or in the event of the reviewer's inability to prepare a review of the dissertation, or in the event of the reviewer's failure to meet the conditions described in § 4 (24), the Scientific Council may adopt a resolution to change the reviewer.-/-
29. The selection of a new reviewer shall be conducted as described above.-/-
30. Reviewers are required to prepare their reviews of the doctoral dissertation and deliver them to the Chairperson of the Scientific Council within 2 months of delivery of the dissertation. Each review should end with an unambiguous, coherent and explicit conclusion as to the positive or negative nature of the review. The review may contain a request to grant distinction to the dissertation; only written requests drawn up by the dissertation reviewers shall be taken into account in the Committee's discussions on this matter. The reviewer shall attach the relevant statement to the review.-/-

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Admission to the defence-/-

31. A person may be admitted to the defence of his/her doctoral dissertation if he/she has received positive reviews from at least two reviewers and has fulfilled the requirements referred to in §4 (1)(a), (b) and (c).-/-



32. The Doctoral Committee, having familiarised itself with the doctoral dissertation and the reviews thereof, within 30 days of receipt of the last review in a given procedure on the award of the doctoral degree, shall express its standpoint, by way of a resolution, on the admission of or refusal to admit the doctoral dissertation to public defence.-/-
33. In the case of refusal to admit the doctoral dissertation to public defence, the Doctoral Committee shall submit a justification, together with all related case files, to the Chairperson of the Scientific Council. The Scientific Council may issue a decision on refusing to admit the Candidate to public defence.-/-
34. The Candidate shall have the right to appeal to the SEC against the decision referred to in Par. 33 within 7 days of its delivery.-/-
35. In consultation with the candidate, the supervisor and the reviewers, a date shall be set for the defence of the doctoral dissertation.-/-
36. In the case of a doctoral dissertation the content of which is subject to legal secrecy, the candidate shall be obliged to submit the relevant statement.-/-
37. The dissertation, as well as all reviews and summaries thereof, shall be made available in electronic form on the PIB website of the Institute and in the Integrated System of Information on Science and Higher Education (POL-on). In the case of a doctoral dissertation the content of which is subject to legal secrecy, only its reviews shall be made available, excluding the content in question.-/-
38. The public defence shall take place no earlier than 30 days after the date of publication of the dissertation, as well as all reviews and summaries thereof, in the PIB.-/-
39. At least 10 days before the defence date, an announcement of the public defence shall be posted on the Public Information Bulletin website of the Institute and in the seat of IBB PAS.-/-

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Defence of the doctoral dissertation-/-

40. The defence shall take place at an open meeting of the Doctoral Committee, in attendance of the reviewers and the supervisor/supervisors. The presence of at least one reviewer at the meeting is required.-/-



41. In the open part of the meeting, the Candidate shall present the main theses of the dissertation (the presentation shall last up to 20 minutes), following which the reviewers shall express their opinions. In the absence of a reviewer, the person chairing the meeting shall order that his/her review be read out. After the Candidate has responded to the reviewers' comments, a public discussion shall be held.-/-
42. The closed part of the meeting shall be attended by members of the Doctoral Committee and the dissertation reviewers, with the latter acting as advisers.-/-
43. The Doctoral Committee shall make a request to grant distinction to the dissertation if the following conditions are met:-/-
- a. at least two reviews of the dissertation contain written conclusions for granting the distinction;-/-
 - b. a significant part of the results included in the dissertation has already been published or accepted for publication in a peer-reviewed scientific journal, and has a DOI number or is protected by a patent (regarding these matters, the Committee may consult the supervisor);-/-
 - c. the dissertation meets the additional criteria specified in the Rules and Regulations of the Doctoral Committee.-/-
44. Minutes of the dissertation defence shall be taken and shall then be made available to members of the Scientific Council.-/-

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Award of the doctoral degree-/-

45. The Scientific Council shall adopt a resolution on awarding or refusing to award the doctoral degree. The Scientific Council's resolution on awarding or refusing to award the doctoral degree shall be adopted based on the Doctoral Committee's proposal. The reviewers, the supervisor or supervisors of the dissertation, and the assistant supervisor, as members of the Scientific Council, shall be excluded from voting.-/-
46. The resolution referred to in Par. 45 shall take the form of an administrative decision to which the provisions of the CAP shall apply.-/-
47. The Candidate has the right to appeal to the SEC against the decision on refusing to award of the doctoral degree within 30 days of its delivery.-/-



48. The Scientific Council shall adopt a resolution on granting distinction to the dissertation based on the Doctoral Committee's proposal if the following conditions are met:-/-

a. the result of the votes cast by members of the Scientific Council on the award of the doctoral degree is unanimous or almost unanimous (at least 95% of ayes),-/-

b. in the voting on granting distinction, at least 80% of ayes were obtained.-/-

The reviewers, the supervisor or supervisors of the dissertation, and the assistant supervisor, shall be excluded from voting.-/-

49. The candidate who has been awarded the doctoral degree by the Scientific Council shall receive a diploma, with one certified copy in Polish and one certified (translated) copy in English.-/-

50. The candidate whose dissertation has been awarded distinction by the Scientific Council shall receive a separate diploma.-/-

51. The amount and method of collecting fees for issuing a duplicate diploma and certified copies thereof, including those in a foreign language, shall be determined by way of the Director's order.-/-

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Rules for determining the fee for conducting the procedure for the award of the doctoral degree and for exemption from the fee-/-

52. No fee shall be charged from a person applying for the doctoral degree who has completed education in the Doctoral School run or co-run by the Institute.-/-

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III. Mode II-/-

Mode II – the mode applicable to those candidates who apply for the award of the doctoral degree on an extramural basis.-/-

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§ 5-/-

Requirements for the award of the doctoral degree-/-

1. The doctoral degree shall be awarded to a person who has met the conditions laid down in §4 (1).-/-



2. In addition, the candidate shall deliver a Doctoral Seminar presentation at the Institute before commencing the public defence of the dissertation; the date of the seminar presentation shall be set in consultation the Head of the Doctoral School.-/-

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Appointment, change of the supervisor/supervisors or the supervisor/assistant supervisor-/-

3. The appointment or change of the supervisor/supervisors or the supervisor/assistant supervisor for the Candidate shall be governed by the principles laid down below:-/-
- a. the supervisor/supervisors or the supervisor/assistant supervisor shall be appointed, changed or recalled by the Scientific Council at the Candidate's request. A candidate for the supervisor/assistant supervisor being a member of the Scientific Council shall be excluded from voting;-
/-
 - b. in the request for appointing the supervisor/supervisors or the supervisor/assistant supervisor, the Candidate may propose persons to perform these functions and attach written statements made by these persons, containing their consent to perform these functions and confirming that there are no legal impediments thereto, and in particular that there is no Conflict of Interest;-/-
 - c. the request shall be accompanied by:-/-
 - i. the Candidate's CV together with a description of his/her scientific achievements,-/-
 - ii. a list of the Candidate's publications,-/-
 - iii. the major research assumptions to the planned doctoral dissertation.-/-
 - d. The appointed supervisor may submit a request for being recalled from the function, which shall then be subject to voting by the Scientific Council.-/-



- e. The change of the supervisor/supervisors or the supervisor/assistant supervisor for the Candidate shall be governed by the applicable Rules and Regulations of the Doctoral School.-/-

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Verification of learning outcomes for level 8 PQF.-/-

4. The verification of the learning outcomes set for level 8 PQF shall be conducted based on the candidate's request submitted to the Doctoral School Council using the template attached hereto.-/-
5. The request shall be accompanied by:-/ol>
 - a. documents proving the achievement of the learning outcomes set for level 8 PQF, including in particular: diplomas of completion of studies or postgraduate studies, documents proving the completion of a doctoral programme or the curriculum of a doctoral school, a list of publications and presentations delivered at scientific conferences, information on participation in research projects, initiatives to popularise science, research internship programmes, etc.-/-
 - b. a certificate or diploma of completion of studies proving the command of a modern foreign language, other than the native language, at a proficiency level of at least B2,-/-
6. If the document referred to in Par. 5b is unavailable, it is permissible to verify the command of a modern language, in relation to the requirements stipulated in Article 186 of the Act of 20 July 2018 – Law on Higher Education and Science, by way of an examination verifying the command of a modern foreign language at a proficiency level of B2. In the request for verification of the learning outcomes set for level 8 PQF, the Candidate shall indicate a modern language other than his/her native language.-/-
7. The achievement of the learning outcomes set for level 8 PQF shall be verified by the Verification Board appointed by the Doctoral School Council.-/-
8. The Verification Board shall, within 2 months of the date of the appointment of the Candidate as the supervisor/supervisors or the supervisor/assistant supervisor, verify the achievement of the learning outcomes set for level 8 PQF.-

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9. The Verification Board shall be composed of no more than 5 persons, including at least 3 persons holding the title of professor or a post-doctoral degree (habilitation), more specifically:-
 - a. at least two members of the Scientific Council, including the Chairperson of the Verification Board appointed by the Doctoral School Council,-/-
 - b. possibly other specialists from outside the Scientific Council.-/-
10. The verification process may be conducted on the basis of:-
 - a. the documents submitted,-/-
 - b. an interview with the Candidate,-/-
 - c. examinations.-/-
11. The Verification Board, having analysed the documents submitted by the Candidate, shall propose the form and scope of verification of the learning outcomes set for level 8 PQF (in particular, conducting an interview with the Candidate and/or an examination in the respective discipline), issue a decision regarding this matter by way of a resolution, and notify the Candidate of the dates of the interview or the examination at least two weeks in advance.-/-
12. The Verification Board may decide not to conduct the interview with the Candidate and/or the examination in the respective discipline if the documentation presented directly indicates that the Candidate has achieved the qualification at level 8 PQF (including the confirmation of completion of the doctoral programme or the curriculum of the Doctoral School).-/-
13. If it proves necessary to conduct an examination in a foreign language, a person fluent in the foreign language shall be appointed a member of the examination board.-/-
14. In the course of the interview or examination in the respective discipline, the Verification Board shall assess the candidate's achievement of the learning outcomes set for level 8 PQF. The Verification Board may decide to conduct the interview or examination in several stages.-/-
15. Minutes of the examination or interview shall be drawn up, including the Candidate's final grade on a scale of 1-6 (1 – negative grade; 6 – outstanding grade). These minutes shall form the basis for a positive decision regarding verification of the learning outcomes set for level 8 PQF.-/-



16. In the case of obtaining a negative assessment, the candidate has the right to re-sit the examination or interview on another date set by the Chairperson of the Verification Board, but not earlier than six weeks after the first date.-/-

17. A negative examination outcome shall result in a decision to refuse to verify the learning outcomes set for level 8 PQF. This decision shall be issued by the Scientific Council based on the Verification Board's proposal.-/-

18. The Verification Board's decision on the positive outcome of verification of the learning outcomes set for level 8 PQF shall be made by open ballot and adopted by a simple majority. This decision shall be obligatorily appended to the request for initiating the procedure for the award of the doctoral degree.-/-

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Initiation of the procedure for the award of the doctoral degree and the mode of submission of the doctoral dissertation-/-

19. The procedure shall be initiated in line with § 4 (4)-(8).-/-

20. The Candidate shall submit the documents listed in Article 186 (1) of the Act of 20 July 2018 – Law on Higher Education and Science.-/-

21. The terms and conditions governing the Candidate's use of the research and computer infrastructure of the Institute are laid down in separate rules and regulations.-/-

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The doctoral dissertation-/-

22. The doctoral dissertation shall be defined as per § 4 (9)-(19).-/-

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Appointment of the dissertation reviewers-/-

23. The reviewers shall be appointed in line with § 4 (20)-(30).-/-

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Admission to the defence-/-

24. The admission to the defence shall be governed by the provisions of § 4 (31)-(39).-/-

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Defence of the doctoral dissertation-/-



25. The defence of the doctoral dissertation shall be conducted in line with § 4 (40)-(44).-/-

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Award of the doctoral degree-/-

26. The award of the doctoral degree shall be governed by the provisions of § 4 (45)-(51).-/-

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Rules for determining the fee for conducting the procedure for the award of the doctoral degree and for exemption from the fee-/-

27. A fee shall be charged for conducting the procedure for the award of the doctoral degree on an extramural basis.-/-

28. The costs of the procedure shall be borne by the candidate or, in the case of academic teachers or researchers, by the university employing them, an institute of the Polish Academy of Sciences, a research institute or an international institute.-/-

29. The amount of the fee shall be determined by way of the Director's order, but it shall not exceed the costs of the procedure, including in particular the costs of the remuneration of the supervisor or supervisors, the assistant supervisor and the reviewers.-/-

30. The Director of the Institute shall decide, on a case-by-case basis, to exempt the candidate from the fee, whether in whole or in part, after considering the request submitted by the candidate to this end.-/-

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IV. Mode III-/-

Mode III – applicable to those candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process was not launched before 30 April 2019;-/-

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§ 6-/-

Requirements for the award of the doctoral degree-/-

1. The doctoral degree shall be awarded to a person who has met the conditions laid down in §4 (1).-/-



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Change of the supervisor/supervisors or the supervisor/assistant supervisor-/-

2. The change of the supervisor/supervisors or the supervisor/assistant supervisor shall be made at the Candidate's or Supervisor's request within 3 months of submission of the request, in line with the following principles:-/-

 - a. the supervisor/supervisors or the supervisor/assistant supervisor shall be changed or recalled by the Scientific Council of the Institute at the Candidate's or Supervisor's request;-/-
 - b. the Candidate shall propose persons to perform these functions in his/her request for change of the supervisor/supervisors or the supervisor/assistant supervisor;-/-
 - c. the request shall be accompanied by written statements made by these persons, containing their consent to perform these functions and confirming that there are no legal impediments thereto, and in particular that there is no Conflict of Interest.-/-

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Verification of learning outcomes for level 8 PQF-/-

3. The Candidate shall be considered to have achieved the learning outcomes set for level 8 PQF when he/she:-/-

 - a. has completed the doctoral study programme in line with the rules and regulations of the School of Molecular Biology at the Institute (the relevant certificate shall be issued by the Head of the School),-/-
 - b. has passed the doctoral examination in his/her basic discipline (biological or chemical sciences),-/-
 - c. has passed the philosophy examination or holds a certificate of completion of the philosophy training conducted as part of the doctoral programme at the Institute,-/-
 - d. holds a certificate proving the command of a modern foreign language at a proficiency level of at least B2; or has passed an examination proving the command of a modern foreign language at a proficiency level of at least B2.-/-

4. Examinations shall be conducted as follows:-/-



a. the examination in the basic discipline-/-

The Examination Board conducting the examination in the basic discipline corresponding to the subject of the doctoral dissertation shall be composed of at least 4 persons holding the title of professor or a post-doctoral degree (habilitation), specialising in the scientific discipline in question, including 3 members of the Doctoral Committee, the supervisor or supervisors (the assistant supervisor may also be appointed member of the Board, but without voting rights) or, in justified cases, a person authorised by the supervisor, and possibly other specialists in a field close to the subject of the doctoral dissertation. The date of the Examination and the composition of the Examination Board shall be determined by the Chairperson of the Doctoral Committee.-/-

b. the philosophy examination-/-

The examination in an additional discipline shall be conducted by a specialist in that discipline, appointed by the Doctoral Committee.-/-

c. the examination in a modern foreign language-/-

The examination in a modern foreign language shall be conducted by a teacher of that language, employed with a higher education institution.-/-

5. Minutes of all the examinations shall be drawn up, including the Candidate's final grade on a scale of 1-6, whereby at least grade 2 shall be considered a positive grade, and grade 6 an outstanding grade.-/-

-/-

Submission of the doctoral dissertation-/-

6. The submission of the doctoral dissertation and additional documents shall be governed by the provisions of § 4 (5)-(6). The documentation shall contain minutes of all the examinations taken.-/-

-/-

The doctoral dissertation-/-

7. The doctoral dissertation shall be defined as per § 4 (9)-(19).-/-

-/-

Appointment of the dissertation reviewers-/-

8. The reviewers for the candidates for whom reviewers have not been previously appointed by the SC shall be appointed in line with § 4 (20)-(30).-/-



-/-

Admission to the defence-/-

9. The admission to the defence shall be governed by the provisions of § 4 (31)-(39).-/-

-/-

Defence of the doctoral dissertation-/-

10. The defence of the doctoral dissertation shall be conducted in line with § 4 (40)-(44). Granting distinction in this mode shall be additionally conditional on obtaining at least grade 5 from the examination in the basic discipline.-/-

-/-

Award of the doctoral degree-/-

11. The award of the doctoral degree shall be governed by the provisions of § 4 (45)-(51). -/-

-/-

Rules for determining the fee for conducting the procedure for the award of the doctoral degree and for exemption from the fee-/-

12. No fee shall be charged from a person who has completed education in the School of Molecular Biology and Biological Chemistry.-/-

-/-

V. Mode IV-/-

Mode IV – applicable to those candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process was launched before 30 April 2019.-/-

§ 7-/-

Requirements for the award of the doctoral degree-/-

1. The doctoral degree shall be awarded to a person who has met the conditions laid down in §6 (1).-/-

-/-

Change of the supervisor/supervisors or the supervisor/assistant supervisor-/-

2. These procedures shall be conducted in line with § 6 (2).-/-

-/-

Verification of learning outcomes for level 8 PQF-/-



3. The verification of learning outcomes for level 8 PQF shall be conducted in line the procedure described in § 6 (3)-(5).-/-

-/-

Submission of the doctoral dissertation-/-

4. The submission of the doctoral dissertation and additional documents shall be governed by the provisions of § 4 (5)-(6). The documentation shall contain minutes of all the examinations taken.-/-

-/-

The doctoral dissertation-/-

5. The doctoral dissertation shall be defined as per § 4 (9)-(19).-/-

-/-

Appointment of the dissertation reviewers-/-

6. The Doctoral Committee shall propose at least two candidates for dissertation reviewers to the Scientific Council. The persons proposed as candidates for reviewers may not be members of the Scientific Council of IBB PAS and may not be employed with the Institute. Before proposing the candidates, the Secretariat of the Scientific Council shall contact each of them to confirm that there are no impediments to their acting as reviewers.-/-
7. The reviewers shall be appointed in line with § 4 (20)-(30).-/-
8. The review may include proposals for possible supplementation or correction of the doctoral dissertation; the supplemented or corrected dissertation shall be submitted by the Scientific Council for re-evaluation to the same reviewers, who shall then prepare their reviews of the supplemented/corrected dissertation within one month of receiving the request for the review.-/-

-/-

Admission to the defence-/-

9. The admission to the defence shall be governed by the provisions of § 4 (31)-(38) and § 7 (10).-/-
10. The public defence shall take place no earlier than 10 days after the date of publication of the dissertation, as well as all reviews and summaries thereof, in the PIB.-/-



Defence of the doctoral dissertation-/-

11. The defence of the doctoral dissertation shall be conducted in line with § 4 (40)-(44), except for 42, the wording of which shall be amended as follows (§ 7 (12)).-/-
12. The closed part of the meeting shall be attended by members of the Doctoral Committee, the dissertation reviewers and supervisors.-/-

-/-

Award of the doctoral degree-/-

13. The award of the doctoral degree shall be governed by the provisions of § 4 (45)-(51). Granting distinction in this mode shall be additionally conditional on submitting written requests to this end, contained in all the reviews, and on obtaining at least grade 5 from the examination in the basic discipline.-/-

-/-

Rules for determining the fee for conducting the procedure for the award of the doctoral degree and for exemption from the fee-/-

14. No fee shall be charged from a person who has completed education in the School of Molecular Biology and Biological Chemistry.-/-

-/-

§ 8-/-

VI. Final provisions-/-

1. The procedure for the award of the doctoral degree at the Institute shall end with:-/ol>
 - a. a decision on awarding or refusing to award the doctoral degree, or-/-
 - b. in any other way envisaged in the generally applicable law.-/-
2. The mode of appointment and the scope of activities performed by the Doctoral Committee are determined in the Committee's rules and regulations.-/-
3. These Rules and Regulations shall take effect on the day following the date of their adoption, and the hitherto binding "Procedures for the award of the doctoral degree" shall be repealed.-/-

-/-

*I, Agnieszka Rydz, sworn translator of the English language
(Ministry of Justice Register: TP/1927/06), hereby certify
that the above is a faithful translation of the electronic document
in the Polish language submitted to me.*

Register: 351 / 2024; Date: 9 February 2024, Lublin.

Characters: 43041



