**This document is a working translation. In case of discrepancies, the Polish-language version will prevail.**

 **Appendix to Resolution RN 1/P4/2021**

**Appendix** 1

**To the Regulations of the Scientific Council of the Nencki Institute** approved at the meeting on October 8, 2021.

**Modes of procedure for awarding doctoral degrees**

In connection with the regulations in force to date [Law of March 18, 2011. (Journal of Laws of 2011, No. 84, item 455, as amended by the Journal of Laws of 2014, item 1198) on amending the Law - Law on Higher Education, the Law on Scientific Degrees and Academic Title and Degrees in the Field of Art, and amending certain other laws, together with Regulations] and the currently applicable regulations [Law of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2018, item 1668) and the Law of July 3, 2018. - Regulations introducing the Law - Law on higher education and science (OJ.

2018 item 1669) there are **four modes of** procedure for awarding doctoral degrees.

**Mode I** is based on the 2003 Law and the Law of July 3, 2018. - Regulations introducing the Law - Law on Higher Education and Science;

**Modes II-IV** are based on the Law of July 20, 2018. Law on Higher Education and Science; with Mode II also taking into account the provisions of the Law of July 3, 2018. - Regulations introducing the Law - Law on higher education and science

**I. Mode I - *applies to those who opened a doctoral thesis before May 1, 2019.***

(1) A doctoral student should pass the doctoral examinations before the dissertation is accepted by the Academic Council:

a/ of a modern foreign language (unless he has a certificate of proficiency in a modern foreign language declared at the time of opening the conduit),

b/ from an additional discipline, the Council's recommended exam in philosophy,

c/ from the basic discipline (the date of the exam is set by the Chairman of the Commission after the opening of the doctoral program).

In the event of failure in one of the doctoral examinations, the Academic Council, at the request of the candidate, may allow the candidate to retake it, but not earlier than three months after taking this examination for the first time and not more than once

***Doctoral dissertation defense:***

1. A doctoral student submits a doctoral dissertation with an abstract to the promoter. A doctoral dissertation prepared under the supervision of a promoter or under the supervision of a promoter and an assistant promoter should be an original solution to a scientific problem. The doctoral dissertation may be in the form of a typescript of a book, a published book or a thematically coherent collection of chapters in published books, a thematically coherent collection of articles published or accepted for publication in scientific journals. The doctoral dissertation should have an abstract in English, and a dissertation prepared in a foreign language should also have an abstract in Polish
2. A doctoral dissertation may also be an independent and separate part of a collective work if it demonstrates the individual contribution of the candidate in developing the concept, performing the experimental part, developing and interpreting the results of this work. If the dissertation is part of a collective work, the candidate shall submit statements of all its co-authors specifying the individual contribution of each of them to its creation. If the collective dissertation has more than five co-authors, the candidate shall present a statement specifying his/her individual contribution to the dissertation and statements of at least four other co-authors. The Doctoral Committee, after reviewing the publications, the promoter's opinion on the doctoral candidate's contribution to the above-mentioned publications, and the doctoral candidate's scientific curriculum vitae, expresses an opinion as to whether they meet the conditions for a doctoral defense on the basis of the publications, and allows the doctoral candidate to prepare an autoreference that concisely presents the results obtained and their interpretation against the background of the subject literature. If the doctoral dissertation is not in written form, it should be accompanied by a description in Polish and English. The doctoral student then presents the entire material to the Doctoral Committee.
3. In accordance with the current Regulation of the Minister of Science and Higher Education dated January 19, 2018 on the detailed procedure and conditions for conducting activities in doctoral dissertations, in habilitation proceedings and in proceedings for the conferment of the title of professor (Journal of Laws of January 30, 2018, Item 261 in the event that at least two candidates apply for the conferment of a doctoral degree on the basis of a dissertation forming part of a collective work in the same organizational unit, the defense shall be conducted simultaneously for all of them.
4. Before submission, the dissertation must be scanned by the Uniform Anti-Plagiarism System (JSA) in the OPI system. The scanning is carried out by the secretariat of the Academic Council. Allowed in the OPI system are 3 attempts. The dissertation promoter has access to the results of the scan in JSA, and it is the promoter who recognizes whether the dissertation is plagiarized or not; it is up to the promoter to make the final decision.
5. The completed dissertation (1 copy) after the first or second scanning by the unified anti-plagiarism system (JSA), the doctoral student submits to the Doctoral Committee. A template of the title page can be found on the institute's website, under Scientific Council/Doctoral Committee. The dissertation should include an abstract in Polish and English. Together with the dissertation, the result of the scan in the general version and the promoter's statement regarding the originality of the dissertation are submitted.

Prior to the meeting of the Doctoral Committee, the promoter submits to the secretariat of the Academic Council a letter addressed to the Chairman of the Academic Council: This letter should contain the following information:

* Title of dissertation and names of all supervisors.
* A statement that the work is completed.
* A statement that none of the results presented in the dissertation are and will not be included in another dissertation.
* An opinion on the work and a brief description of what the dissertation is about.
* Proposed names of at least two reviewers (NOTE: reviewers are appointed from among persons employed in a unit other than the one of which the applicant for the doctoral degree is an employee or doctoral student and who are not members of the Scientific Council of the Institute of Experimental Biology), together with their affiliations and e-mail addresses.
* A statement that the proposed reviewers are employed at another research unit.
* A statement that there is no conflict of interest with the proposed reviewers (relationship, affinity, business dependence, joint grants, joint publications within the last 5 years).

An editable version of this letter (without signature) should be sent to the Chairperson(s) of the Doctoral Committee.

No later than the day before the meeting of the Scientific Council (by 12:00 pm), the doctoral student sends summaries of the dissertation in Polish and English to the secretariat of the Scientific Council (rn@nencki.gov.pl) and submits three copies of the final version of the dissertation to the secretariat of the Scientific Council. One of the copies should include a statement on the title page regarding the availability of the dissertation by the library (text in the Dissertation Committee tab). The promoter also submits the printed result in the general version of the scanning of the dissertation in the JSA system together with a letter evaluating the result of the scanning and determining the originality of the dissertation. In addition, the doctoral student submits to the Secretariat of the Scientific Council an electronic version of the dissertation, an electronic version of the full scan in the JSA system, a file containing the abstract of the dissertation (up to 4,000 characters) and up to 6 keywords (intended for inclusion in the digital repository).

***Awarding of doctoral degree:***

1. Upon receipt of two positive reviews, the Doctoral Committee passes a resolution to admit the dissertation to public defense. If one or two negative reviews are received, the decision is made by the Council.
2. The reviews along with the dissertation 10 days before the scheduled date of the public defense shall be made available on the Institute's BIP website. The dissertation, abstracts and reviews should also be immediately posted in the POL-on system.

1. The dissertation defense is held at a meeting of the Doctoral Commission. The following take part in the Commission's deliberations with the right to vote: its members, the promoter/promoters, reviewers, members of the Council who are not members of the Commission, and all persons present with a postdoctoral degree and the title of professor in the discipline of biological sciences or related disciplines.

(a) during the open part of the defense:

* promoter presents the profile of the doctoral student
* The doctoral student, in a 20-minute speech, presents the main theses of the dissertation and the results obtained
* reviewers present reviews; it is not required to read reviews *in extenso except in the* case of the absence of one reviewer, whose opinion is read in full
* The doctoral student responds to the reviewers' comments
* Doctoral student answers questions from those attending the dissertation defense

b) during the closed part, which is attended by the persons listed above:

* The reviewers inform their opinion of the doctoral student's response to their comments and their responses in an open discussion
* Other participants in this part of the meeting express their opinion on the course of the defense

(c) there shall be a secret vote on the resolution to accept the public defense of the dissertation

d). on the distinction of the dissertation; the conditions and procedure for voting are described in Appendix 2 to the Regulations of the Academic Council.

1. At the meeting, the Scientific Council, after reviewing the record of the defense, **decides** by secret ballot on the granting of the doctoral degree in the discipline of biological sciences.

1. Appeals against the decision to deny the award are filed with the Council for Scientific Excellence (see Art. 193. of the Law of July 4, 2018).
2. Writing a doctoral degree in the discipline of biological sciences is ordered by the Secretariat of the Scientific Council
3. Documentation of doctoral dissertations and records of degrees conferred are kept by the Secretariat of the Academic Council.

# Modes II-IV proceed according to the provisions of the Law of July 20, 2018. Law on Higher Education and Science (Journal of Laws 2018 item 1668) and the Law of July 3, 2018. - Provisions introducing the Law - Law on higher education and science (Journal of Laws 2018 item 1669)

**II. Mode II - *applies to those who began their doctoral studies before October 1, 2019 and have not opened a doctoral thesis.***

# A. Appointment of promoter(s)

(1) The Scientific Council of the Institute, at the request of the interested person, addressed to the Director of the Institute, appoints by **decision a** promoter or promoters or a promoter and an assistant promoter (specimen application in Appendix Questionnaire A ). The application with attachments (CV, list of publications) is submitted to the Secretariat of the Scientific Council.

a) The appointment of the promoter(s) should be made no later than at the meeting of the Academic Council preceding the initiation of the procedure for granting the doctoral degree. b) The application shall be accompanied by the consent of the candidates for promoter(s) and a copy of the master's degree or equivalent.

(c) The promoter cannot be a person who:

* Was a supervisor of 4th doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation or
* Supervised at least 2. people whose dissertations did not receive two positive reviews

(d) In justified cases, a change of promoter or promoters or promoter and assistant promoter may be made by the Academic Council at the request of the existing promoter, the Director or the Presidium of the Academic Council.

(2) Before the meeting of the Scientific Council referred to in item. 1 the doctoral student is obliged to give a seminar at the Institute.

# B. Initiation of proceedings

1. A doctoral student submits an application to the secretariat of the Academic Council for the initiation of proceedings for the conferral of the doctoral degree. The application is accompanied by a dissertation with a written opinion from the promoter(s).

1. Prior to the initiation of proceedings, the Doctoral Student should:
2. Be the author/co-author of **at least one article** published in a scientific journal (from the list compiled pursuant to Article 267(2)(2)(b) of the Law)
3. Provide proof of English language proficiency at a level of at least B2 or pass the English language examination before the appropriate examination committee of the Academic Council (composed of a representative of the entity authorized to examine and two members of the

Doctoral Committee)

1. Pass the examination on the basic discipline before the examination board.

The examination committee is appointed by the chairman of the Doctoral Committee on the proposal of the promoter and after approval by the Doctoral Committee. The members of the examination commission are: The chairman of the Doctoral Commission or his deputy, the promoter/promoters, at least one member of the Doctoral Commission appointed by the chairman of the Commission, and two persons from among those with a doctoral degree or professor title, conducting research in the same or similar research topic. The members of the Commission other than the promoter/promoters should not have a conflict of interest with the doctoral student and the promoter/promoters (i.e., they should not be related to them or related by affinity, and should not have a business relationship with them, and - in at least the last 5. years - have not conducted research under joint grants and have joint publications).

 In the event of failure in one of the doctoral examinations, the Academic Council, at the request of the candidate, may allow the candidate to retake it, but not earlier than three months after taking this examination for the first time and not more than once

d). Submit the dissertation with an abstract to the promoter(s).

e). the dissertation (1 copy) submitted to the Secretariat of the Scientific Council should be subjected to the first or second scanning by the unified anti-plagiarism system (JSA) in the OPI system. The scanning is carried out by the Secretariat of the Scientific Council.

**The doctoral dissertation** should be an original solution to a scientific problem. It can be prepared in Polish (in which case the abstract should be written in English) or English (in which case the abstract should be written in Polish). A template of the title page can be found on the Institute's website, under Scientific Council/Doctoral Committee.

The hearing may take the form of:

* typescript of a book
* book published
* a thematically coherent collection of chapters in books published
* a thematically coherent collection of articles published or accepted for publication in scientific journals.
* an independent or isolated part of a collective work, if it shows the individual contribution of the candidate in developing the concept, performing the experimental part, developing and interpreting the results of this work.

When the dissertation is part of a collective work, the candidate shall submit statements of all its co-authors, specifying the individual contribution of each of them to the work. In addition, when a collective dissertation has more than five co-authors, the candidate shall submit a statement specifying his individual contribution to the dissertation and statements from at least four other co-authors.

3. a) The Promoter shall submit to the Secretariat of the Academic Council a letter, addressed to the Chairman of the Academic Council, containing the following information:

* Title of dissertation with names of all supervisors.
* The promoter's opinion on the dissertation.
* A statement that the work is completed.
* A statement that none of the results presented in the dissertation are and will not be included in another dissertation.
* A proposal for the names of at least three candidates for reviewers (reviewers shall be appointed from among persons employed in a unit other than that of which the applicant for the doctoral degree is an employee or doctoral student and who are not members of the Scientific Council of the Institute of Experimental Biology), together with their affiliations and e-mail addresses.
* A statement that the proposed reviewers are employed at another research unit.
* A statement that there is no conflict of interest with the proposed reviewers (see subsection A.1.e).

b) An editable version of this letter (without signature) should be sent to the chairman of the Doctoral Committee.

1. The Committee, after reviewing the thesis and opinions, examines the completeness of the application and, in the case of formal deficiencies, calls on the doctoral student to supplement the application within two weeks. If the deficiencies are not corrected within the specified period, the application will be returned to the applicant and will not be proceeded with at the meeting of the Academic Council.

1. After the Doctoral Committee gives a positive opinion on the application, the applicant attaches the final result of the scan in the JSA system along with the promoter's statement of the originality of the work.

1. No later than 24 hours before the meeting of the Scientific Council at which the application for initiation will be considered, the Doctoral Student submits three copies of the final version of the dissertation and sends summaries of the dissertation to the Secretariat of the Scientific Council (rn@nencki.gov.pl). Together with the dissertation, the result of the scanning in the general version and the promoter's statement regarding the originality of the dissertation shall be submitted. In addition, the doctoral student submits to the Secretariat of the Scientific Council an electronic version of the dissertation, an electronic version of the full scan in the JSA system, a file containing an abstract of the dissertation (up to 4,000 characters) and up to 6 keywords (intended for inclusion in the digital repository), and a statement regarding the availability of the dissertation by the library (text in the Doctoral Committee tab).
2. At the meeting of the Scientific Council at which the proceedings are initiated, the doctoral student presents the research assumptions of the dissertation in a 5. minute speech.

1. The Academic Council, after reviewing the application, shall make decisions on the matter at its meeting:
2. initiation of proceedings for the award of the degree of doctor
3. appointment of at least 3 reviewers, with voting taking place on each candidate separately.

1. Reviewers are required to prepare reviews within two months, which are to be delivered to the secretariat in paper (two signed copies) and electronic versions.

# C. Granting of degree

1. After receipt of reviews, the Doctoral Committee decides whether to admit the dissertation for public defense in the case of at least two positive reviews. If more than one negative review is received, the decision is made by the Academic Council. At the request of the reviewer, the Academic Council may return the dissertation for improvement. After resubmission, the dissertation is sent for review to the same reviewers.
2. The reviews along with the dissertation 30 days before the scheduled date of the public defense shall be made available on the Institute's BIP website. The dissertation, abstracts and reviews should also be immediately posted in the POL-on system.

1. The dissertation defense is held at an open meeting of the Doctoral Commission. The following shall participate in the deliberations with the right to vote: members of the Commission, promoter/promoters, reviewers, members of the Council who are not members of the Commission, and all persons present with the degree of Doctor of Science and the title of Professor in the discipline of biological sciences or related disciplines. a) during the open part of the defense:
* promoter presents the profile of the doctoral student
* The doctoral student, in a 20-minute speech, presents the main theses of the dissertation and the results obtained
* reviewers present reviews; it is not required to read reviews *in extenso except in the* case of the absence of one reviewer whose opinion is read in full
* The doctoral student responds to the reviewers' comments
* Doctoral student answers questions from those attending the dissertation defense

b) during the closed part, which is attended by the persons listed above:

* The reviewers inform their opinion of the doctoral student's response to their comments and their responses in an open discussion
* Other participants in this part of the meeting express their opinion on the course of the defense
1. there is a secret vote on the resolution to accept the public defense of the dissertation
2. on the distinction of the doctoral dissertation; the conditions and voting procedure are described in Appendix 2 to the Regulations of the Academic Council.

1. At the meeting, the Scientific Council, after reviewing the record of the defense, **decides on the** granting of the doctoral degree in the discipline of biological sciences.

1. Appeals against the refusal of granting are filed with the Council for Scientific Excellence (see Art. 193. of the Law of July 4, 2018).

**III. Mode III - *applies to students of the* doctoral *school***

# A. Appointment of promoter(s)

(1) The Academic Council, at the request of the Director of the Institute or the head of the doctoral school, appoints a promoter or promoters or a promoter and an assistant promoter by means of a **decision** (specimen application in Appendix Questionnaire A). The application with attachments is submitted to the Secretariat of the Scientific Council.

1. The appointment of the promoter(s) should be made within three months of the start of the doctoral school conducted by the Institute.
2. In justified cases, a change of promoter or promoters or promoter and assistant promoter may be made by the Academic Council at the request of the existing promoter, Director, head of the doctoral school or the Presidium of the Academic Council.
3. The promoter cannot be a person who:
* was the supervisor of the 4th doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation or
* Supervised at least 2. people whose dissertations did not receive two positive reviews

# B. Initiation of proceedings

1. A doctoral student submits to the secretariat of the Academic Council an application for the initiation of proceedings for the conferment of the doctoral degree and a certificate of completion of doctoral school. The application is accompanied by a dissertation with a written opinion from the promoter(s).

1. Before the meeting of the Scientific Council referred to in item. 1 the doctoral student is obliged to give a seminar at the Institute.

1. Prior to the initiation of proceedings, the Doctoral Student should:
2. Be the author/co-author of **at least one article** published in a scientific journal (from the list compiled pursuant to Article 267(2)(2)(b) of the Law)
3. provide proof of English language proficiency at a level of at least B2
4. demonstrate a grade point average of at least 4.75 during their doctoral studies.
5. If the required grade point average is not obtained, the doctoral student is required to pass a verification exam in the primary discipline.

The examination committee is appointed by the chairman of the Doctoral Commission upon the proposal of the promoter and after approval by the Doctoral Commission. The members of the examination commission are: the chairman of the Doctoral Commission or his/her deputy, the promoter/promoters, at least one member of the Doctoral Commission appointed by the chairman of the Commission, and two persons from among those with a doctoral degree or professor title, conducting research in the same or similar research topic. The members of the Commission other than the promoter/promoters should not have a conflict of interest with the doctoral student and the promoter/promoters (i.e., they should not be related to them or related by affinity, and should not have a business relationship with them, and - in at least the last 5. years - have not conducted research under joint grants and have joint publications).

If the doctoral exam is not passed, the Academic Council, upon the candidate's request, may allow the candidate to retake the exam, but not earlier than three months after taking the exam for the first time and not more than once. (e) submit to the promoter(s) the doctoral dissertation with an abstract.

1. the dissertation (1 copy) submitted to the Secretariat of the Scientific Council should be subjected to the first or second scanning by the unified anti-plagiarism system (JSA) in the OPI system. The scanning is carried out by the Secretariat of the Scientific Council. Together with the dissertation, the result of the scanning in the general version and the promoter's statement regarding the originality of the dissertation shall be submitted.
2. At the meeting of the Scientific Council referred to in Section B.2, the doctoral student in 5.

The minute-long speech outlines the research objectives of the dissertation.

**The doctoral dissertation** should be an original solution to a scientific problem. It can be prepared in Polish (in which case the abstract should be written in English) or English (in which case the abstract should be written in Polish). A template of the title page can be found on the Institute's website, under Scientific Council/Doctoral Committee.

The hearing may take the form of:

* typescript of a book
* book published
* a thematically coherent collection of chapters in books published
* a thematically coherent collection of articles published or accepted for publication in scientific journals.
* an independent or isolated part of a collective work, if it shows the individual contribution of the candidate in developing the concept, performing the experimental part, developing and interpreting the results of this work.

When the dissertation is part of a collective work, the candidate shall submit statements of all its co-authors, specifying the individual contribution of each of them to the work. In addition, when a collective dissertation has more than five co-authors, the candidate shall submit a statement specifying his individual contribution to the dissertation and statements from at least four other co-authors.

3. a) The Promoter shall submit to the Secretariat of the Academic Council a letter, addressed to the Chairman of the Academic Council, containing the following information:

* The title of the dissertation and the names of all supervisors.
* The promoter's opinion on the dissertation.
* A statement that the work is completed.
* A statement that none of the results presented in the dissertation are and will not be included in another dissertation.
* A proposal for the names of at least three candidates for reviewers (reviewers shall be appointed from among persons employed in a unit other than that of which the applicant for the doctoral degree is an employee or doctoral student and who are not members of the Scientific Council of the Institute of Experimental Biology), together with their affiliations and e-mail addresses.
* A statement that the proposed reviewers are employed at another research unit.
* A statement that there is no conflict of interest with the proposed reviewers (see subsection A.1.e).

b) An editable version of this letter (without signature) should be sent to the chairman of the Doctoral Committee.

1. The Committee, after reviewing the thesis and opinions, determines the completeness of the application and, in the case of formal deficiencies, calls on the doctoral student to supplement the application within two weeks. If the deficiencies are not corrected within the specified period, the application will be returned to the applicant and will not be proceeded with at the meeting of the Academic Council.

1. After the Ph.D. Committee has given a positive opinion on the application, the applicant attaches the final result of the scan in the JSA system along with the promoter's statement on the originality of the work.

1. No later than 24 hours before the meeting of the Scientific Council at which the application for initiation will be considered, the Doctoral Student shall submit three copies of the final version of the dissertation and send abstracts of the dissertation to the Secretariat of the Scientific Council. In addition, the doctoral student shall submit to the Secretariat of the Scientific Council an electronic version of the dissertation, an electronic version of the full scan in the JSA system, a file containing an abstract of the dissertation (up to 4,000 characters) and up to 6 keywords (intended for inclusion in a digital repository), and a statement regarding the release of the dissertation by the library (text in the Doctoral Committee tab)....

1. The Academic Council, after reviewing the application, shall make **decisions on the** matter at its meeting:
2. initiation of proceedings for the award of the degree of doctor
3. appointment of at least 3 reviewers, with voting taking place on each candidate separately.

1. Reviewers are required to prepare reviews within two months, which are to be delivered to the secretariat in paper (two signed copies) and electronic versions.

# C. Granting of degree

1. Upon receipt of reviews, the Doctoral Committee shall **decide whether** to admit the dissertation for public defense. The Committee may decide to admit the dissertation to defense if at least two positive reviews are received. At the request of the reviewer, the Academic Council may return the dissertation for improvement. After resubmission, the dissertation is sent for review to the same reviewers.

1. The reviews along with the dissertation 30 days before the scheduled date of the public defense shall be made available on the Institute's BIP website. The dissertation, abstracts and reviews should also be immediately posted in the POL-on system.

1. The dissertation defense is held at a meeting of the Doctoral Commission. The following take part in the Commission's deliberations with the right to vote: its members, promoter/promoters, reviewers, members of the Council who are not members of the Commission, and all persons present with a postdoctoral degree and the title of professor in the discipline of biological sciences or related disciplines.

(a) during the open part of the defense:

* promoter presents the profile of the doctoral student
* The doctoral student, in a 20-minute speech, presents the main theses of the dissertation and the results obtained
* reviewers present reviews; it is not required to read reviews *in extenso except in the* case of the absence of one reviewer whose opinion is read in full
* The doctoral student responds to the reviewers' comments
* Doctoral student answers questions from those attending the dissertation defense

b) during the closed part, which is attended by the persons listed above:

* The reviewers inform their opinion of the doctoral student's response to their comments and their responses in an open discussion
* Other participants in this part of the meeting express their opinion on the course of the defense
1. there is a secret vote on the resolution to accept the public defense of the dissertation
2. on the distinction of the doctoral dissertation; the conditions and voting procedure are described in Appendix 2 to the Regulations of the Academic Council.

1. At the meeting, the Scientific Council, after reviewing the record of the defense, **decides on the** granting of the doctoral degree in the discipline of biological sciences.

1. Appeals against the decision to deny the award are filed with the Council for Scientific Excellence

(See Article 193. of the Law of July 4, 2018).

**IV. Mode IV - *applies to those who wish to obtain a doctoral degree in an extramural mode***

# A. Appointment of promoter(s)

(1) The Scientific Council of the Institute, at the request of the person concerned, addressed to the Chairman of the Scientific Council, appoints by **resolution a** promoter or promoters or a promoter and an assistant promoter (specimen application in Appendix Questionnaire A ). The application with attachments (CV, list of publications) is submitted to the Secretariat of the Scientific Council.

(a) The appointment of the promoter(s) should be made no later than at the meeting of the Academic Council preceding the initiation of the procedure for granting the doctoral degree.

(b) The application is accompanied by the consent of the promoter/promoter candidates and a copy of the master's degree or equivalent.

(c) In justified cases, a change of promoter or promoters or promoter and assistant promoter may be made by the Academic Council at the request of the existing promoter, the Director or the Presidium of the Academic Council.

(d) The promoter cannot be a person who:

* was the supervisor of 4. doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation or supervised at least 2. people whose dissertations did not receive two positive reviews .

(e) At the meeting of the Scientific Council at which the Council appoints the promoter(s), the candidate presents the research objectives of the dissertation in a 5. minute speech.

(f) The examination committee in the basic discipline - biological sciences is appointed by the chairman of the Doctoral Committee on the proposal of the promoter and after approval by the Doctoral Committee. The examination committee is to confirm the candidate's achievement of qualifications at level 8 of the Polish Qualification Framework (PRK) (Regulation of the Minister of Science and Higher Education of November 14, 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework, Journal of Laws. 2018 item 2218). The candidate should provide written information on the requirements listed in Questionnaire B, The method of verification of the effects of obtaining these qualifications by individual candidates will be determined by the Doctoral Committee. The members of the examination commission are: the chairman of the Doctoral Commission or his deputy, the promoter/promoters, at least one member of the Doctoral Commission appointed by the chairman of the Commission, and two persons from among those with a postdoctoral degree or professor title, conducting research in the same or similar research topic. The members of the Commission other than the promoter/promoters should not have a conflict of interest with the doctoral student and the promoter/promoters (i.e., they should not be related to them or related by affinity, and should not have a business relationship with them, and - in at least the last 5. years - have not conducted research under joint grants and have joint publications).

In the event of failure to pass the doctoral exam, the Academic Council, at the request of the candidate, may allow the candidate to retake the exam, but not earlier than three months after taking the exam for the first time and not more than once.

(2) Before the meeting of the Scientific Council referred to in item. 1, the candidate is required to give a seminar at the Institute.

# B. Initiation of proceedings

1. The candidate submits to the secretariat of the Academic Council an application for the initiation of proceedings for the award of the doctoral degree. The application is accompanied by a dissertation with a written opinion from the promoter(s).

1. Before initiating the proceedings, the candidate should:
2. Be the author/co-author of **at least one article** published in a scientific journal (from the list compiled pursuant to Article 267(2)(2)(b) of the Law)
3. provide proof of English language proficiency at a level of at least B2
4. pass the verification exam before the examination board defined in Section A.1.e).
5. Submit the dissertation with an abstract to the promoter(s).
6. the dissertation (1 copy) submitted to the Secretariat of the Scientific Council should be subjected to the first or second scanning by the unified anti-plagiarism system (JSA) in the OPI system. The scanning is carried out by the Secretariat of the Scientific Council.

**The doctoral dissertation** should be an original solution to a scientific problem. It can be prepared in Polish (in which case the abstract should be written in English) or English (in which case the abstract should be written in Polish). A template of the title page can be found on the Institute's website, under Scientific Council/Doctoral Committee.

The hearing may take the form of:

* typescript of a book
* book published
* a thematically coherent collection of chapters in books published
* a thematically coherent collection of articles published or accepted for publication in scientific journals.
* an independent or isolated part of a collective work, if it shows the individual contribution of the candidate in developing the concept, performing the experimental part, developing and interpreting the results of this work. When the dissertation is part of a collective work, the candidate shall submit statements from all of its co-authors, specifying the individual contribution of each of them to its creation. In addition, when a collective dissertation has more than five co-authors, the candidate shall submit a statement specifying his individual contribution to this dissertation and statements of at least four other co-authors.

3. a) The Promoter shall submit to the Secretariat of the Academic Council a letter, addressed to the Chairman of the Academic Council, containing the following information:

* The title of the dissertation and the names of all supervisors.
* A statement that the work is completed.
* Opinion on the trial
* A statement that none of the results presented in the dissertation are and will not be included in another dissertation.
* A proposal for the names of at least three candidates for reviewers (reviewers shall be appointed from among persons employed in a unit other than that of which the applicant for the doctoral degree is an employee and who are not members of the Scientific Council of the Institute of Experimental Biology), together with their affiliations and e-mail addresses.
* A statement that the proposed reviewers are employed at another research unit.
* A statement that there is no conflict of interest with the proposed reviewers (see subsection A.1.e).

b) An editable version of this letter (without signature) should be sent to the chairman of the Doctoral Committee.

1. The Committee, after reviewing the thesis and opinions, determines the completeness of the application and, in the case of formal deficiencies, calls on the applicant to supplement the application within two weeks. If the deficiencies are not corrected within the specified period, the application will be returned to the applicant and will not be proceeded with at the meeting of the Academic Council.

1. After the Ph.D. Committee has given a positive opinion on the application, the applicant attaches the final result of the scan in the JSA system along with the promoter's statement on the originality of the work.

1. No later than 24 hours before the meeting of the Academic Council at which the application for initiation will be considered, the candidate submits three copies of the final version of the dissertation and sends abstracts of the dissertation to the Secretariat of the Academic Council (rn@nencki.edu.pl). In addition, the doctoral candidate submits to the Secretariat of the Scientific Council an electronic version of the dissertation, an electronic version of the full scan in the JSA system, a file containing an abstract of the dissertation (up to 4,000 characters) and up to 6 keywords (intended for inclusion in a digital repository), and a statement regarding the release of the dissertation by the library (text in the Doctoral Committee tab).

1. The Academic Council, after reviewing the application, shall make **decisions on the** matter at its meeting:
2. initiation of proceedings for the award of the degree of doctor
3. appointment of at least 3 reviewers, with voting taking place on each candidate separately.

1. The costs of the proceedings for the awarding of the doctoral degree for candidates from outside the Institute shall be borne by the candidate or the delegating institution.

1. Reviewers are required to prepare reviews within two months, which are to be delivered to the secretariat in paper (two signed copies) and electronic versions.

# C. Granting of degree

1. Upon receipt of reviews, the Doctoral Committee shall **decide whether** to admit the dissertation for public defense. The Committee may make a decision on admission in case of receiving at least two positive reviews. At the request of the reviewer, the Academic Council may return the dissertation for improvement. After resubmission, the dissertation is sent for review to the same reviewers.

1. The reviews along with the dissertation 30 days before the scheduled date of the public defense shall be made available on the Institute's BIP website. The dissertation, abstracts and reviews should also be immediately posted in the POL-on system.

1. The dissertation defense is held at a meeting of the Doctoral Commission. The following take part in the Commission's deliberations with the right to vote: its members, the promoter/promoters, reviewers, members of the Council who are not members of the Commission, and all persons present with a postdoctoral degree and the title of professor in the discipline of biological sciences or related disciplines.

(a) during the open part of the defense:

* promoter presents the profile of the doctoral student
* The doctoral student, in a 20-minute speech, presents the main theses of the dissertation and the results obtained
* reviewers present reviews; it is not required to read reviews *in extenso except in the* case of the absence of one reviewer, whose review is read in full
* The candidate responds to the reviewers' comments
* The candidate answers questions from those attending the dissertation defense

b) during the closed part, which is attended by the persons listed above:

* The reviewers inform their opinion of the candidate's response to their comments and their responses in an open discussion
* Other participants in this part of the meeting express their opinion on the course of the defense
1. there is a secret vote on the resolution to accept the public defense of the dissertation
2. on the distinction of the doctoral dissertation; the conditions and voting procedure are described in Appendix 2 to the Regulations of the Academic Council.

1. At the meeting, the Scientific Council, after reviewing the record of the defense, **decides on the** granting of the doctoral degree in the discipline of biological sciences.

1. Appeals against the refusal of granting are filed with the Council for Scientific Excellence (see Art. 193. of the Law of July 4, 2018).

**V. Fees for the conduct of proceedings for the award of a doctoral degree**

(1) The rules of fees for the conduct of proceedings for the award of the doctoral degree are regulated by Order No. 20 of the Director of the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences dated October 31, 2019.

(2) The fee shall not be charged to an applicant for a doctoral degree,

a) who has completed training at a doctoral school run by the Nencki Institute or has prepared a dissertation as part of a doctoral program run by the Nencki Institute or

b) whose promoter is an employee of the Nencki Institute or

(c) who is an employee of the Nencki Institute

**VI. Fees for issuance of copies of the diploma and duplicate of the doctoral degree.**

(1) The rules of fees for issuing copies of the diploma and a duplicate of the doctoral diploma are regulated by Order No. 19 of the Director of the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences dated October 31, 2019.

(2) A person who has been awarded a doctoral degree shall receive a doctoral diploma and a copy of the diploma.

(3) Copies of the diploma in English shall be issued at the request of that person

(4) A fee shall be charged for the issuance of a copy of a doctoral diploma:

a) PLN 60 - for a copy in Polish,

b) PLN 80 - for a copy in a foreign language;

(5) In case of loss of the original diploma, a person who has been awarded a doctoral degree may apply to the Director of the Nencki Institute for a duplicate diploma.

(6) For the issuance of a duplicate of a doctoral diploma, a fee of PLN 90 shall be charged.

(7) Fees for the issuance of a copy or a duplicate of a doctoral diploma issued to persons who have received a doctoral degree within the framework of doctoral studies conducted by the Nencki Institute, or in connection with the employment of such persons or their supervisors at the Institute may be covered by funds allocated for the operation of the laboratory in which the doctoral dissertation was produced.

(8) Fees should be paid to the account of the Institute. In the title of the transfer, please indicate the name of the person to whom the fee applies, the proceedings and the type of document to be issued.

 **Questionnaire A** Warsaw ....................................

 (date )

Name :............................... Affiliation:..............................

Phone:......................................... e-mail:...................................................

# Application for the initiation of proceedings for the conferral of a doctoral degree

Field: science and life sciences

Discipline: biological sciences

 Scientific Council of the Institute of Biology

 M. Nencki Experimental Laboratory

Polish Academy of Sciences

 in

I am requesting the initiation of proceedings for the conferral of a doctoral degree.

Dissertation title:

"...................................................................................................................................................

....................................................................................................................................".

Promoter(s):

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Certificate of foreign language proficiency:

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Delivered seminar at the Institute (date and title):

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Pursuant to the Act of July 20, 2018 Law on Higher Education and Science (Journal of Laws of July 20, 2018, Item 1668; Journal of Laws of 2018, Item 1669) and the Regulation of the Minister of Science and Higher Education of September 20, 2018 on Fields of Science and Scientific Disciplines and Artistic Disciplines (Journal of Laws of September 25, 2018, Item 1818) and the Regulations of the Scientific Council of the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences (Annex No. 1)

I declare that the dissertation represents an independently executed, original solution to a scientific issue.

At the same time, I declare that I have not applied for the initiation of proceedings for the award of a doctoral degree in other units\* .

 ..................................................

 (candidate's signature)

 Attachment 1. resume

1. List of publications

\* Cross out if the candidate has applied

 **Questionnaire B**  Warsaw .....................................

 (date)

Name :............................... Affiliation:..............................

Phone:......................................... e-mail:...................................................

Information about the candidate's achievement of learning outcomes at qualification level 8 of the Polish Qualification Framework, in particular:

* 1. In the knowledge category (designations in accordance with the Ordinance of the Minister of Science and Higher Education of November 14, 2018. (Item 2218):
		1. EU1(P8S\_WG) to the extent that it is possible to revise existing paradigms, world achievements including theoretical foundations and general issues and selected specific issues (appropriate to the discipline or disciplines within which he/she prepares the dissertation),
		2. EU2 (P8S\_WG) the main trends in the development of scientific disciplines in which education takes place,
		3. EU3 (P8S\_WG) the methodology of scientific research,
		4. EU4 (P8S\_WG) principles of dissemination of the results of scientific activity, including in the mode of open access,
		5. EU5 (P8S\_WK) fundamental dilemmas of modern civilization,
		6. EU6 (P8S\_WK) economic, legal, ethical and other relevant determinants of scientific activity,
		7. EU7 (P8S\_WK) the basic principles of knowledge transfer to the economic and social sphere and commercialization of the results of scientific activity and know-how related to these results.
	2. In the skills category (designations in accordance with the Decree of the Minister of Science and Higher Education of November 14, 2018. (Item 2218):
		1. EU8 (P8S\_UW) use knowledge from various fields of science to creatively identify, formulate and innovatively solve complex problems of a research nature, in particular: define the purpose and object of scientific research, formulate a research hypothesis; develop research methods, techniques and tools and creatively apply them; make inferences on the basis of the results of scientific research; critically analyze and evaluate the results of scientific research, expert activities and other works of a creative nature and their contribution.

in the development of knowledge; transfer the results of scientific activity to the economic and social spheres,

* + 1. EU9 (P8S\_UK) communicate on specialized topics to a degree that enables active participation in the international scientific community,
		2. EU10 (P8S\_UK) disseminate the results of scientific activity, including in popularization forms addressed to a wide audience,
		3. EU11 (P8S\_UK) initiate debate and participate in scientific discourse,
		4. EU12 (P8S\_UK) use a foreign language at the B2 level of the Common European Framework of Reference for Languages to a degree that enables participation in an international scientific and professional environment,
		5. EU13 (P8S\_UO) plan and implement individual and team research or creative projects, including in an international environment,
		6. EU14 (P8S\_UU) independently plan and act for their own development and inspire and organize the development of others; plan classes or groups of classes and implement them using modern methods and tools.
1. and in the category of social competence (designations in accordance with the Ordinance of the Minister of Science and Higher Education of November 14, 2018. (item 2218):
	* 1. EU15 (P8S\_KK) critically evaluate the achievements within the scientific discipline, critically evaluate one's own contribution to the development of the discipline, recognize the importance of knowledge in solving cognitive and practical problems,
		2. EU16 (P8S\_KO) to fulfill the social responsibilities of a researcher, to initiate action for the public interest, to think and act in an entrepreneurial manner,
		3. EU17 (P8S\_KR) uphold and develop the ethos of research and creative communities, including conducting research in an independent manner, respecting the principle of public ownership of the results of scientific research, taking into account the principles of protection of intellectual property