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

RULES OF PROCEDURE OF THE SCIENTIFIC COUNCIL

Institute of Experimental Biology named after M. Nencki, Polish Academy of Sciences

**I. General matters**

§ 1

(1) The Scientific Council of the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences, hereinafter referred to as the "Council", acts on the basis of the Act on the Polish Academy of Sciences of April 30, 2010 and the Statutes of the Institute of May 6, 2011.

(2) The Council carries out day-to-day supervision of the Institute's activities, taking particular care of the high level of its scientific activities and the development of early career researchers.

§ 2

The Scientific Council in particular:

1. determines the profile of the Institute, taking into account the development directions of world science;
2. Adopts programs of research, cooperation with foreign scientific institutions and publishing activities;
3. approves reports on the Institute's activities and evaluates the activities of the Institute's Director with regard to the statutory activities of the institution;
4. evaluates the scientific activity of the Institute's research staff;
5. conducts doctoral and postdoctoral dissertations and proceedings within the scope of its authority;
6. Reviews candidates for the position of deputy director of the Institute for scientific affairs;
7. performs additional tasks indicated by the President of the Polish Academy of Sciences, the Minister responsible for science and other entities;
8. Adopts the Institute's statute and its amendments;
9. Adopts the manner and procedure for conducting competitions for individual scientific positions;
10. appoints a disciplinary ombudsman at the Institute;
11. submits nominations for national members of the Polish Academy of Sciences in accordance with the current law on the Polish Academy of Sciences;
12. awards the Institute's scientific prizes and submits or reviews nominations for other scientific prizes;
13. elects two representatives of the Institute to the selection committee for the selection of the Director of the Institute,
14. supervises doctoral studies and applies to the Director of the Institute for the appointment of a head of doctoral studies;
15. passes resolutions on other matters reserved for the Scientific Council in the Law, the Academy's Statutes or the Institute's Statutes.

§ 3

1). The Scientific Council consists of, with a casting vote:

* 1. elected representatives of persons with an academic degree or doctoral degree employed full-time at the Institute - in the number of twenty persons;
  2. members of the Academy designated to participate in the work of the Institute's Scientific Council by the Faculty with jurisdiction over the Institute's scientific specialty;
  3. Persons with an academic degree, a postdoctoral or doctoral degree, specialists in various fields of economic and social life and the practical application of science, not employed at the institute or employed at the institute on a part-time basis, selected by the persons listed in a and b - in the number of ten persons;
  4. elected representatives of full-time scientific employees of the Institute other than those specified in point a- in the number of two persons;
  5. elected representative of doctoral students;
  6. The Director of the Institute and his Deputies for Scientific Affairs;
  7. persons designated by the president of the center, appropriate to the scientific specialty of the Institute - in the number of four persons.

1. The Scientific Council consists of no more than 50 members.
2. The number of members of the Scientific Council from outside the Institute is not less than fifteen.
3. The act of appointment of persons elected to the Scientific Council is performed by the Vice President supervising Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences.
4. The term of office of members of the Scientific Council is 4 years and begins at the beginning of the calendar year.

**II. Election to the Scientific Council**

§ 4

* + - 1. The detailed procedure for the election of members of the Council specified in §3 item. 1a shall be determined by a meeting of these employees convened at the request of the Director of the Institute.
      2. The members of the Scientific Council referred to in § 3. item 1a are elected by secret ballot. The election is valid when more than 50% of those eligible to vote took part in the vote.
      3. The list of candidates is made up of persons with an academic degree or doctoral degree employed full-time at the Institute who have declared in writing their willingness to work in the Scientific Council.
      4. The Council is composed of the first twenty people who received the highest number of valid votes.
      5. In the event that several candidates receive an equal number of votes, and there are fewer seats remaining to be filled on the Scientific Council than these candidates, an additional vote is held on those candidates who received an equal number of votes.

§ 5

* + - * 1. The members of the Scientific Council referred to in §3 item. 1c, shall be elected from among the candidates proposed by the members-elect of the Scientific Council specified in §3 items. 1 i 2.
        2. Elections of members of the Scientific Council, referred to in § 3 para. 1c, are direct and held by secret ballot at an election meeting convened by the Director of the Institute.
        3. Elections are valid when more than 50% of those eligible to vote have participated.
        4. The Council is composed of the first ten people who received the highest number of votes and expressed their willingness to work in the Scientific Council of the Institute.
        5. In the event that several candidates receive an equal number of votes, and there are fewer seats remaining to be filled on the Scientific Council than these candidates, an additional vote is held on the candidates who received an equal number of votes.

§ 6

* 1. The members of the Scientific Council referred to in § 3 pt. 1d are elected by secret ballot, during a meeting of scientific employees employed at the Institute, other than employees of the Institute with an academic title or a postdoctoral degree. Candidates are proposed by the participants of the meeting; the candidate should be a full-time employee of the Institute.
  2. Elections are valid when more than 50% of those eligible to vote participate.
  3. The election is carried out by a simple majority of votes; the Scientific Council is composed of the first two persons who received the highest number of votes.

§ 7

The election of the representative of doctoral students referred to in §3 para. 1e is made by the Doctoral Student Council of the Nencki Institute on the basis of the rules developed by it.

**III. Functioning of the Council**

§ 8

(1) The Council at its first meeting by secret ballot elects the Chairman of the Council and two Vice-Chairmen, the Secretary and two Deputy Secretaries, as well as the Chairmen of the Council's standing committees.

(2) The Chairman, Vice-Chairman, Secretary and Chairmen of the Council's standing committees form the Presidium of the Council.

3.1 The standing committees of the RN are: Doctoral Committee, Committee on Evaluation of Scientific Personnel, Committee on Ethics in Science, Committee on Finance and Committee on Scientific Activities.

3.2 The Council may establish standing committees and make changes in the composition of standing committees during the term of the Council.

(4) Members of the Council's standing committees are elected by secret ballot at the request of the Chairmen of the respective committees.

(5) The Chairman of the Council shall be responsible for directing the work of the Council in accordance with the scope of its activities and the Regulations.

The duties of the Chairman of the Council include, in particular:

* 1. Organizing the work of the Council,
  2. Representing the Council to the outside world,
  3. Convening meetings of the Council,
  4. conducting Council meetings,
  5. Preparation and presentation of the agenda for approval,
  6. Appointment of a voting committee and announcement of voting results,
  7. Signing the minutes of Council meetings.

(6) The tasks of the Secretary of the Council include, in particular:

* 1. Organizational preparation of Council meetings,
  2. Drafting draft resolutions and motions on matters within the competence of the Council,
  3. Preparation of reports on the Council's activities and minutes of its meetings,
  4. Signing the minutes of Council meetings,
  5. storage of the Council's records in accordance with the Institute's office instructions.

§ 9

The Scientific Council holds office until the first meeting of the Council of the new term.

§ 10

(1) Plenary meetings of the Council shall be held as necessary, but not less than four times a year.

(2) Meetings of the Council are convened by the Chairman or Vice-Chairman on their own initiative. Meetings may also be convened at the request of the PAS authorities, the Institute Director or at least ¼ of the Council members.

§ 11

Meetings of the Council are conducted by the Chairman or one of the Vice-Chairmen authorized by him or the Council.

§ 12

Specialists invited by the Chairman, whose participation in the work of the Council he deems advisable, shall participate in the meetings of the Council in an advisory capacity.

§ 13

Resolutions of the Academic Council contained in the Book of Resolutions are available for inspection at the secretariat of the Council.

§ 14

(1) Resolutions shall be adopted by open ballot, unless they concern matters reserved by separate resolutions or matters in which, at the request of one of the members of the Council, another form of voting is established. An absolute majority of positive votes is required. Resolutions may be passed only with the presence of more than 50% of those eligible to vote.

(2) In matters that require a decision between meetings of the Council,   
the Chairman may order a vote on the resolution of the Council by   
correspondence or using electronic communication while maintaining the secrecy of the vote .

§ 15

In personnel matters, resolutions of the Council are adopted by secret ballot.

§ 16

Attendance of members at meetings of the Scientific Council is mandatory. Council members are required to participate in the work of the Council's committees.

§ 17

Minutes of the Council's meetings are taken and signed by the Chairman of the meeting and the Secretary of the Council.

§ 18

Between plenary sessions, the Presidium of the Scientific Council meets.

The Bureau's responsibilities include:

a). Preparation of plenary sessions,

b). coordinating the ongoing work of the Commission.

c). To give an opinion on urgent requests or reports coming out of the Institute

(d) making decisions on urgent matters concerning habilitation proceedings. The Presidium will notify the members of the Academic Council electronically of its intention to make a decision, and will make a final decision no sooner than three days after sending the notification.

The Bureau's decisions are presented to the Council for information at the next plenary meeting.

§ 19

Commissions of the Council are required to submit a full report to the Council on the course and performance of assigned tasks. The proposals of the Commissions are subject to approval by the Academic Council.

§ 20

The activities of the Scientific Council are financed from the Institute's budget.

§ 22

Technical support for the secretariat of the Council and its Commissions is provided by the Directorate of the Institute.

§ 23

The rules of the Standing Commissions and how to deal with procedural matters are contained in separate annexes:

* Procedure for doctoral dissertations (appendix 1).
* Regulations for honoring doctoral theses (appendix 2).
* Procedure in habilitation proceedings (appendix 3).
* Procedure in the proceedings for the conferment of the title of professor (appendix 4).
* Principles of personnel policy - guidelines for the Presidium of the Scientific Council (appendix 5).
* General rules when applying for the title of professor (appendix 6)
* Guidelines when applying for a postdoctoral degree (appendix 7)
* Regulations of the Doctoral Committee (appendix 8)

Amendments to these documents can be made by the Academic Council, and for them to be valid, approval by more than 50% of those eligible to vote is required.

Warsaw, April 13, 2018.

Prof. Dr. Andrzej Wróbel

Chairman of the Scientific Council

**The Rules of Procedure of the Scientific Council with annexes were approved by the Scientific Council at its meeting on 27.06.2014 and modified at its meetings on 23.01.2015, 26.06.2015, 13.04.2018 and 26.06.2020.**

Amendments to Annexes 1, 3, 4, 6 and 7 were made at the December 5, 2014 meeting.

Amendments to Annex 1 were made at the April 24, 2015, April 12, 2019 and October 2, 2020 meetings.

Amendments to Annex 5 were made at the February 26, 2016 meeting.

Amendments to Appendix 2 were made at the December 1, 2017 meeting.

Amendments to Appendices 1, 5 and 6 were made at the April 13, 2018 meeting.

The amendments to Annexes 1-8 were introduced at the meeting on June 28, 2019, and come into effect on October 1, 2019.

Amendments to Appendices 1, 2 and 4 were made at the December 6, 2019 meeting.

Amendments to Annex 5 were made at the June 26, 2020 meeting.

Amendments to Annexes 1, 3 and 6 were made at the October 8, 2021 meeting.

**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 the Ordinances] and the current 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, 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 **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 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 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

(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 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 submits three copies of the final version of the dissertation and sends abstracts 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 mentioned 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 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 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

# 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 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).

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 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 shall be 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 Scientific 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 Scientific 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 under 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 award of the doctoral degree for candidates 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, 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 when one reviewer is absent, 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 number:.........................................

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 Experimental Biology M. Nencki Institute of Experimental Biology

Polish Academy of Sciences

in

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

Dissertation title: "...................................................................................................................................................

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

Promoter(s):

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

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

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

2 List of publications

\*Cross out if the candidate has applied

**Questionnaire B**

Warsaw ..................................... ( date)

Name :...............................

Affiliation:..............................

phone number:.........................................

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):
  2. 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),
  3. EU2 (P8S\_WG) the main trends in the development of scientific disciplines in which education takes place,
  4. EU3 (P8S\_WG) the methodology of scientific research,
  5. EU4 (P8S\_WG) principles of dissemination of the results of scientific activity, including in the mode of open access,
  6. EU5 (P8S\_WK) fundamental dilemmas of modern civilization,
  7. EU6 (P8S\_WK) economic, legal, ethical and other relevant determinants of scientific activity,
  8. 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.
  9. 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 based on 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 to the development of knowledge; transfer the results of scientific activity to the economic and social sphere,
2. EU9 (P8S\_UK) communicate on specialized topics to a degree that enables active participation in the international scientific community,
3. EU10 (P8S\_UK) disseminate the results of scientific activity, including in popularization forms addressed to a wide audience,
4. EU11 (P8S\_UK) initiate debate and participate in scientific discourse,
5. 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,
6. EU13 (P8S\_UO) plan and implement individual and team research or creative projects, including in an international environment,
7. 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):
   2. 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,
   3. 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,
   4. 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

**Appendix 2**

**To the Regulations of the Scientific Council of the Nencki Institute**

approved at the meeting on June 28, 2019.

**REGULATIONS FOR AWARDING DOCTORAL THESES**

(1) Applications for awards must be submitted in writing by at least one reviewer.

(2) A doctoral student should demonstrate a grade point average of at least 4.75 during his/her doctoral studies, and those taking the examination in the basic discipline should obtain a very good grade.

3 The doctoral student should be the first author of at least one publication on the dissertation topic.

(4) The application for an award shall be confirmed during the closed part of the meeting, by secret ballot of the evaluation team; if at least 75% of the members of the evaluation team supported the application for an award, it shall be presented to the Academic Council together with the defense report.

(5) The proposal to award the dissertation shall be voted by secret ballot at the meeting of the Academic Council after the award of the doctoral degree.

(6) The distinction is awarded to the doctoral student who received an absolute majority of votes as a result of the vote of the members of the Council. The fact that a doctoral student is awarded a distinction by the Academic Council shall be noted in the doctoral student's personnel file.

(7) The fact that the doctorate was awarded by the Academic Council shall be noted in the personal file of the doctoral student.

(8) The number of candidates typed for awards is not limited.

**Appendix 3**

**To the Regulations of the Scientific Council of the Nencki Institute**

Approved at a meeting on October 8, 2021.

**Procedure in habilitation proceedings** - based on the Law of July 20, 2018. Law on higher education and science Dz.U. 2018 item 1668.

Proceedings of those who initiated proceedings before May 1, 2019 proceed according to the current regulations and must be completed by December 31, 2021.

Recommendations as to the requirements for the achievements of a postdoctoral fellow are detailed in Appendix 7 to these Regulations.

Files with the law are posted on the Institute's website under the Scientific Council tab.

(1) The degree of Doctor of Science shall be conferred on a person who:

1. holds a doctoral degree;
2. has a track record of scientific or artistic achievements that represent a significant contribution to the development of a specific discipline, including at least:
   1. one 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(2)(2)(a), or
   2. 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(2)(2)(b), or
   3. one realized original achievement in design, construction, technology or art;
3. demonstrates significant scientific or artistic activity carried out in more than one university, scientific institution or cultural institution, especially a foreign institution.

The achievement referred to in paragraph (1)(2) may be part of a collective work, if the development of a separate issue is an individual contribution of the applicant for the degree of doctor of habilitation.

The obligation to publish does not apply to achievements whose subject matter is covered by the protection of classified information.

The postdoctoral fellow is invited to deliver a "habilitation" lecture at the Institute, to which reviewers, members of the Scientific Council and Institute staff are invited. The lecture should take place after the meeting of the postdoctoral committee and before the meeting of the Scientific Council, at which a vote on the conferral of the degree is planned. The lecture should be delivered in English.

**Procedure:**

1. The postdoctoral fellow submits the application for initiation **through the Council**

**Scientific Excellence** (RDN)

The application shall include: a description of the professional career, a list of achievements to be the basis for the conferral of the degree and the designation of the Institute as the habilitation subject.

1. The RDN formally evaluates the application and forwards it to the Scientific Council of the Institute within 4 weeks of receipt;
2. Within 12 weeks from the date of receipt of the application, the RDN appoints 4 members of the postdoctoral review board, including the chairman and 3 reviewers (from among persons with a postdoctoral or professorial degree and current scientific achievements and reputation, including international reputation, who are not employees of the Institute.

A reviewer cannot become a person who has failed to meet the review deadline within the last 5 years.

1. The Scientific Council, within 6 weeks from the date of receipt of information on the members of the postdoctoral committee appointed by the RDN, appoints 3 members of the committee: the secretary and a member of the committee from among persons with a postdoctoral degree or professor title, employed at the Institute, and a reviewer with a postdoctoral degree or professor title. The reviewer must not be an employee of the Nencki Institute and is to have a current scientific record and reputation, including international reputation.
2. Reviewers shall, within 8 weeks from the date of delivery of the application to them, assess whether the achievements of the postdoctoral fellow meet the requirements of the Law and prepare reviews.
3. The habilitation committee may hold a habilitation colloquium on the achievements of the habilitator
4. The committee shall, within 6 weeks from the date of receipt of the review, transmit to the Academic Council a resolution containing the committee's opinion together with the justification and documentation of the habilitation procedure. The committee's resolution is adopted by open ballot, and at the request of the postdoctoral student - by secret ballot.

The opinion cannot be positive if at least 2 reviews were negative.

The resolution of the Commission adopted using electronic communication means and the minutes of the meeting held using electronic communication means shall be signed by the Chairman of the Commission.

(8) The Academic Council, on the basis of the resolution of the habilitation committee, within one month from the date of its receipt, shall confer the degree of doctor of science or refuse to confer it. Refusal occurs if the opinion contained in the committee's resolution is negative.

1. An appeal against a decision to deny a postdoctoral degree is filed with the RDN within 30 days of receipt (Article 224 of the Law).
2. If the refusal decision is upheld, the postdoctoral fellow may reapply after a period of at least 2 years. This period may be reduced to 12 months in the case of a significant increase in scientific achievements.

**Fees for the conduct of proceedings for the award of the postdoctoral degree**

(1) The rules of fees for the conduct of proceedings for the award of the postdoctoral 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 costs of the proceedings for the awarding of a postdoctoral degree to an employee of the Nencki Institute shall be borne by the Institute.

**Fees for issuing copies of the diploma and duplicate of the habilitation diploma.**

(1) The rules of fees for issuing copies of the diploma and a duplicate of the habilitation 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 diploma and a copy of this 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 the habilitation 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 postdoctoral degree may apply to the Director of the Nencki Institute for a duplicate diploma.

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

(7) Fees for the issuance of a copy or duplicate of the postdoctoral diploma issued to persons who have received a postdoctoral degree in connection with their employment at the Institute may be covered by funds allocated for the operation of the laboratory in which the postdoctoral achievement was made.

(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.

**Appendix 4**

**To the Regulations of the Scientific Council of the Nencki Institute**

approved at the meeting on June 28, 2019.

**Procedure in proceedings for the conferment of the title of professor -.**

Based on the Law of July 20, 2018. Law on higher education and science Dz.U. 2018 item 1668.

Files with the Act are posted on the Institute's website under the Scientific Council tab.

Detailed recommendations for Institute employees are provided in Appendix 6 to these Regulations.

The title of professor may be given to a person who:

1) holds a doctoral degree and:

(a) outstanding domestic or foreign scientific achievements,

b) participated in the work of research teams implementing projects financed through domestic or foreign competitions, or completed scientific internships in scientific institutions, including foreign ones, or conducted scientific research or development work in universities or scientific institutions, including foreign ones,

2) has a doctoral degree in art and outstanding artistic achievements

3) in the period from July 22, 1944 to July 31, 1990, did not work in state security organs within the meaning of Article 2 of the Act of October 18, 2006 on the disclosure of information about documents of state security organs from 1944-1990 and the content of such documents (Journal of Laws of 2017, item 2186, as amended), did not serve in them or cooperate with them.

In exceptional cases, justified by the highest quality of scientific or artistic achievements, the title of professor may be conferred on a person holding a doctoral degree.

Proceedings for the conferral of the title of professor are initiated upon the application of the applicant for the conferral of the title of professor, submitted to the Council for Scientific Excellence

The candidate for the title of professor is invited to give a professorial lecture at the Institute, to which reviewers, members of the Scientific Council and Institute staff are invited.

**Fees for conducting proceedings for the conferment of the title of professor**

(1) The rules for fees for conducting proceedings for the conferral of the title of professor 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 costs of the proceedings for the conferment of the title of professor to an employee of the Nencki Institute shall be borne by the Institute after the candidate submits an application to the Directorate of the Institute with attachments (see specimen).

**Model**

Warsaw, .....................

Director of the Nyck Institute of the Polish Academy of Sciences

Prof. Dr. Agnieszka Dobrzyn

in

Dear Director,

I hereby inform you that I intend to submit an application to the Council for Scientific Excellence to initiate proceedings for the conferral of the title of professor.

At the same time, I request that the fee for this proceeding be paid in accordance with §4 of Director's Order No. 20/2019.

Sincerely,

Attachments:

- Copies of documents confirming possession of doctoral and postdoctoral degrees;

- self-reference;

- performance evaluation questionnaire.

**Appendix 5**

**To the Regulations of the Scientific Council of the Nencki Institute**

approved at the meeting on June 26, 2020.

**Principles of personnel policy - guidelines for the Presidium of the Scientific Council**

I. Employment in a scientific position is preceded by an open competition, the rules of which are set forth in the RESOLUTION OF THE SCIENTIFIC COUNCIL OF THE NENCKI INSTITUTE of February 26, 2016 concerning the manner and procedure for holding competitions for scientific positions at the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences.

II. Employment for scientific positions applies to persons not previously employed at the Institute in scientific positions (including employees of the Institute employed in technical or research and technical positions).

III. The Director of the Institute shall present the opinion of the selection committee to the Scientific Council; the decision on employment in a scientific position shall be made by the Director based on the positive opinion of the Scientific Council.

IV. Applications for promotion to a scientific position are submitted by the supervisor to the Director of the Institute, who forwards them to the Scientific Council for its opinion. A detailed analysis of the applications is carried out by its Presidium on behalf of the Council.

The decision to promote to a scientific position is made by the Director based on the positive opinion of the Scientific Council.

V. Criteria for employment in scientific positions:

1. **assistant**: applies to persons with at least a master's degree, master's degree in engineering or equivalent.

Resumes and scientific achievements are evaluated, as well as suitability for a particular team or Institute (e.g., mastery of a new method). In the case of hiring under research grants, the opinion of the head of the respective project is important.

2. **assistant professor**: persons with at least a doctoral degree.

In addition to a CV and a significant publication record (a minimum of 6 publications with IF) and a long-term post-doctoral fellowship, the candidate should present a research plan, attach an opinion from the Head of the Laboratory including an assessment of the candidate's scientific independence. In the case of hiring under research grants, the opinion of the head of the respective project is important.

3. **professor of the Nencki Institute of the Polish Academy of Sciences:** persons with a postdoctoral degree (in the case of outsiders, it can also be a person with a professor's degree).

Promotions may include:

a. A postdoctoral researcher in charge of a research laboratory, holding the position of Director or Deputy Director for Scientific Affairs;

b. a postdoctoral fellow without a management position. In this case, the question of promotion is subject to the opinion of the Scientific Activities Committee of the Scientific Council of the Nencki Institute, which, on the basis of a written request with attached CV, addressed to the Director of the Institute , will take into account whether the Candidate:

1. promoted ( promoter) to Ph,

2. whether it is recognized/recognized by the international scientific community,

3. has he/she cleared a grant and is he/she currently managing a grant involving at least one contractor?

The Commission will also take into account the achievements of the Candidate for the position of Professor at the Nencki Institute in the field of organization of science and popularization of knowledge.

The Commission may consult external experts.

In the case of hiring new people, the opinion of the selection committee is required, based on the CV, publication record, ability to win and clear research grants, experience in training research staff (promotion of at least one PhD) and at least two reviews (domestic or foreign) confirming the candidate's creative scientific independence and ability to efficiently direct research work.

4. **professor**: persons with the title of professor

a. in the case of persons who have been awarded the title of professor and have met the recommendations of the Scientific Council detailed in Appendix 6 to the Regulations of the Scientific Council, the Council may request the Director of the Institute to apply to the President of the PAS to establish an employment contract in the form of appointment.

b. in the case of new hires, the decision on the type of employment (employment contract or appointment) is at the discretion of the Directorate; a positive opinion of the Academic Council is required.

In the case of persons employed under a contract of employment, the question of obtaining an appointment will be considered on a case-by-case basis by the Presidium of the Academic Council

VI. **After the defense of the doctoral thesis** performed at the Institute, it is possible to employ former doctoral students for a period of one year in the form determined by the Institute's Directorate. The application for employment should include the candidate's full CV and the opinion of his/her supervisor. Employment may be extended up to 6. years (not including periods of long-term sick leave and parental leave), including doctoral studies.

**Appendix 6**

**to the Regulations of the Scientific Council of the** Nencki **Institute**

Approved at a meeting on October 8, 2021.

**Recommendations when applying for a professorship**

The Scientific Council of the Nencki Institute proposes additional to statutory

recommendations for applicants for professorships:

(1) Participate at least twice as a promoter in a conduct

D. degree completion;

2. after habilitation, authorship or co-authorship of at least 12. impact publications, in

including, at least, the 6th from the top quarter of the Philadelphia list according to the current 5-

summer IF rate;

3. having in the general scientific output, at least 10. works from the top quarter of the list

Philadelphia according to the current 5-year IF factor;

4. having at least 100. citations of works of general output, excluding self-citations;

5. having organizational achievements on a scale beyond the studio.

In exceptional cases, e.g., those conducting research in a narrow but valuable area of

Institute subject matter, when applying for the position of professor, it is allowed to

depart from certain elements of the above recommendations (provided that the requirements are met

statutory).

**Appendix 7**

**to the Regulations of the Scientific Council of the Nencki Institute**

approved at the meeting on June 28, 2019.

**Guidelines when applying for a postdoctoral degree** based on

o Law of July 20, 2018. Law on higher education and science Dz.U. 2018 item 1668.

A person intending to apply to the Council for Scientific Excellence to initiate proceedings for the conferral of a postdoctoral degree in biological sciences must have a doctoral degree and scientific achievements obtained after receiving the doctoral degree that represent a significant contribution to the development of biological sciences, and should demonstrate significant scientific, organizational and teaching activity.

1. post-doctoral authorship or co-authorship of at least 10 publications in journals indexed by Journal Citation Reports, Web of Science, including at least four from the top half of the list (any "*subject category*") according to the current 5-year *impact factor* (IF);

2. a scientific achievement consisting of at least four experimental publications from the Philadelphia list and a review paper in English or Polish, published after the doctoral degree; all on a specific research problem;

3. completion of a long-term research internship;

4. directing or participating in international or national research projects;

5. scientific supervision of at least one doctoral student (as a scientific supervisor or assistant supervisor);

6. organizational and teaching achievements, on a scale beyond the laboratory (e.g. participation in international or national scientific conferences or participation in scientific or organizational committees of conferences, presentation of papers at international or national scientific conferences, participation in scientific consortia and research networks; management of projects carried out in cooperation with researchers from other Polish and foreign centers; participation in editorial committees and scientific boards of journals; membership in international or national scientific organizations and societies; popularization of science; performance of expert opinions and scientific studies; including

participation in expert and competition teams and reviewing projects or scientific publications);

7. in exceptional cases, e.g., those conducting research in a narrow but valuable topic for the Institute, when applying for the initiation of proceedings for the award of a postdoctoral degree, it is allowed to deviate from certain elements of the above criteria, provided that the statutory requirements are met

**Appendix No. 8**

**to the Regulations of the Scientific Council of the Nencki Institute**

approved at the meeting on June 28, 2019.

**Regulations of the Doctoral Committee**

**Scientific Council of the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences**

(1) The Doctoral Committee, consisting of at least seven members, shall be appointed by the Scientific Council from among its members holding the title of professor or the degree of doctor habilitated in the discipline of biological sciences

(2) The Chairman of the Commission shall be elected by the Scientific Council. The Commission at its first

meeting elects two deputy chairmen of the Commission from among its members.

(3) The Academic Council delegates to the Doctoral Commission the authority to pass resolutions on Mode I matters:

a) acceptance of the dissertation

(b)and admission to public defense.

Voting on the acceptance of the dissertation and admission to the defense is conducted in public. The Doctoral Committee may also adopt a resolution admitting the dissertation to public defense on the basis of an e-mail vote;

(4) The Academic Council delegates to the Doctoral Commission the authority to make decisions on matters relating to Modes II-IV:

a) acceptance of the dissertation

(b) admission to public defense in case of obtaining at least 2 positive reviews.

Voting on the acceptance of the dissertation and admission to the defense is conducted in public. The Doctoral Committee may also adopt a resolution admitting the dissertation to public defense on the basis of an e-mail vote;

(5) The Academic Council delegates to the Doctoral Committee the authority to accept the public defense of the doctoral dissertation; the vote is taken as follows

by secret ballot. If the defense of the dissertation was held before the Doctoral Committee, the Committee prepares a draft resolution or decision on the awarding of the doctoral degree and presents it to the Academic Council.

Legal basis: **ACT of** March 14, 2003 **on scientific degrees and academic title and on degrees and title in the field of art, as amended, Art. 14 and REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION** of September 22, 2011, § 3. 1. and

ACT of March 18, 2011. (Journal of Laws of 2011, No. 84, item 455, as amended by Journal of Laws of 2014, item 1198) on amendments to the Law - Law on Higher Education, the Law on Scientific Degrees and Academic Title and Degrees in the Field of Art and Amendments to Certain Other Laws, together with Ordinances, and the current provisions of the ACT of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2018, item 1668) and the ACT of July 3, 2018. - Regulations introducing the Act - Law on higher education and science (Journal of Laws 2018 item 1669)