

**Detailed procedure for
awarding the degree of *doktor habilitowany*
by the Institute of Geophysics of the Polish Academy of Sciences**

Legal basis:

- Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 1088, as amended), hereinafter referred to as the “Act;”
- Act of 3 July 2018 – Regulations Implementing the Act – Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended);
- Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2023, item 775, as amended).

§ 1

**Detailed procedure for awarding the degree of *doktor habilitowany*
(Article 221 section 14 point 1 of the Act)**

1. The procedure for awarding the degree of *doktor habilitowany* shall be initiated based on the application (hereinafter referred to as the “Application”) submitted by the person applying for awarding the degree of *doktor habilitowany* (hereinafter referred to as the “Habilitation Candidate,” submitted to the Institute of Geophysics of the Polish Academy of Sciences (*Instytut Geofizyki PAN*) through the Scientific Excellence Council (*Rada Doskonałości Naukowej*; hereinafter referred to as “RDN”) (Article 220 section 1 of the Act).
2. The application shall be drawn up in Polish in accordance with recommendations described on the website of the Scientific Excellence Council (www.rdn.gov.pl) and shall contain the following information:
 - a) first name, surname and correspondence address of the Habilitation Candidate;
 - b) list of scientific achievements;
 - c) the field of science and scientific discipline in which the Habilitation Candidate applies for the *doktor habilitowany* degree;
 - d) indication of IGF PAN as an entity granting the *doktor habilitowany* degree (except for Applications submitted by RDN in the manner specified in Article 221 section 3 of the Act);
 - e) consent to the processing of personal data to the extent necessary to conduct the procedure for the award of the *doktor habilitowany* degree;
 - f) signature of the Habilitation Candidate.
3. At the request of the Habilitation Candidate, the habilitation committee shall utilise a secret ballot procedure to pass the resolution on awarding the degree.

4. The following documents shall be attached to the Application:
 - a) description of the professional career of the Habilitation Candidate to date including internships in research centres in the country and abroad;
 - b) declaration on the course of previous habilitation procedures;
 - c) list of scientific publications of the Habilitation Candidate;
 - d) copy of the Habilitation Candidate's doctoral diploma in Polish or English;
 - e) own summary of professional accomplishments drawn up in Polish and English, describing the scientific achievements of the Habilitation Candidate representing a significant contribution to the development of the scientific discipline and significant scientific activity of the Habilitation Candidate (Article 219 section 1 of the Act) including, *inter alia*, lectures and seminars given by the Habilitation Candidate, as well as teaching, organisational and popularisation activities;
 - f) copies of scientific publications included in the scientific achievements:
 - in case of works by two or more authors, statements of the Habilitation Candidate and co-authors shall be required, specifying their substantial contribution to the work;
 - description of the contribution of a given author, including the Habilitation Candidate, should be precise enough to enable an accurate assessment of their participation and role in the creation of the work;
 - the co-author's statement shall not be required in case of their death or other legitimate circumstances making it impossible to obtain the statement;
 - g) a digital copy of the Application together with appendices listed in § 1 section 4 letters a-g, in the form of PDF files saved on a digital data carrier that enables reading and reproducing them.
5. The Secretary of the Scientific Board of IGF PAN (hereinafter referred to as the "Board") shall verify the compliance of the Application with the requirements of the habilitation procedure and confirm that the Application is consistent with its electronic version. Shall any deficiency be identified, the Secretary shall notify the Chairperson of the Board in writing, and the Chairperson shall request RDN to call the Habilitation Candidate to correct or supplement the Application.

The Board may refuse to conduct the procedure and return the Application to RDN within four weeks of the date of receiving the Application by IGF PAN (Article 221 section 2 of the Act). The Board shall make the decision by passing a resolution. The Board's resolution shall not require a justification.
6. The Board cannot refuse to examine the Application submitted by RDN in the manner specified in Article 221 section 3 of the Act.
7. In case of accepting the Application, if the Habilitation Candidate is not an employee IGF PAN, IGF PAN shall conclude, with the Habilitation Candidate or an institution employing them, a written agreement on conducting the procedure for awarding the degree of *doktor habilitowany* specifying, in particular, the amount of the fee referred to in § 2, as well as the date and manner of payment.
8. Within six weeks of receiving from RDN information on appointing members of the Committee, the Board, by voting in secret ballot, shall appoint the habilitation committee (hereinafter referred to as the "Committee") (Article 221 section 5 of the Act). In addition to four members of the Committee appointed by RDN, the

Committee shall include two members employed at IGF PAN, including a secretary and one reviewer who is not an employee of IGF PAN.

- a) Members of the Committee appointed by IGF PAN must meet the requirements of Article 221 sections 5-7 of the Act.
 - b) In particular, the following persons cannot be members of the Committee appointed by IGF PAN:
 - a supervisor of the doctoral dissertation of the Habilitation Candidate;
 - manager of the project as part of which the Habilitation Candidate performed research tasks;
 - a person who is in conflict of interest with the Habilitation Candidate.
 - c) Before the vote, the Board Secretary may check, as far as is possible, whether members of the Committee appointed by RDN, meet the statutory requirements and the requirements specified in § 1 section 8 letter b of this procedure. In case of reasonable doubt, the Board Secretary shall notify the Chairperson of the Board in writing, and the Chairperson shall request RDN to reconsider the composition of the Committee.
9. Written contracts containing the statement on the Committee members meeting the requirements specified in § 1 section 8 letters a-b of this procedure shall be concluded with the Committee members who are not employees of IGF PAN. Contracts concluded with reviewers shall oblige them to submit reviews to the Scientific Secretariat of IGF PAN within eight weeks of submission of the request to the reviewers (Article 221 section 8 of the Act). The remuneration of the Committee members is specified in Article 184 of the Act.
10. After receiving all reviews, the secretary of the Committee shall forward them without delay to the Habilitation Candidate and members of the Committee.
11. The Committee shall conduct a habilitation examination pertaining to scientific achievements of the Habilitation Candidate (Article 221 section 9 of the Act).
- a) The Committee shall make the decision on the form of the habilitation examination after receiving all reviews. The date set by the Committee for the examination shall fall within two to six weeks of receiving all reviews. The Committee shall notify the Habilitation Candidate in writing of the date, place and form of the examination, no later than one week after the date of receiving all reviews.
 - b) The examination shall be conducted in the presence of at least five members of the Committee, including the chairperson and the secretary. Members of the Committee may participate using ICT devices ensuring simultaneous transmission of real-time audio and video. Questions shall be asked to the Habilitation Candidate by member of the Committee and recorded in the minutes by the secretary of the Committee.
 - c) The habilitation examination shall not be conducted if at least 2 reviews are negative.
 - d) The habilitation examination shall be public, with the exception of the examination pertaining to achievements being a legally protected secret.

- e) In case of procedures for awarding the degree of *doktor habilitowany* instituted and still not completed until 30 September 2023, the Committee may refrain from conducting the habilitation examination.
12. The Committee shall pass a resolution (hereinafter referred to as the "Resolution of the Committee") containing an opinion on awarding the degree of *doktor habilitowany* to the Habilitation Candidate (Article 221 section 10 of the Act).
- a) The Resolution of the Committee shall be passed in open voting, unless the Habilitation Candidate submitted the request for a secret ballot procedure.
 - b) Passing the resolution shall require the presence of at least five members of the Committee, including the chairperson and the secretary. Members of the Committee may participate using ICT devices ensuring simultaneous transmission of real-time audio and video.
 - c) The Resolution of the Committee signed by its chairperson must be forwarded to the Board together with a justification and the documentation within six weeks of the Committee receiving all reviews (Article 221 section 11 of the Act).
13. After receiving the opinion of the Committee, the Board shall pass a resolution on awarding or refusal to award the degree of *doktor habilitowany* (hereinafter referred to as the "Resolution of the Board") in a secret ballot procedure. If the opinion of the Committee is negative, the Board shall pass a resolution on refusing to award the degree. Members of the Committee, who are not the members of the Board, shall be invited to the meeting of the Board, without the right to vote.
14. The Scientific Secretariat of IGF PAN shall prepare the habilitation diploma together with its copies in accordance with regulations issued based on Article 181 of the Act (based on the template attached).
15. The Scientific Secretariat of IGF PAN shall publish the following documents and information on the websites of the Public Information Bulletin (BIP) of IGF PAN (Article 222 sections 1 of the Act):
- a) application of the Habilitation Candidate;
 - b) composition of the Committee;
 - c) reviews;
 - d) information on the date, place and form of the habilitation examination; this information shall be published no later than 10 days before the scheduled date of the habilitation examination;
 - e) Resolution of the Committee together with a justification;
 - f) decision of the Board.
16. The Scientific Secretariat of IGF PAN shall enter the following data and documents into the POL-on System (Article 222 section 2 and Article 348 of the Act):
- a) details of the Habilitation Candidate specified in Article 348 point 1 sections 2a-b of the Act;
 - b) application and the date of its submission;
 - c) details of the Habilitation Committee specified in Article 348 point 1 section 2d of the Act;
 - d) reviews and dates of their preparation;
 - e) information on awarding or refusing to award the degree of *doktor habilitowany*.

§ 2

Principles for determining the amount of the fee for the procedure for awarding the degree of *doktor habilitowany* and exemption from this fee (Article 221 section 14 point 2 of the Act)

1. The fee for the procedure for awarding the degree of *doktor habilitowany* (hereinafter referred to as the "Fee"), referred to in Article 182 section 1 of the Act, shall be the sum of:
 - a) costs of remuneration related to the participation of members of the Committee, including reviewers, in its work (Article 182 section 3 and Article 184 of the Act);
 - b) administrative costs of IGF PAN (costs of appointment of members of the Committee, etc.).
2. The Habilitation Candidate who is a research employee of IGF PAN shall be fully exempt from the Fee (Article 182 section 6 of the Act).
3. In particularly justified cases, the Habilitation Candidate who is not an employee of IGF PAN may be exempt from the Fee in whole or in part (Article 182 section 5 of the Act). The decision on the exemption from the Fee and its amount shall be taken by the Director of IGF PAN at the request of the Habilitation Candidate or the institution employing the Habilitation Candidate.
4. In case of exempting the Habilitation Candidate from the Fee in whole or in part, the remaining part of the costs of the procedure shall be borne by IGF PAN.
5. In case of a Habilitation Candidate who is an academic teacher or a research employee employed by more than one entity, the cost of the procedure:
 - a) shall be covered by the entity being the primary place of work of this teacher or employee, unless the entities agree otherwise;
 - b) shall be covered on the basis of the agreement between the entities if none of them is indicated as the primary place of employment of this teacher or employee.

§ 3

Method of appointing members of the habilitation committee (Article 221 section 14 point 3 of the Act)

1. The Board shall elect three members of the Committee, i.e. the secretary, ordinary member and a reviewer) by a resolution passed in a secret ballot procedure.
2. Members of the Board holding a title of professor or a scientific degree of *doktor habilitowany* shall be authorised to vote in election of the members of the Committee.
3. Candidates for members of the Committee appointed by the Board can be recommended by any member of the Board authorised to vote.
4. A candidate for a member of the Committee who is an academic teacher or a research employee cannot refrain from being a candidate without reasonable cause (Article 183 of the Act).

5. Each authorised member of the Board may vote for no more than one candidate in a given category.
6. Candidates who received a simple majority of votes in a given category of functions in the Committee shall become members of the Committee.
7. Matters not regulated herein shall be governed by relevant provisions of the Board Rules.



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DYPLOM HABILITACYJNY
WYDANY W RZECZYPOSPOLITEJ POLSKIEJ



Pan(i)
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uzyskał(a) stopień naukowy
DOKTOR HABILITOWANY NAUK
w dziedzinie nauk ścisłych i przyrodniczych
w dyscyplinie nauki o Ziemi i środowisku
nadany uchwałą Rady Naukowej nr
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Przewodniczący Komisji Habilitacyjnej:
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Recenzenci w postępowaniu habilitacyjnym:
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DYREKTOR INSTYTUTU

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Pieczęć
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