

## **Regulations for conducting proceedings On conferring the degree of doctor habilitated at IBIB PAN**

The Regulations lay down detailed rules for the conduct of activities in proceedings for the conferment of the degree of doctor of science, conducted at the Maciej Nałęcz Institute of Biocybernetics and Biomedical Engineering of the Polish Academy of Sciences (IBIB PAN).

The legal basis for the Regulations are the provisions of the Act of July 20, 2018. *Law on Higher Education and Science (Journal of Laws of 2018, item 1668)*, hereinafter referred to as the "Law", and the Law of July 3, 2018. *Introductory Provisions of the Law - Law on Higher Education and Science (Journal of Laws of 2018, item 1669)*, hereinafter referred to as the "Introductory Provisions".

For the purposes of these Regulations, the following definitions are adopted:

- a) **Habilitant**- a person applying for the conferral of the degree of Doctor of Science;
- b) **Habilitation Committee** - the committee referred to in Article 221 of the Act, appointed by the Director of the IBIB PAN, which performs activities in the proceedings for the conferment of the degree of Doctor of Science;
- c) **RKN Commission** - Commission of the Scientific Council of IBIB PAN for the Development of Scientific Personnel;
- d) **RDN** - Council for Scientific Excellence.

### **§ 1 Initiation of proceedings**

1. The postdoctoral fellow shall submit to the RDN an application for the initiation of proceedings for the conferral of the degree of Doctor of Science including, in accordance with Article 220, paragraph 2 of the Law:
  - a) career description;
  - b) the list of achievements referred to in Article 219, paragraph 1 of the Law;
  - c) Indication of the postdoctoral entity selected to conduct the proceedings for the conferral of the postdoctoral degree.
2. A postdoctoral fellow submitting an application to the RDN for initiation of proceedings should meet the conditions specified in Article 219, paragraph 1 of the Law. ie:
  - a) hold a doctoral degree;
  - b) Have a track record of scientific achievements that represent a significant contribution to the discipline, including at least:
    - i. 1 scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list compiled in accordance with the regulations issued pursuant to Article 267, paragraph 2, item. 2 lit. a of the Act, or
    - ii. one series of thematically related scientific articles published in scientific journals or in peer-reviewed materials of international conferences, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267, paragraph 2, item. 2(b) of the Act, or

- iii. one realized original design, construction or technological achievement;
  - c) demonstrate significant scientific activity carried out in more than one university or scientific institution, especially abroad.
3. In proceedings initiated before December 31, 2021, the achievements of the Habilitant also include scientific articles and monographs, as defined in Article 179(6) of the Introductory Rules.
4. The Director of the IBIB PAN obliges the Habilitant, who is not a researcher at the IBIB PAN, to send, within 7 days, a statement containing the commitment of the Habilitant or a third party to cover the costs of the habilitation procedure, as referred to in § 6 section 2 of the Regulations.
5. The application, forwarded by the RDN to IBIB PAN for the initiation of habilitation proceedings, is immediately forwarded by the Director of IBIB PAN together with the documentation to the RKN Committee and, through the Secretariat of the Scientific Council of IBIB PAN, makes the documentation available to all members of the Scientific Council of IBIB PAN.
6. The RKN Commission, after reviewing the documentation of the application for initiation, shall assess whether:
  - a) The postdoctoral fellow meets the requirements set forth in § 1(2) of the Regulations;
  - b) the subject matter of the Habilitation Achievement falls within the field and scientific discipline indicated in the application and within which IBIB PAN is authorized to confer the degree of doctor of science;
  - c) The scientific achievements of the Habilitant correspond to the recommendations specified in the resolution of the Scientific Council.
7. In order to conduct a preliminary assessment of the Habilitant's scientific achievements, the RKN Committee conducts an open prehabilitation seminar, in which the Habilitant presents the Habilitation Achievement that is to be the basis for the award of the habilitation degree, with particular emphasis on the original scientific contribution of the Habilitant.
8. The RKN Commission, at a meeting open to all members of the Academic Council, after a preliminary assessment of the Habilitant's scientific achievements, shall, by secret ballot, adopt a resolution to request the Academic Council not to consent or to consent to the proceedings. The Commission's resolution not to give consent requires justification.
9. After reviewing the proposal of the RKN Committee, but no later than within 3 weeks from the date of receipt of the proposal from the RDN to conduct habilitation proceedings, the Scientific Council of the IBIB PAN shall adopt a resolution on not granting or consenting to conduct habilitation proceedings. A meeting of the Scientific Council of the IBIB PAN may be conducted using information technology that allows for remote resolution. A resolution of the Scientific Council not to consent to conduct postdoctoral proceedings shall be forwarded by the Director of IBIB PAN within 4 weeks from the date of receipt of the request from the RDN in accordance with Article 221, paragraph 2 of the Act and returned to the RDN.
10. In the case where the Institute has been designated by the RDN to conduct habilitation proceedings as another habilitation entity in accordance with Article 221, paragraph 3 of the Law, the procedure described in items 7, 8 is not applied. In such a case, the RKN Commission

attaches to the application file information on the results of the preliminary evaluation of the Habilitant's scientific achievements conducted in accordance with the procedure described in points. 5 i 6.

## **§ 2 Appointment of the Habilitation Committee**

1. The RKN Committee proposes to the Scientific Council candidates for members of the Habilitation Committee, including at least:
  - a) Two candidates for review,
  - b) One candidate for secretary of the Habilitation Committee,
  - c) One candidate for a member of the Habilitation Committee.
2. Candidates for Reviewer must hold the title of professor or doctoral degree, or be employees of foreign universities or scientific units not meeting this requirement, if the Scientific Council of IBIB PAN considers that they have current scientific achievements and international reputation in the field related to the Habilitation Achievement. A candidate for Reviewer may not be an IBIB PAN employee or a person who has twice failed to meet the 8-week deadline for preparing a review within the last 5 years (Article 221, paragraph 7 of the Act).
3. A candidate for a member of the Habilitation Committee may not be a person who has a conflict of interest with the Habilitator or who, for other reasons, raises reasonable doubts about his impartiality in the proceedings.
4. The Academic Council, on the proposal of the RKN Committee, shall elect 3 members of the Habilitation Committee, including one reviewer and the secretary of the Committee. The election of each of them is carried out by secret ballot with an absolute majority of votes.
5. The Director of IBIB PAN appoints a Habilitation Committee consisting of 3 members selected by the Council and 4 members appointed by the RDN.
6. Appointment of the Habilitation Committee shall be made within 6 weeks from the date of receipt of information on the 4 members of the Habilitation Committee appointed by the RDN, in accordance with Article 221, paragraph 5 of the Law.
7. The Secretariat of the Scientific Council makes available on the IBIB PAN website in the Public Information Bulletin (BIP) and places in the POL-on system a copy of the Habilitation Committee's application and information on the composition of the Habilitation Committee immediately after its appointment.
8. Immediately after the appointment of the Habilitation Committee, the Director of IBIB PAN sends the documentation of the application for the award of the habilitation degree to all members of the Habilitation Committee and informs them of the possibility of the Committee conducting a habilitation colloquium in accordance with Article 221, paragraph 9 of the Act. The Director of the Institute shall commission reviewers to conduct the review.
9. Members of the Habilitation Committee may communicate with each other using m electronic media.
10. Within 6 weeks from the date of receipt of the dossier on the application for the award of the degree of Doctor of Science, the members of the Committee may request the Chairman of the Committee to conduct a postdoctoral colloquium on the scientific achievements of the Habilitator. The decision to hold a habilitation colloquium

is undertaken by the Chairman of the Commission. The Chairman is obliged to hold a habilitation colloquium if at least 4 members of the Commission request it.

11. Within 8 weeks from the date of receipt of the application, the Reviewers, assessing whether the scientific achievements of the applicant for the degree of doctor of postdoctoral studies meet the requirements specified in Article 219, paragraph 1, item. 2 of the Act, prepare reviews and submit them to the Director of IBIB PAN.

### **§ 3 Opinion of the Habilitation Committee**

1. Upon receipt of all reviews, the Director of IBIB PAN sends them immediately to the Chairman of the Habilitation Committee.
2. The Chairman of the Commission immediately distributes reviews to all Commission members.
3. For proceedings initiated until September 30, 2023, the Habilitation Committee may hold a habilitation colloquium on the scientific achievements of the postdoctoral applicant. If the Chair of the Commission decides to hold a habilitation colloquium, the Chair invites the Habilitator to the colloquium and informs about the date of the colloquium the members of the Scientific Council of IBIB PAN who hold the degree of doctor habilitated or the title of professor.
  - a) The Habilitation Committee conducts the habilitation colloquium. The Habilitation Colloquium may be attended by members of the Scientific Council of IBIB PAN, without voting rights, who hold the degree of Doctor Habilitated or the title of Professor;
  - b) The postdoctoral colloquium may be conducted off-site of the postdoctoral entity with the use of information technology to ensure its control and recording.
4. For proceedings initiated after September 30, 2023, the Habilitation Committee shall conduct a habilitation colloquium on the scientific achievements of the applicant for the degree of Doctor of Science.
  - a) The postdoctoral colloquium may be conducted off-site at the postdoctoral entity using electronic means of communication, providing in particular:
    - i) real-time transmission of the colloquium between its participants,
    - ii) multilateral real-time communication, where participants in the colloquium can speak in the course of the colloquium - with the necessary safety rules.
  - b) The habilitation colloquium is public, with the exception of the colloquium on achievements referred to in Article 219, paragraph 3 of the Law.
5. The postdoctoral colloquium is not conducted if at least 2 reviews are negative.
6. The Chairman of the Commission shall convene a meeting of the Commission no later than 5 weeks from the date of receipt of the review.
7. The Habilitation Committee passes resolutions in the presence of at least 6 members, including the Chairman and Secretary.

8. The meeting of the Habilitation Committee may be conducted using information technology that allows the meeting to be conducted remotely with simultaneous video and audio transmission.
9. Members of the Commission who are unable to attend the Commission meeting for legitimate reasons shall submit a written opinion on the application for the award of the degree of Doctor of Science to the President.
10. In the case of one negative review, the Chairman of the Habilitation Committee may require the Habilitant to respond in writing to the negative comments of the reviewer prior to the Committee meeting.
11. The Habilitation Committee shall adopt a resolution containing an opinion on the conferral of the degree of Doctor of Science in an open vote. At the request of the Habilitator, the Committee shall adopt a resolution by secret ballot, in accordance with Article 221, paragraph 10 of the Act.
  - a) The Habilitation Committee shall, within 6 weeks from the date of receipt of the review, transmit to the Director of IBIB PAN the resolution referred to in section 11, together with the justification and documentation of the proceedings for the conferment of the degree of doctor of science.
12. The opinion of the Habilitation Committee, in accordance with Article 221, paragraph 10 of the Law, cannot be positive if at least 2 reviewers negatively evaluate the Habilitant's achievements.
13. Minutes and resolutions, on behalf of the Habilitation Commission, are signed by the Chairman of the Commission.
14. The Secretary of the Habilitation Committee, within 2 working days, transmits to the Director of IBIB PAN the resolution of the Habilitation Committee together with the justification and documentation on the proceedings for the award of the degree of Doctor of Science.
15. The Director of IBIB PAN shall immediately forward the opinion of the Habilitation Committee to the Chairman of the Scientific Council.
16. The Secretariat of the Scientific Council shall immediately make available in the BIP on the subject page the application of the applicant for a postdoctoral degree, information on the composition of the postdoctoral committee, reviews and a resolution containing an opinion on the awarding of the degree, together with the reasons.
17. For proceedings initiated after September 30, 2023, the Secretariat of the Scientific Council shall make available in the BIP on its subject page: the application of the applicant for the degree of habilitation, information on the composition of the habilitation committee, reviews, information on the date, place and manner of conducting the habilitation colloquium, a resolution containing an opinion in the matter of granting the degree of doctor habilitated with justification.
  - a) The application of the applicant for the postdoctoral degree, information on the composition of the postdoctoral committee, reviews and information on the date, place and manner of holding the postdoctoral colloquium, the Secretariat of the Scientific Council shall immediately make available no later than 10 days before the date set for holding the postdoctoral colloquium.
18. The application of an applicant for a postdoctoral degree, information on the composition of the postdoctoral committee and reviews shall be posted in the POL-on system as soon as they become available.

#### **§ 4 Granting of the degree of doctor of postdoctoral studies**

1. The Scientific Council shall adopt a resolution on the conferral of the degree of doctor of science within a period not exceeding 1 month from the date of receipt of the opinion of the Habilitation Committee by the Director of IBIB PAN (Article 221, paragraph 12 of the Act).
2. The members of the Habilitation Committee are invited to the meeting of the Scientific Council, during which the resolution on granting the degree is adopted, without the right to vote.
3. Members of the Academic Council who hold a doctoral degree or a professorship shall take part in the voting on the resolution on the awarding of a postdoctoral degree.
4. Meetings of the Scientific Council, may be carried out using information technology that ensures control of their conduct and recording, and allows ensuring the secrecy of votes.
5. In the event of a favorable opinion of the Habilitation Committee, the Academic Council shall either confer the degree of Doctor of Science or refuse to confer it by administrative decision.
6. If the opinion of the Habilitation Committee is negative, the Academic Council shall refuse to grant the degree in accordance with Article 221, paragraph 12 of the Law.
7. The decision to grant or refuse a degree is made by secret ballot with an absolute majority of votes. The decision is signed by the Chairman of the Academic Council.
8. The Director of IBIB PAN shall immediately inform the Habilitant of the decision of the Scientific Council. In the case of a negative decision of the Scientific Council, the Director shall communicate the decision and its justification to the Habilitant and inform the Habilitant of the right to appeal to the RDN through the Scientific Council, as provided for in Articles 224(1) and 193 of the Act.
9. The Secretariat of the Scientific Council shall immediately make available the decision of the Scientific Council on granting or refusing to grant a postdoctoral degree on the Institute's website in the BIP and post it in the POL-on system. The Chairman of the Scientific Council sends the above information to the RDN.
10. The Secretariat of the Scientific Council prepares the postdoctoral diploma and its copies in accordance with the Decree of the Minister of Science and Higher Education dated 21.09.2018. On doctoral and postdoctoral diplomas and doctoral student ID cards.
11. The Chairman of the Scientific Council invites the Habilitant to the meeting of the Scientific Council, at which he presents him with the habilitation diploma. If the Habilitant is unable to attend the Council meeting, the diploma is sent by registered mail to the address indicated by the Habilitant.

#### **§ 5 Annulment of the decision to grant the degree**

1. If the Scientific Council becomes aware of the possibility that a person who has received a postdoctoral degree conferred by the Scientific Council of IBIB PAN may have authored a significant fragment or other elements of another person's work or scientific finding, the Scientific Council shall initiate an investigation into the matter.
2. As part of the investigation, the Council appoints a three-member panel, which includes Council members with professorial titles.
3. The team informs the person who received the postdoctoral degree of the initiation of proceedings in the case and asks him to provide explanations in writing.

4. After the investigation, the Panel shall submit a report to the Scientific Council. If it is found that a person, while applying for a postdoctoral degree, has attributed authorship of a significant fragment or other elements of another person's work or scientific finding, the Scientific Council of the IBIB PAS, pursuant to Article 195 of the Act, shall declare the decision to grant the degree invalid by secret ballot with an absolute majority of votes.
5. The Chairman of the Scientific Council shall immediately inform the person who received the postdoctoral degree and the RDN that the decision to grant the postdoctoral degree has been annulled.

#### **§ 6 Costs of proceedings for granting the degree**

1. The Director of the Institute shall determine the amount of the fee for the proceedings for the conferment of the degree of Doctor of Science (Article 221, paragraph 14 of the Act). The Director shall inform the postdoctoral fellow who is not a researcher at IBIB PAN of the amount of this fee immediately upon receipt of the application to initiate the proceedings.
2. The amount of the proceeding fee is the sum of the following costs (Article 182(3) of the Law):
  - a) The cost of reviewers' fees,
  - b) salary costs for members of the Habilitation Committee,
  - c) the costs of business trips of the members of the Habilitation Committee and
  - d) other documented costs of the proceedings.
3. The Director of the Institute may, in justified cases, decide to fully or partially finance the costs of the postdoctoral proceedings by the Institute.

#### **§ 7 Final provisions**

These Regulations, dated April 25, 2023, shall come into force on April 25, 2023, that is, on the date of adoption of a resolution by the Scientific Council of IBIB PAN.