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Regulations for Conducting the Procedure for Awarding the Doctoral Degree at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences-/-

Legal basis-/-

1. Act of 20 July 2018 – the Law on Higher Education and Science (Dz. U. [*Polish Journal of Laws*] of 2018, item 1668, as amended)-/-
2. The Act of 3 July 2018 – Provisions enforcing the Act Law on Higher Education and Science (Dz. U. of 2018, item 1669, as amended)-/-
3. The Regulation of the Minister of Education and Science of 11 October 2022 on Fields and Disciplines of Science and Disciplines of the Arts (Dz. U. of 2022, item 2202)-/-
4. The Act of 14 June 1960 – the Code of Administrative Procedure (Dz. U. of 1960, No. 30, item 168)-/-

I Definitions-/-

§ 1

When used in these Regulations, the following terms 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 – the person applying for the doctoral degree.-/-
6. Doctoral Committee – a body appointed by the Scientific Council.-/-
7. Verification Committee – the body appointed by the Doctoral School Council to verify whether the Level 8 PQF requirement has been met.-/-
8. 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 to be compromised, due to their personal or financial ties, or as a result of financial interest, in a particular outcome of that procedure.-/-
9. CAP – the Act of 14 June 1960 – the Code of Administrative Procedure.-/-
10. Supervisor/Auxiliary Supervisor – persons exercising substantial and formal supervision over the preparation of the doctoral dissertation.-/-
11. Chair – the person acting as the chair of the Doctoral Committee.-/-
12. Scientific Council – the Institute's body indicated in Article 52 of the Act on the Polish Academy of Sciences.-/-
13. CSE– the Council of Scientific Excellence.-/-
14. Doctoral School Council – a body appointed by way of the Director's ordinance in line with the Regulations of the Doctoral School, operating as "the Doctoral School of Molecular Biology and Biological Chemistry".-/-
15. Procedure I – the procedure applicable to candidates who have completed education at the Doctoral School.-/-
16. Procedure II – the procedure applicable to extramural candidates applying for the doctoral degree.-/-
17. Procedure III – the procedure applicable to candidates who commenced their doctoral studies

before the academic year 2019/2020 and whose doctoral dissertation process [*przewód doktorski*] did not start before 30 April 2019; such candidates shall apply for the doctoral degree under the Act of 20 July 2018 – Law on Higher Education and Science.-/-

18. Templates – templates of application forms, statements and other documents referred to in these Regulations as set out in the relevant ordinance of the Director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences.-/-

§ 2

1. The Scientific Council of the Institute awards doctoral degrees in the field of natural sciences discipline of biological sciences or discipline of chemical sciences by way of administrative decisions.-/-
2. Should the Institute lose its right to award the doctoral degree in a given discipline, it shall ensure that the relevant procedures can be continued in another entity which is authorised to award the doctoral degree in that discipline. If continuation of these procedures in another entity cannot be ensured, Council of the Scientific Excellence shall designate another entity.-/-
3. The doctoral degree may be awarded through the following procedures:-/-
 - a. Procedure I – applicable to candidates who have completed education at the Doctoral School and are applying for the doctoral degree;-/-
 - b. Procedure II – applicable to extramural candidates applying for the doctoral degree.-/-
 - c. Procedure III – applicable to candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process did not start before 30 April 2019.-/-
4. The templates referred to in these Regulations shall be set out by way of Director's ordinance.-/-

§ 3

The Doctoral Committee.-/-

1. The procedure for the awarding of the doctoral degree is conducted by the Doctoral Committee.-/-
2. The Doctoral Committee is appointed by the Scientific Council and operates in accordance with the applicable Regulations.-/-
3. Persons acting as the supervisor/auxiliary supervisor in a given procedure are excluded as members of the Doctoral Committee.-/-

II Procedure I.-/-

Procedure I – applicable to candidates who have completed education at the Doctoral School and are applying for the doctoral degree.-/-

§ 4

Requirements for awarding of the doctoral degree.-/-

1. The doctoral degree is awarded to a person who:-/-
 - a. holds the professional title of Master of Science/Master of Arts [*in Polish: magister*], Master of Science Engineer [*in Polish: magister inżynier*] or equivalent, or a diploma confirming the completion of studies outside Poland and allowing 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 a diploma recognised as equivalent to the Polish diploma and professional title, allowing that person to use a corresponding Polish professional title;-/-

- b. has achieved the learning outcomes defined for level 8 of the Polish Qualifications Framework, provided that the learning outcomes regarding a modern foreign language are confirmed with a certificate or diploma of completion of studies certifying a proficiency level of at least B2; in the absence of such a certificate or diploma, the person concerned shall be required to prove that they have passed an examination in a modern foreign language at a proficiency level of at least B2;-/-
- c. has authored at least one scientific article published in a scientific journal or in peer-reviewed international-conference proceedings which were included, in the year of publication of the article in its final form, on the list drawn up in accordance with the provisions passed under Article 267 (2)(2)(b) of the Act of 20 July 2018 – Law on Higher Education and Science, or at least one monograph released by a publishing house which was included, in the year of publication of the monograph in its final form, on the list drawn up in accordance with the provisions passed 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 their doctoral dissertation.-/-

Appointment and change of the supervisor/supervisors or the supervisor/auxiliary supervisor;-/-

- 2. The appointment or change of the supervisor/supervisors or the supervisor/auxiliary supervisor for the candidate shall be governed by the Regulations of the Doctoral School.-/-

Verification of learning outcomes defined for level 8 PQF;-/-

- 3. The candidate who has completed education in the doctoral school is considered to have attained the learning outcomes defined for level 8 PQF. The learning outcomes defined for level 8 PQF are confirmed with a certificate of completion of the doctoral school, signed by the Head or Deputy Head of the Doctoral School, or Director of Sciences.

Initiation of the procedure for awarding of the doctoral degree; procedure for the submission of the doctoral dissertation;-/-

- 4. The procedure for the awarding of the doctoral degree is initiated at the request of the candidate meeting the requirements indicated in § 4 (1)(a), (b) and (c) submitted to the Chair of the Scientific Council through the Director of the Institute.-/-
- 5. The application referred to in § 4 (1) above is accompanied by:-/-
 - a. a paper version of the doctoral dissertation, in at least two (2) hard copies for administrative purposes; and, once reviewers have been appointed, additional copies are required as needed;-/-
 - b. an electronic version of the doctoral dissertation saved as a PDF file on a computer data storage device;-/-
 - c. an abstract of the doctoral dissertation in Polish and English (for PIB and POL-on purposes), as a hard copy and as a PDF file saved on a computer data storage device;-/-
 - d. a statement of the supervisor/supervisors or the supervisor/auxiliary supervisor

- regarding the doctoral dissertation;-/-
 - e. original documents – for inspection – proving that the criteria referred to in § 4 (1)(a) have been met;-/-
 - f. a copy of the certificate or diploma confirming the learning outcomes regarding proficiency in a modern foreign language at a level of at least B2, or, in the absence of such a certificate or diploma, a document proving that the candidate has passed examination in a modern foreign language at a proficiency level of at least B2;
 - g. a statement of the results of the verification of the learning outcomes defined for level 8 PQF;-/-
 - h. a personal questionnaire and a list of academic achievements;-/-
 - i. a statement confirming that the candidate has read the Code of Ethics for Academic Staff, which is available on the websites of the Polish Academy of Sciences and the Institute;-/-
 - j. a statement on providing access to the experimental source data obtained and confirming that the information and materials obtained in the course of the doctoral project have been submitted – such information and materials are submitted to supervisors.-/-
 - k. a statement, that some of the dissertation content includes is subject to legal confidentiality, if such content is included in the dissertation;-/-
6. The Doctoral Committee reviews the request for the initiation of the procedure and evaluates it for completeness and formal compliance. If the application has any deficiencies, the candidate is asked to amend the application without delay. If the candidate fails to submit the corrected application within two weeks, the Scientific Council delivers the application and the documents as originally submitted.-/-
 7. Once the Doctoral Committee has reviewed the candidate's request for formal compliance, it submits the application 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 are excluded from voting on this matter.-/-
 8. The candidate has the right to appeal to the CSE against the decision on refusing to initiate the procedure for the awarding of the doctoral degree within seven (7) days of its delivery.-/-

Doctoral dissertation-/-

9. The doctoral dissertation demonstrates the candidate's general theoretical knowledge in their discipline or disciplines, and the ability to conduct scientific research independently. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution of applying the results of the author's own scientific research in economic and social sphere.
10. A doctoral dissertation may be a written work, including a monograph, a collection of published and thematically related scientific articles, a design project, and engineering design project, a process development/technology project, an implementation project or an artistic project, as well as an independently written and self-contained part of a multi-author publication.-/-
11. The main body of the doctoral dissertation is preceded by:-/-
 - a. a title page;-/-
 - b. an acknowledgements/disclosure page specifying sources of research funding, etc.

- c. a page containing a statement, signed by the candidate, that the dissertation is an original piece of research and that its submitted hard copy version is identical to its digital version;-/-
 - d. abstracts in Polish and English with the same content as the abstracts submitted for PIB and POL-on purposes (§ 4 (5)(c)).-/-
12. The dissertation prepared in the form of a manuscript includes:-/-
- a. an introductory part, including a list of abbreviations used;-/-
 - b. the aim of the dissertation;-/-
 - c. a description of the materials and methods used;-/-
 - d. a discussion of the results;-/-
 - e. a discussion of the results in light of the existing literature;-/-
 - f. key conclusions;-/-
 - g. references;-/-
 - h. supplementary information (supplements), if required.-/-
13. A dissertation in the form of a collection of scientific articles consists of:-/-
- a. an introductory part, including a list of abbreviations used;-/-
 - b. the aim of the dissertation;-/-
 - c. a list of the collection's individual works;-/-
 - d. a presentation and discussion of the results published in the collection of scientific articles included in the dissertation (the text should include citations and references), with a detailed description of the candidate's contribution in obtaining the results presented in each of them;-/-
 - e. key conclusions;
 - f. a page separating the elements of the dissertation listed in § 4 13(c) and 13(e) from the copies of the scientific articles cited;-/-
 - g. supplementary information (supplements), if needed.-/-
14. A dissertation in the form of a collection of scientific articles shall contain at least two scientific articles (including at least one original paper), and the total impact factor of the articles included in the collection should be at least 5 (five-year IF from the Journal Citation Reports database).-/-
15. The doctoral dissertation, as a written work distinct from the work described in § 4 (12) and (13), may comprise at least one published scientific article and, as a minimum, one of the following:
- a manuscript or manuscripts submitted for editing or in preparation (A);-/-
 - description of research results that are thematically consistent with the published scientific article but which have not been prepared as a manuscript (B).-/-
- Such a dissertation comprises:-/-
- a. an introductory part, including a list of abbreviations used;-/-
 - b. the aim of the dissertation;-/-
 - c. a list of works incorporated into the dissertation, including:-/-
 - i. a list of published scientific articles;-/-
 - ii. a list of manuscripts submitted for editing or in preparation § 4 (15) (A);-/-
 - iii. a list of research results that have not been published or reported in a manuscript submitted for editing or in preparation § 4 (15) (B);-/-
 - d. discussion of the results included in the published scientific article(s), in the

manuscript(s) submitted for editing or in preparation, and of the results not reported in the form of articles (in which case the candidate shall also specify the methods with which they were prepared), if included in the dissertation. A detailed description should be provided of the candidate's contribution in obtaining the results presented in each of the published scientific articles, manuscripts submitted for editing or in preparation, as well as in obtaining the results reported in forms other than those aforementioned, if included in the dissertation;-/-

- e. a general discussion of the results presented in the dissertation, combining conclusions from the published scientific article(s), manuscripts submitted for editing or in preparation and the results reported in forms other than those aforementioned, if included in the dissertation;-/-
 - f. key conclusions (summary);-/-
 - g. references;-/-
 - h. a page separating the dissertation elements referred to in § 4 (15) (c-g) from copies of the scientific article(s) and manuscripts that constitute an integral part of the doctoral dissertation;-/-
 - i. supplementary information (supplements), if needed.-/-
16. The doctoral dissertation can be prepared in English.-/-
17. Before submitting the doctoral dissertation to reviewers, the Institute verifies the dissertation using the Uniform Anti-Plagiarism System (JSA) (Article 188 (4) and Article 351 (1) of the Act of 20 July 2018 – Law on Higher Education and Science). The JSA report must be accepted and signed by the supervisor.-/-
18. The candidate may have the dissertation printed at the Institute.-/-
19. If the doctoral dissertation is not admitted for defence or if a decision has been made to deny the award of the doctoral degree, the same dissertation may not be resubmitted as the basis for the award of the doctoral degree.-/-

Appointment of dissertation reviewers-/-

20. The Doctoral Committee puts forward at least three candidates for dissertation reviewers by the Scientific Council. Before presenting the candidates, the Secretariat of the Scientific Council contacts each of them to confirm that there is no impediments to being a reviewer.-/-
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 an expert in the discipline of the doctoral dissertation. The reviewer should not be a member of the Scientific Council of IBB PAS. If the reviewer is a member of the Scientific Council of IBB PAS, they do not participate in voting on procedures for awarding of the doctoral degree.-/-
22. A reviewer cannot be employed with the entity in which the candidate has conducted their scientific research which is the basis of their doctoral dissertation.-/-
23. A reviewer may not meet the requirements related to the degree or hold the academic title referred to in § 4 (21), but who is employed with a foreign university or scientific institution, provided that the Scientific Council considers that person to have significant achievements in the scientific subjects dealt with by the doctoral dissertation.-/-
24. The reviewer cannot have any Conflict of Interest with the candidate or the supervisor/supervisors. In particular, they:-/-

- a. cannot be a co-author of any scientific papers co-authored by the candidate that have been published or scheduled for publishing;-/-
 - b. cannot be a co-author of scientific papers published in collaboration with the supervisors or the auxiliary supervisor within five calendar years preceding the year of appointment as a reviewer;-/-
 - c. cannot be engaged, currently or at any point within the five calendar years preceding the year of appointment as a reviewer, in scientific collaboration with the candidate or supervisors;-/-
 - d. cannot be a member of the candidate's Doctoral Advisory Committee or the Evaluation Committee, as referred to in the Regulations of the Doctoral School;-/-
 - e. cannot have close family ties (as a spouse, person factually in cohabitation, child, sibling, parent, etc.) or any other close personal relationships with the candidate or supervisors;-/-
 - f. cannot have, at present or in the past, a mentor-mentee relationship with the supervisor;-/-
 - g. cannot be involved in any situations that could cast doubt on the impartiality of their evaluation of the dissertation – in doubtful situations, the opinion of the Scientific Council is considered conclusive.-/-
25. At least two candidates put forward for the reviewer role should be employed at different entity-/-
26. When putting forward a candidate for the reviewer role to members of the Scientific Council, a representative of the Doctoral Committee briefly discusses the candidate's scientific achievements and justifies the choice based on a questionnaire regarding their achievements, prepared using the form provided in the Templates, and the supervisor's statement of no conflict of interest with the candidates for the review role, as specified in the Templates.-/-
27. The appointment of each reviewer requires a separate resolution by the Scientific Council. The supervisor or supervisors of the doctoral dissertation under consideration are 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 replace that reviewer.-/-
29. The selection of a new reviewer is conducted as described above.-/-
30. Reviewers prepare their reviews of the doctoral dissertation and deliver them to the Chair of the Scientific Council within two (2) months of submission of the dissertation. Each review should end with an unambiguous, consistent and explicit conclusion as to the positive or negative nature of the review. The review may contain a request to award a distinction for the dissertation; only written requests drawn up by the dissertation reviewers are taken into account in the Committee's discussions on this matter. The request is included in the review. The reviewer submits a relevant statement along with the review.-/-

Admission to the dissertation defence-/-

31. Admission to the defence of the doctoral dissertation requires positive reviews from at least two reviewers and the fulfilment of 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 thirty (30) days of receiving the last review in a given procedure on the award of

the doctoral degree, presents its position, by way of a resolution, on whether or not to admit the doctoral dissertation to the public defence.-/-

33. In the event of refusal to admit the doctoral dissertation to the public defence, the Doctoral Committee provides a rationale, together with all related case files, to the Chair of the Scientific Council. The Scientific Council may issue a decision on refusing to admit the candidate to the public defence.-/-
34. The candidate has the right to appeal to the CSE against the decision referred to in §4 (33) within seven (7) days of its delivery.-/-
35. The date of the defence of the doctoral dissertation is set in consultation with the candidate, the supervisor and the reviewers.-/-
36. In the event of a doctoral dissertation the content of which is subject to legal confidentiality, the candidate is obliged to submit a statement thereon.-/-
37. The dissertation, as well as all reviews, summaries and abstracts thereof are 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 contents of which are subject to legal confidentiality, only its reviews are available and any confidential content is removed from such reviews.-/-
38. The public defence takes place no earlier than thirty (30) days after the date of publication of the dissertation, as well as of all reviews and summaries thereof, in the PIB.-/-
39. At least ten (10) days before the defence date, an announcement of the public defence is posted on the Public Information Bulletin website of the Institute and in the building of the IBB PAS.-/-

Dissertation defence.-/-

40. The defence takes place during a session of the Doctoral Committee in presence of the reviewers and the supervisor/supervisors. The presence at least one reviewer at the meeting is required.-/-
41. The defence is held publicly unless the contents of the doctoral dissertation are subject to legal confidentiality.-/-
42. In the open part of the meeting, the candidate presents the main theses of the dissertation (the presentation shall be no longer than 20 minutes), following which the reviewers express their opinions. In the absence of a reviewer, the person chairing the session shall order that their review be read out. After the candidate has responded to the reviewers' comments, a public discussion is held.-/-
43. The closed part of the session is attended by members of the Doctoral Committee and the dissertation reviewers, with the latter acting as advisers.-/-
44. The Doctoral Committee shall make a request to award a distinction for the dissertation if the following conditions are met:-/-
 - a. at least two reviews of the dissertation contain written requests for granting the distinction;-/-
 - b. a substantial 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 (the Committee may consult the supervisor on these matters);
 - c. the dissertation meets the additional criteria specified in the Regulations of the Doctoral Committee.-/-

45. A report on the dissertation defence proceedings is drawn up and made available to members of the Scientific Council.-/-

Awarding of the doctoral degree

46. The Scientific Council adopts a resolution on awarding or denying the award of the doctoral degree. The Scientific Council's resolution on awarding or denying the award of the doctoral degree shall be adopted on the basis of the Doctoral Committee's request. The reviewers, the supervisor or supervisors of the dissertation, and the auxiliary supervisor, as members of the Scientific Council, are excluded from voting.-/-

47. The resolution referred to in §4 (46) takes the form of an administrative decision, which is subject to the provisions of the CAP.-/-

48. The candidate has the right to appeal to the CES against the decision on denying the award of the doctoral degree within thirty (30) days of its delivery.-/-

49. The Scientific Council adopts a resolution on granting a distinction to the dissertation based on the Doctoral Committee's request if the following conditions are met:-/-

- a. the result of the vote by members of the Scientific Council on the award of the doctoral degree is unanimous or close to unanimous (at least 95% of votes "IN FAVOUR");-/-
- b. at least 80% of votes on awarding a distinction for the dissertation are "IN FAVOUR"

The reviewers, the supervisor or supervisors of the dissertation, and the auxiliary supervisor, are excluded from voting.-/-

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

51. The candidate to whom the Scientific Council has awarded a distinction for their doctoral dissertation receives a separate diploma.-/-

52. The amount and method of collecting the fee for issuing a duplicate diploma and certified copies thereof, including in a foreign language, is defined by way of the Director's ordinance.-/-

53. Should the person applying for the award of the doctoral degree falsely claim authorship of a significant portion or other elements of another person's work or finding, the entity awarding the doctoral degree shall void the decision on the award of the degree.-/-

54. The Scientific Council makes the decision on voiding the decision regarding the award of the doctoral degree based on the outcomes of the procedure conducted by the Disciplinary Officer or relevant Committee.-/-

Rules for setting the fee for conducting the procedure for awarding of the doctoral degree and for granting exemption from the fee.-/-

55. No fee is charged from a person applying for the doctoral degree who has completed education in the Doctoral School operated or co-operated by the Institute.-/-

III Procedure II-/-

Procedure II – applicable to candidates who apply for awarding of the doctoral degree on extramural basis.-/-

§ 5-/-

Requirements for awarding of the doctoral degree-/-

1. The doctoral degree is awarded to the candidate who has met the conditions laid down in §4 (1).-/-
2. In addition, before the public defence of the dissertation, the candidate delivers a Doctoral Seminar presentation at the Institute; the date of the seminar presentation is consulted with the Head of the Doctoral School. The Chair of the Doctoral Committee is informed about the date of the Doctoral Seminar..-/-

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

3. Before the procedure is initiated, extramural candidates applying for the doctoral degree submits an application to appoint the supervisor/supervisors or the supervisor/auxiliary supervisor.
4. The appointment or change of the supervisor/supervisors or the supervisor/auxiliary supervisor for the candidate shall be governed by the rules laid down below:-/-
 - a. the supervisor/supervisors or the supervisor/ auxiliary supervisor are appointed, changed or dismissed by the Scientific Council on the candidate's request. A candidate for the supervisor/auxiliary supervisor who is a member of the Scientific Council shall be excluded from voting;-/-
 - b. in the application to appoint the supervisor/supervisors or the supervisor/auxiliary supervisor, the candidate names persons to serve in these roles and attach written statements made by these persons containing their consent to serve in these roles and confirming that there are no legal impediments thereto, and in particular that there is no Conflict of Interest;-/-
 - c. the request is accompanied by:-/-
 - i. the candidate's CV together with a description of their scientific achievements
 - ii. a list of the candidate's publications,-/-
 - iii. the main research conclusions for the planned doctoral dissertation.-/-
 - iv. information about a past procedure for the award of the doctoral degree or a past doctoral dissertation process, if the candidate applying for the doctoral degree had previously applied for the award of the doctoral degree in the same field or discipline of science.-/-
 - d. the appointed supervisor may submit a request for their dismissal from the supervisor role. The request shall be voted on by the Scientific Council;-/-
 - e. the supervisor/supervisors or the supervisor/auxiliary supervisor can be changed when:
 - i. the supervisor has resigned;
 - ii. the supervisor has sustained permanent health impairment preventing them from serving in this role;-/-
 - iii. the supervisor no longer has the right to serve in this role – the Scientific Council requests the candidate to file another application for appointing a supervisor

within fourteen (14) days of delivery of the request;-/-

- f. The supervisor/supervisors issue an opinion on the doctoral dissertation prepared by an extramural candidate within two (2) months of that dissertation being submitted for an opinion.-/-

Verification of the learning outcomes defined for level 8 PQF-/-

5. The achievement of the learning outcomes defined for level 8 PQF shall be verified by the Verification Board appointed by the Doctoral School Council at the candidate's request to the Doctoral School Council.-/-
6. The Verification Committee comprises no more than five (5) persons, including at least three (3) persons holding the title of professor or a post-doctoral degree (habilitation), including:-/-
 - a. at least two members of the Scientific Council, including the Chair of the Verification Board appointed by the Doctoral School Council;-/-
 - b. other experts from outside the Scientific Council.-/-
7. The request is accompanied by:-/-
 - a. a verification form stating all activities and achievements in accordance with level 8 PQF criteria;
 - b. documents confirming the achievement of the learning outcomes defined 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.-/-
 - c. a certificate or diploma of completion of studies proving at least a B2 proficiency in a modern foreign language other than the native language.-/-
8. If the document referred to in § 5 (7)(c) is unavailable, it is permissible to verify modern-language proficiency for compliance with the requirements stipulated in Article 186 of the Act of 20 July 2018 – Law on Higher Education and Science by way of an examination to confirm a B2 proficiency in a modern foreign language. In the request for verification of the learning outcomes defined for level 8 PQF, the candidate indicates a modern language other than their native language. The Verification Board refers the candidate for an examination in a selected modern language.-/-
9. Within two (2) months of the candidate's application, the Verification Committee shall verify the achievement of the learning outcomes defined for level 8 PQF.-/-
10. The verification process may be conducted on the basis of:-/-
 - a. the documents submitted;-/-
 - b. an interview with the candidate and a seminar delivered by the candidate in which they indicate their activities and achievements in line with the level 8 PQF requirements.
 - c. examinations.-/-
11. After reviewing the documents submitted by the candidate, the Verification Board suggests the form and scope of verification of the learning outcomes defined for level 8 PQF (in particular, conducting an interview with the candidate and/or an examination in the relevant discipline), issues a decision thereon by way of a resolution, and notifies the candidate about the dates of the interview or examination at least two (2) weeks in advance.-/-

12. The Verification Committee may decide not to conduct the interview and/or the examination in the relevant discipline if it is clear from the documentation submitted that the candidate has achieved the level 8 PQF qualification and that they have completed the doctoral programme or the curriculum of the Doctoral School.-/-
13. During the interview or examination in the relevant discipline, the Verification Committee assesses whether the candidate has achieved the learning outcomes defined for level 8 PQF. The Verification Committee may decide to conduct the interview or examination in several stages.-/-
14. A report on the examination or interview proceedings shall be drawn up. The report includes the candidate's final grade on a scale of 1-6 (1 – negative grade; 6 – outstanding grade). The examination report forms the basis for a decision approving the learning outcomes defined for level 8 PQF.-/-
15. In the case of a negative assessment, the candidate has the right to be re-examined or re-interviewed on another date, to be set by the Chair of the Verification Committee, but not earlier than six weeks after the date of the first examination or interview.-/-
16. Negative verification results in a decision to refuse to verify the learning outcomes defined for level 8 PQF. This decision is issued by the Scientific Council at the request of the Verification Committee.-/-
17. The Verification Committee's decision following the verification of the learning outcomes defined for level 8 PQF is made by open ballot and adopted by a simple majority. This decision is appended to the application for initiating the procedure for the award of the doctoral degree.-/-

Initiation of the procedure for awarding of the doctoral degree; the procedure for the submission of the doctoral dissertation.-/-

18. The procedure is initiated in accordance with § 4 (4)-(8).-/-
19. The candidate submits the documents listed in Article 186 (1) of the Act of 20 July 2018 – Law on Higher Education and Science.-/-
20. The terms and conditions governing the candidate's use of the Institute's research and computer infrastructure are described in separate regulations.-/- -/-

Doctoral dissertation.-/-

21. The definition of the doctoral dissertation is provided in § 4 (9)-(19).-/-

Appointment of dissertation reviewers.-/-

22. The reviewers are appointed in accordance with § 4 (20)-(30).-/-

Admission to the dissertation defence.-/-

23. The admission of candidates to the defence is conducted in accordance with § 4 (31)-(39).-/-

Dissertation defence.-/-

24. The defence of the doctoral dissertation is conducted in accordance with § 4 (40)-(45).

Awarding the doctoral degree.-/-

25. Awarding of the doctoral degree is conducted in accordance with § 4 (46)-(53).-/-

Rules for setting the fee for the procedure for awarding of the doctoral degree and for granting exemption from the fee-/-

26. Extramural candidates are charged with a fee for the procedure for the award of the doctoral degree.-/-
27. The cost of the procedure is covered by the candidate or, if the candidate is an academic teacher or researcher, by the university where they are employed, an institute of the Polish Academy of Sciences, a research institute or an international institute.-/-
28. The fee is set by way of the Director's ordinance, but it cannot exceed the costs of the procedure, including in particular the costs of remuneration for the supervisor/supervisors, the auxiliary supervisor and the reviewers.-/-
29. The Director of the Institute decides, on a case-by-case basis, to grant the candidate full or partial exemption from the fee after considering the exemption request submitted by the candidate.-/-

IV Procedure III-/-

Procedure III – applicable to candidates who commenced their doctoral studies before the academic year 2019/2020 and whose doctoral dissertation process did not start before 30 April 2019.-/-

§ 6

Requirements for awarding of the doctoral degree-/-

1. The doctoral degree is awarded to a person who has met the conditions set out in §4 (1).

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

2. The supervisor/supervisors or the supervisor/auxiliary supervisor are changed at the candidate's or Supervisor's request within three (3) months of submission of the request, subject to the following rules:-/-
 - a. the supervisor/supervisors or the supervisor/auxiliary supervisor are changed or dismissed by the Scientific Council of the Institute at the candidate's or Supervisor's request;-/-
 - b. in their request for changing the supervisor/supervisors or the supervisor/auxiliary supervisor, the candidate submits their replacements;-/-
 - c. the request is accompanied by written statements made by the persons named as replacements, containing their consent to serve in these roles and confirming that there are no legal impediments thereto, and in particular that there is no Conflict of Interest.

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

3. The candidate is considered to have achieved the learning outcomes defined for level 8 PQF when they:-/-
 - a. have completed the doctoral curriculum in line with the Regulations of the School of Molecular Biology at the Institute (the relevant certificate is issued by the Head of the School);-/-
 - b. have passed the doctoral examination in their main discipline (biological or chemical sciences);-/-

- c. have passed an examination in philosophy or hold a certificate of completion of a cycle of philosophical instruction as part of the doctoral curriculum at the Institute.-/-
 - d. hold a certificate proving proficiency in a modern foreign language at a level of at least B2; or have passed an examination in a modern foreign language at a proficiency level of B2;
4. Examinations are conducted as follows:-/-
- a. examination in the main discipline-/-
- The Examination Committee conducting the examination in the main discipline corresponding to the subject of the doctoral dissertation comprises at least four (4) persons holding the title of professor or a post-doctoral degree (habilitation), specialising in the scientific discipline in question, including three (3) members of the Doctoral Committee, the supervisor/supervisors (the auxiliary supervisor may also be appointed as a member of the Committee, but without voting rights) or, in justified cases, a person authorised by the supervisor, and/or, where reasonable, other experts in fields closely related to the subject of the doctoral dissertation. The Chair of the Doctoral Committee sets the date of the examination and appoints members of the Examination Committee.-/-
- b. an examination in philosophy-/-
- The examination in an additional discipline is conducted by an expert in that discipline, as appointed by the Doctoral Committee.-/-
- c. an examination in a modern foreign language-/-
- The foreign-language examination is conducted by an expert in examinations in the relevant foreign language, as appointed by the Doctoral Committee.-/-
5. All examinations are followed by written reports. The reports includes the candidate's final grade on a scale of 1-6, with the lowest passing grade being 2, and grade 6 being considered an outstanding grade.-/-

Submission of the doctoral dissertation-/-

- 6. The doctoral dissertation and additional documents are submitted in accordance with the provisions of § 4 (5)-(6). The documentation contains the examination reports.-/-

Doctoral dissertation-/-

- 7. The definition of the doctoral dissertation is provided in § 4 (9)-(15).-/-

Appointment of dissertation reviewers-/-

- 8. The appointment of reviewers for candidates for whom reviewers have not yet been appointed by the SC is described in provisions of § 4 (20)-(29).-/-

Admission to the dissertation defence-/-

- 9. The admission of candidates to the defence is described in provisions of § 4 (31)-(39).

Dissertation defence-/-

- 10. The defence of the doctoral dissertation is conducted in accordance with § 4 (40)-(45). However, in order for the dissertation to be granted distinction under this procedure, it is a prerequisite for the candidate to receive a grade of at least 5 in the main-discipline examination.

Awarding of the doctoral degree-/-

11. Awarding of the doctoral degree is described in the provisions of § 4 (46)-(53).-/-

Rules for setting the fee for conducting the procedure for awarding of the doctoral degree and for granting exemption from the fee-/-

12. No fee is charged from persons who have completed education at the Institute's School of Molecular Biology.-/-

V Final provisions-/-

1. The procedure for the award of the doctoral degree at the Institute is conducted:-/-
 - a. with a decision to award or deny the doctoral degree; or-/-
 - b. in a different manner, as provided for by applicable law.-/-
2. The Regulations of the Doctoral Committee set out the procedure for appointing its members and define the scope of its work.-/-
3. These Regulations takes effect on the day following their adoption. The hitherto applicable "Regulations for Conducting the Procedure for Awarding the Doctoral Degree at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences of 30 January 2024" hereby cease to have effect. However, they shall continue to apply to procedures initiated before the adoption of the new Regulations (excluding Procedure III).-/-