Appendix to Resolution of the Scientific Board of IGF PAN
no. 10/298/2026 of 15 October 2026

Detailed procedure for awarding the degree of doctor by the Institute of Geophysics of the Polish Academy of Sciences

Provisions presented below, hereinafter referred to as the "Rules," are based on:

- Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, 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 (consolidated text: Journal of Laws of 2013, item 775, as amended);
- Act of 30 April 2010 on the Polish Academy of Sciences (consolidated text: Journal of Laws of 2020, item 1796, as amended);
- Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6–8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218, as amended);
- Regulation of the Minister of Science and Higher Education of 21 September 2018 on doctoral diplomas, postdoctoral diplomas and doctoral student ID (Journal of Laws of 2018, item 1837, as amended).

§ 1
Initiation of the procedure for awarding the degree of doctor and the procedure for submitting a doctoral dissertation

1. The procedure for awarding the degree of doctor shall be initiated based on the application of the person applying for awarding the degree of doctor, hereinafter referred to as the "Candidate," submitted to the Scientific Board of the Institute of Geophysics of the Polish Academy of Sciences (*Instytut Geofizyki PAN*; hereinafter: "IGF PAN," and the "Scientific Board," respectively), via the Chairperson of the Scientific Board.
2. The application, the template of which is attached as appendix no. 1 to these Rules, shall include:
    a) first name, surname, correspondence address and e-mail address of the Candidate;
    b) title of the doctoral dissertation, as well as the first name, surname, degree or academic title, and the unit employing the reviewer or reviewers;
    c) statement that the attached doctoral dissertation was not used as a basis for applying for awarding the degree of doctor in another procedure;
    d) description of the process of preparation of the doctoral dissertation;
    e) consent to the processing of personal data for the purposes of the implementation of the procedure for the award of the doctoral degree.
3. The Candidate shall attach the following documents to the application to initiate the procedure:
    a) positive opinion of the dissertation supervisor or supervisors;
    b) four printed copies of the doctoral dissertation, hereinafter referred to as the "dissertation;"
    c) electronic version of the dissertation in the format consistent with requirements of the Uniform Anti-Plagiarism System (*Jednolity System Antyplagiatowy*), hereinafter referred to as "JSA;"
    d) report from the anti-plagiarism check, approved by the supervisor;

e) summary of the dissertation in Polish and English;
f) printed copy of the article or scientific monograph satisfying requirements of Article 186 section 1 point 3 of the Act, and if it is a multi-author monograph, the statement of the Candidate and the supervisor shall be required, on the substantial contribution of the Candidate to the publication, in accordance with appendix no. 2 hereto;
g) copy of the diploma confirming qualifications set out in Article 186 section 1 point 1 of the Act, and in the case of the Candidate referred to in Article 186 section 2, being a graduate of first-cycle study or a student who completed the third year of long-cycle study – a copy of the diploma confirming completion of the first-cycle study or the certificate confirming completion of the third year of long-cycle study, respectively;
copy of a certificate or diploma of completion of study confirming the knowledge of a modern foreign language at a language level of at least B2. If the Candidate does not have an appropriate certificate or diploma of completion of study – a copy of a certificate issued by IGF PAN after an examination confirming the knowledge of a modern foreign language at a language level of B2. Principles for conducting the modern language examination are set out in § 4;
h) certificate or another document confirming achieving learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (e.g. certificate of completion of a doctoral school or a report confirming positive outcome of the evaluation by the committee in charge of the verification of qualifications at level 8 of the Polish Qualifications Framework referred to in § 3, confirming acquiring qualifications at level 8 of the Polish Qualifications Framework).

4. The doctoral committee referred to in § 8 shall verify whether the application is complete and the Candidate satisfies formal conditions set out in Article 186 section 1 points 1-3 or Article 186 section 2 of the Act.
5. Date of submission of a complete application shall be the date of initiating the procedure.
6. If the application fails to satisfy formal requirements, in particular it does not include required appendices, the doctoral committee shall call the Candidate to rectify deficiencies, while setting the relevant time limit, no less than 7 days.
7. If the application is not supplemented within the time limit set, the doctoral committee shall leave the application unexamined.
8. The Scientific Board of IGF shall refuse, by a resolution, to institute the procedure for awarding the degree of doctor if the Candidate does not satisfy the requirements set out in Article 186 sections 1-3 of the Act. The resolution on the refusal to institute the procedure shall be subject to complaint to the Scientific Excellence Council (*Rada Doskonałości Naukowej*, RDN), within 7 days of the day of submission of this resolution.

§ 2
Appointment and change of the supervisor

1. In accordance with Article 201 point 2 of the Act, the supervisor or supervisors shall be appointed for a doctoral candidate within 3 months of undertaking education, in accordance with the Rules of the GeoPlanet Doctoral School and International Environmental Doctoral School.
2. Persons preparing their dissertation on an extramural basis shall submit the application for appointing a supervisor/supervisors before submitting the application to initiate the procedure for awarding the degree of doctor.
3. Written consent of the supervisor/supervisors to fulfil this function shall be attached to the application for appointing a supervisor.
4. The Candidate shall be entitled to apply for changing the supervisor. The application for changing the supervisor shall be submitted to the Scientific Board together with a

justification and proposition of a candidate for a new supervisor and his or her consent to fulfil this function.

5. The supervisor candidate shall file to the Chairperson of the Scientific Board the statement on lack of obstacles listed in Article 190 section 6 of the Act, and in case of an academic teacher – on not being punished with a disciplinary penalty referred to in Article 276 section 1 point 4 of the Act.
6. The application for appointing or changing a supervisor shall be examined at the next meeting of the Scientific Board.
7. The doctoral committee referred to in § 8 shall express its opinion on the application for appointing or changing a supervisor.
8. The supervisor shall be appointed or changed by the Scientific Board, based on the recommendation of the doctoral committee. The decision of the Scientific Board shall be taken in the form of a resolution passed by secret ballot, by an absolute majority of votes, in the presence of more than half of persons authorised to vote, i.e. holding a title of professor or a scientific degree of *doktor habilitowany*.
9. If the supervisor candidate is not supported by the Scientific Board, the Chairperson of the Scientific Board shall immediately request the Candidate to submit the application for appointing the supervisor indicating a new candidate for the supervisor or requesting the Scientific Board to appoint the candidate. Provisions of sections 3-8 shall apply respectively.
10. In case of circumstances hindering further fulfilment of the function by the supervisor, the Chairperson of the Scientific Board, immediately after obtaining the relevant information, shall request the Candidate to submit the application for appointing a new supervisor. Provisions of sections 3-8 shall apply respectively. If two or more supervisors supervised the preparation of dissertation, the Candidate can resign from appointing a new supervisor. The Candidate shall notify the Chairperson of the Scientific Board in writing of resigning from the possibility to appoint a new supervisor.
11. In exceptional circumstances, the supervisor can resign from his or her function, by submitting a written resignation with a justification to the Chairperson of the Scientific Board. The Chairperson of the Scientific Board shall immediately request the Candidate to submit the application for appointing a new supervisor indicating a candidate for the supervisor or requesting the Scientific Board to appoint a candidate. Provisions of sections 3-8 shall apply respectively.
12. Provisions of sections 4-11 shall also apply respectively to the appointment and change of an assistant supervisor.

§ 3
Verification of qualifications equivalent to level 8 of the Polish Qualifications Framework

1. The persons applying for awarding the degree on an extramural basis or not having the certificate of completion of study at level 8 of the Polish Qualifications Framework, for whom the supervisor/supervisors at IGF PAN was/were appointed before initiating the procedure for awarding the degree of doctor, shall submit the application for appointing the committee for the purposes of verification of qualifications at level 8 of the Polish Qualifications Framework to the doctoral committee referred to in § 7 (hereinafter: 8 PRK committee).
2. The 8 PRK committee shall comprise of at least 4 members, including its chairperson. A member of this committee can be a person holding a title of professor or a scientific degree of *doktor habilitowany*.
3. The process of verification of qualifications shall be performed based on the examination during which the Candidate shall present to the 8 PRK committee key assumptions of his or her doctoral dissertation and shall answer questions of members of the 8 PRK committee. Members of the 8 PRK committee and the Candidate can participate in the examination via video-conference calls.

4. The 8 PRK committee shall evaluate the Candidate taking into account the following criteria: knowledge, skills and social competences.
5. The examination performed shall be summarised in the report presenting, in particular: composition of the 8 PRK committee, questions asked to the Candidate and the evaluation resulting from the examination in accordance with criteria specified in section 4, as well as the ultimate evaluation: positive or negative.
6. Based on the report, the 8 PRK committee shall issue to the Candidate the certificate of obtaining or non-obtaining qualifications at the level of 8 of the Polish Qualifications Framework.
7. The report from the examination and the certificate shall be signed by the chairperson of the 8 PRK committee.
8. In the case of negative outcome of the verification of qualifications at level 8 of the Polish Qualifications Framework, it shall be possible to repeat the examination once at the request of the Candidate.
9. The report from the examination together with the certificate issued by the 8 PRK committee shall be attached to the application for initiating the procedure.

§ 4
Modern foreign language examination

1. Before submitting the application to initiate the procedure for awarding the degree of doctor, the persons applying for awarding the degree of doctor, who does not have a copy of the certificate or diploma of completion of study confirming the knowledge of a modern foreign language at least at a language level of B2, shall submit, to the doctoral committee referred to in § 8, the application for appointing the examination committee for the purposes of conducting the modern foreign language examination.
2. The doctoral committee shall propose, by a resolution, the composition of the examination committee conducting the modern foreign language examination, comprised of 3 persons, one of whom teaches this language at a university (chairperson of the committee), while remaining two hold at least a doctoral degree. The examination committee shall be appointed by the Director of IGF PAN.
3. The level of knowledge of a modern foreign language will be assessed during the examination. Members of the committee and the Candidate can participate in the examination via video-conference calls.
4. The examination performed shall be summarised in the report containing, in particular: composition of the examination committee, questions asked to the Candidate and the assessment resulting from the examination, on the scale from 2 to 5 (where 2 is a failing grade).
5. Based on the report, the examination committee shall issue to the Candidate the certificate confirming the knowledge of a modern foreign language at least at a language level of B2.
6. The report from the examination and the certificate shall be signed by the chairperson of the examination committee.

§ 5
Doctoral dissertation

1. The doctoral dissertation must satisfy criteria set out in Article 187 points 1-4 of the Act.
2. The doctoral dissertation can be submitted in Polish or English.
3. In the case of the doctoral dissertation consisting of a collection of published and thematically related scientific articles or an independent and separate part of a collective work, the Candidate shall add to the dissertation a description in Polish or English, constituting an introduction to the subject of the dissertation.
4. If publications making up the dissertation referred to in section 3 are multi-author publications, the Candidate and the supervisor shall enclose to the dissertation the statement on the detailed individual contribution of the Candidate to each of the

publications, including an estimated percentage contribution. The declaration template is attached as Appendix no. 2.

5. If the doctoral dissertation is a written work other than specified in section 3 above, before it is submitted for the review, it shall be checked by the Uniform Anti-Plagiarism System. The report from the anti-plagiarism check, approved by the supervisor, shall be attached as an appendix to the application referred to in § 1 sections 1-3 above.

§ 6
Reviews

1. The doctoral committee referred to in § 8 shall recommend candidates for reviewers to the Scientific Board, after prior verification of their lack of relationships with the Candidates applying for the degree of doctor.
2. The Scientific Board shall select from among persons, who are not employees of IGF PAN, three reviewers by secret ballot, by an ordinary majority of votes, in the presence of more than half of persons authorised to vote. Members of the Scientific Board holding a title of professor or a scientific degree of *doktor habilitowany* shall be authorised to vote.
3. The Director of IGF PAN shall conclude contracts for reviews with reviewers selected by the Scientific Board.
4. Each of the reviewers shall make the statement on lack of circumstances that might providing a basis of doubts as to his or her impartiality, whereas reviewers being academic teachers – additionally the statement on not being punished with a disciplinary penalty referred to in Article 276 section 1 point 4 of the Act. The aforementioned statements can be included in the contract referred to in point 4.
5. Reviews shall be submitted in hard copy and in electronic version to the Scientific Secretariat of IGF PAN.
6. The review shall include an assessment of the compliance of the doctoral dissertation with conditions specified in Article 187 sections 1-2 of the Act, with a detailed justification. In the case of the doctoral dissertation consisting of a collection of published and thematically related scientific articles, including multi-author articles, the review shall also include an assessment of the Candidate's individual contribution to the preparation of the dissertation.
7. The review may contain a request for the award for an outstanding doctoral dissertation to be granted by the Scientific Board.
8. The reviewer requesting granting the award for an outstanding doctoral dissertation shall justify his or her request.
9. The review shall end with an explicit positive or negative recommendation pertaining to admitting the Candidate to defend the doctoral dissertation.
10. Only the person, who obtained positive reviews from at least 2 reviewers and satisfied additional requirements referred to in § 7 below, can be admitted to defend the doctoral dissertation.

§ 7
Conditions for admission to the doctoral dissertation defence

1. The Scientific Board introduces an additional condition for the Candidate to be admitted to the public doctoral dissertation defence, involving obtaining a positive result in the geophysics examination.
2. Members of the geophysics examination committee shall be appointed by the doctoral committee by secret ballot, by an ordinary majority of votes, in the presence of at least half of the committee members.
3. The geophysics examination shall be carried out by the geophysics examination committee comprising of at least 4 members, including its chairperson. A member of the committee can be a person holding a title of professor or a scientific degree of *doktor habilitowany*.

4. The examination shall be carried out on the date agreed with the Candidate. Members of the geophysics examination committee and the Candidate can participate in the examination via video-conference calls.
5. The examination performed shall be summarised in the report containing, in particular: composition of the geophysics examination committee, questions asked to the Candidate and the evaluation resulting from the examination.
6. The examination outcome shall be graded in the following scale: very good, good, satisfactory, unsatisfactory. An unsatisfactory grade shall mean negative result of the examination.
7. In the case of negative result of the examination, it shall be possible to repeat the examination once at the request of the Candidate, on the date agreed with the Candidate.
8. Negative result of the examination shall provide a basis for the Scientific Board to refuse to admit to the public defence of the doctoral dissertation.
9. The report from the geophysics examination shall be signed by the chairperson of the geophysics examination committee.

§ 8

Doctoral committee – appointment and composition

1. Activities in the procedure for awarding the degree of doctor shall be carried out by the doctoral committee appointed by a resolution of the Scientific Board.
2. The Scientific Board shall select the doctoral committee by secret ballot, by an ordinary majority of votes, in the presence of more than half of persons authorised to vote.
3. The doctoral committee shall comprise of 15 people.
4. During the first meeting of the doctoral committee, its members shall select:
    a) Chairperson of the Committee;
    b) Deputy Chairperson of the Committee;
    c) Secretary of the Committee.
5. A member of the doctoral committee can be a person being the member of the Scientific Board, holding a title of professor or a scientific degree of *doktor habilitowany*.
6. Candidates for members of the doctoral committee can be appointed by any member of the Scientific Board.
7. Members of the doctoral committee being supervisors shall file to the Chairperson of the Scientific Board the statement on not being punished with a disciplinary penalty referred to in Article 276 section 1 point 4 of the Act.
8. The doctoral committee shall be selected once every four years, upon the beginning of the term of office of the Scientific Board of IGF PAN.
9. In case of circumstances hindering further fulfilment of the function by any of members of the doctoral committee, the composition of the doctoral committee shall be supplemented at the next meeting of the Scientific Board.
10. After initiating the procedure for awarding the degree of doctor and appointing the reviewers, the Scientific Board shall pass a resolution on selecting the composition of the doctoral committee for the purposes of the particular procedure.
11. The committee for the purposes of the particular procedure shall include members of the doctoral committee and reviewers.
12. If the supervisor of the doctoral dissertation is at the same time a member of the doctoral committee, he or she shall not be included in the committee for purposes of the particular procedure.
13. The Scientific Board can select, by a resolution, additional persons, who will be included in the committee, for the purposes of the particular procedure.
14. The Scientific Board shall select additional members of the doctoral committee referred to in section 13 from among persons holding a title of professor or a scientific degree of *doktor habilitowany*, in secret ballot, by an ordinary majority of votes, in the presence of more than half of persons authorised to vote.

15. Members of the doctoral committee referred to in section 13 shall be authorised to vote in further activities related to the particular procedure for awarding the degree of doctor.

§ 9
Work procedure of the doctoral committee

1. Meetings of the doctoral committee shall be recorded in minutes.
2. The doctoral committee shall carry out its activities by secret ballots, by an ordinary majority of votes, in the presence of at least half of its members. At the request of a member of the doctoral committee, upon consent of all its members, open voting shall be permitted.
3. Meetings of the doctoral committee shall be convened and chaired by its chairperson.
4. Tasks of the doctoral committee shall include:
    a) verifying and expressing opinions on application for appointing and changing the supervisor/supervisors;
    b) preparing recommendations for the Scientific Board with respect to the application for the procedure to be carried out on an extramural basis;
    c) appointing the 8 PRK committee, modern foreign language examination committee and the geophysics examination committee;
    d) preparing recommendations for the Scientific Board with respect to appointing the reviewers;
    e) preparing – after receiving all reviews – recommendations for the Scientific Board to refuse to admit or to admit the Candidate to the public defence of the doctoral dissertation;
    f) acceptance or rejection of the Candidate's doctoral dissertation after a defence;
    g) drawing up a draft resolution on awarding or the refusal to award the degree of doctor;
    h) preparing the recommendation for the Scientific Board with respect to the award for an outstanding doctoral dissertation (it is possible if requested by at least one reviewer);
    i) drawing a detailed justification in the case of the resolution to refuse to award the degree of doctor.
5. Tasks of the Scientific Secretariat of IGF PAN shall include:
    a) keeping and archiving the documentation related to procedures for awarding the degree of doctor;
    b) making available the procedure documentation to all members of the doctoral committee;
    c) submission of the dissertation for evaluation using JSA;
    d) drawing up minutes of meetings of the doctoral committee;
    e) publishing the dissertation, its summaries and reviews in the Public Information Bulletin (BIP) of IGF PAN, and in the system referred to in Article 342 section 1 of the Act, immediately after receiving them.
6. The doctoral committee shall be entitled to invite the Candidate to its meeting. In particular, the Candidate can be invited for the purposes of presenting clarifications in the case of:
    a) one negative review;
    b) doubts as to statements of the Candidate and co-authors in the case of the dissertation in the form specified in § 4 section 4.

§ 10
Admission to the doctoral dissertation defence

1. The Chairperson of the doctoral committee or a committee member appointed by the Chairperson shall present to the Scientific Board the recommendation on admitting the Candidate to the public defence of the doctoral dissertation.

2. Only the person, who obtained positive reviews from at least 2 reviewers and satisfied requirements referred to in § 7 above, can be admitted to defend the doctoral dissertation.
3. The Chairperson of the Scientific Committee may also invite the Candidate, supervisor or supervisors and the reviewers to the meeting of the Scientific Board, at which the admission of the Candidate to defend the doctoral dissertation will be considered.
4. The decision on admitting the Candidate to defend the doctoral dissertation shall be taken by the Scientific Board by secret ballot, by an ordinary majority of votes, in the presence of at least half of persons authorised to vote. Members of the Scientific Board holding a title of professor or a scientific degree of *doktor habilitowany* shall be authorised to vote.
5. The Scientific Board shall pass a resolution on the admission or refusal to admit to the defence that shall be submitted to the Candidate.
6. In the case of receiving two negative reviews, the chairperson of the doctoral committee shall immediately notify the Chairperson of the Scientific Board thereof. The Scientific Board shall pass a resolution on the refusal to admit the Candidate to the defence of the doctoral dissertation.
7. In the case of passing a resolution on the refusal to admit the Candidate to the defence of the doctoral dissertation, the Candidate shall be entitled to make a complaint to the Scientific Excellence Council. The Candidate can make a complaint through the Scientific Board, within 7 days of the date of submission of the decision to the Candidate.
8. The Scientific Secretariate shall make available in BIP of IGF PAN the doctoral dissertation, which is a written work, together with its summary and reviews, no later than 30 days before the scheduled defence date.
9. The Scientific Secretariate shall make available also in BIP of IGF PAN the information on the date, place and manner of the doctoral dissertation defence, no later than 10 days before the scheduled date of the doctoral dissertation defence.

§ 11
Defence of the doctoral dissertation

1. The doctoral dissertation defence shall be public and shall take place during an open meeting of the doctoral committee, unless its subject matter is a legally protected secret – in this case the defence shall not be public.
2. The supervisor and at least one reviewer shall participate in the defence of the doctoral dissertation. The public defence of the dissertation can take place via video-conference calls.
3. The following defence process shall apply:
    a) presentation of the profile of the Candidate by the supervisor;
    b) presentation of key assumptions and outcomes of the doctoral dissertation by the Candidate;
    c) presentation of reviews by the reviewers, and if the reviewer is absent, reading the review in whole by the chairperson of the doctoral committee or a person appointed by the chairperson of the doctoral committee, and the Candidate expressing his or her opinion thereon;
    d) open discussion.
4. After the defence, the doctoral committee referred to in § 8, section 10, at a closed part of the meeting, shall pass a resolution on accepting the public defence and recommendation to the Scientific Board to award or refuse to award the degree of doctor, by secret ballot, by an ordinary majority of votes, in the presence of at least half of persons authorised to vote.
5. Reviewers shall participate in the closed meeting of the doctoral committee and voting.
6. The supervisor shall not take part in the closed part of the meeting of the doctoral committee.

7. The Scientific Board can, by resolution, consider the dissertation outstanding if the recommendation of the doctoral committee included a relevant conclusion.
8. Based on resolutions referred to in section 4, the Scientific Board shall pass a resolution on awarding or refusing to award the degree of doctor.
9. The Candidate shall be entitled to appeal against the decision on the refusal to award the degree to the Scientific Excellence Board. The time limit for submitting the appeal shall be 30 days of the day of receiving the decision.
10. After the procedure ended with awarding the degree of doctor, the Candidate shall receive the doctoral diploma, the template of which is attached as appendix no 3 hereto.

§ 12
Joint award of the degree

1. In the case of carrying out the activities related to awarding the degree of doctor together with another university, institute of the Polish Academy of Sciences or another research institution, including a foreign entity, the parties shall conclude a written agreement that, in particular shall determine:
    a) a different composition and method of appointment of committees referred to in § 3, § 7 and § 8;
    b) additional conditions for admitting the Candidate to the defence of doctoral dissertation or replacing conditions regulated in § 7;
    c) other procedure of the defence of the doctoral dissertation.
2. If the procedure for awarding the degree of doctor is conducted with the participation of a foreign entity, the agreement referred to in section 1 above may stipulate that the person awarded the degree of doctor receives the doctoral diploma issued by this entity and:
    a) the doctoral diploma issued by a higher education and science system entity awarding the degree of doctor; or
    b) the joint doctoral diploma issued by higher education and science system entities awarding the degree of doctor or the doctoral diploma issued by one of these entities, specified in the agreement.

§ 13
Extramural mode

1. In accordance with Article 217 of the Act, the persons applying for the award of the degree on an extramural basis, before initiating the procedure, together with the CV and the cover letter, shall submit to the Scientific Board, via its Chairperson, the application for appointment of the supervisor/supervisors.
2. The request should:
    a) include the subject description/summary of the doctoral dissertation;
    b) include information on the supervisor/supervisors together with their written consent to fulfil this function.
3. The proposed dissertation subject shall comply with the field and discipline represented by IGF PAN.
4. Supervisors of the dissertation shall be researches of IGF PAN. Only in exceptional and justified instances these functions can be fulfilled by persons from outside IGF PAN.
5. Before submitting the application to initiate the procedure, the Candidate applying for awarding the degree on an extramural basis shall present or obtain the certificate confirming having qualifications at level 8 of the Polish Qualifications Framework.
6. Within 30 days of the Scientific Board passing the resolution on appointing the supervisors, the Candidate, who is not an employee of IGF PAN, shall sign with the Director of IGF PAN the contract that in detail will describe cooperation principles, in particular the amount of the fee for conducting the procedure to award the degree of doctor on an extramural basis.

7. IGF PAN employees preparing a doctoral dissertation on an extramural basis will use the research and IT infrastructure in accordance with principles specified in the contract of employment. In case of persons preparing a doctoral dissertation on an extramural basis, who are not IGF PAN employees, terms and conditions for using the research and IT infrastructure of IGF PAN shall be determined by the Scientific Council, taking into account the subject matter of the doctoral dissertation.
8. The reviewer or reviewers shall draw up an opinion on the doctoral dissertation prepared on an extramural basis within 2 months of the day of its submission for the purposes of issuing the opinion.

§ 14
Cost of the procedure

1. The fee shall be collected for the procedure for awarding the degree of doctor on an extramural basis. The fee shall cover remuneration of the supervisor/supervisors, assistant supervisor and reviewers in the amount provided for in the Act, as well as other documented costs (costs of accommodation and travel of reviewers, costs of catering during the defence, cost of postal/courier services) incurred by IGF PAN in relation to carrying out the activities aimed at awarding the degree of doctor.
2. The final amount of the fee, method and payment date shall be specified in the contract for carrying out activities aimed at awarding the degree of doctor, concluded with the Candidate or the institution financing costs of the procedure.
3. At a justified request submitted to the Director of IGF PAN at least 14 days before the expiry of the payment date specified in the contract referred to in section 2, the Candidate can be exempt from the fee in whole or in part.
4. The decision on the exemption from the fee and its scope shall be taken by the Director of IGF PAN.
5. No fee shall be collected from the Candidate being an employee of IGF PAN.
6. In case of a 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.

§ 15
Repealed

§ 16
Final provisions

1. Principles set forth in this document shall come into force as of the date of their adoption by the Scientific Board, i.e. 15 April 2025.
2. Principles set forth in this document shall apply to procedures initiated after the effective date referred to in section 1 above.
3. In the case of procedures initiated before the effective date referred to in section 1 above, principles set forth in this document shall apply only to activities in the procedure carried out after the effective date. Activities carried out before the effective date of this document shall remain valid and effective.

Appendix no. 1
to the *Detailed procedure for awarding the degree of doctor by the Institute of Geophysics of the Polish Academy of Sciences*

place, date

First name and surname
correspondence address
e-mail

Chairperson of the Scientific Council
of the Institute of Geophysics of the Polish Academy of Science

Application to initiate the procedure for awarding the degree of doctor

I would like to apply for initiating the procedure for awarding the degree of doctor in the field of exact and natural sciences in the discipline of Earth and environmental science.

The attached doctoral dissertation entitled “dissertation title” shall provide a basis for awarding the degree. The supervisor of the dissertation is/are *title first name and surname* employed at *unit employing the supervisor*.

I would like to declare that the dissertation attached has not been used as a basis for applying for awarding the degree of doctor in another procedure.

In the case of completing education at the doctoral school:
The doctoral dissertation has been prepared in the process of education of doctoral candidates. I have completed education at the doctoral school full name, run by name of the institute/university and address.

In the case of preparing the dissertation on an extramural basis:
The doctoral dissertation has been prepared on an extramural basis.

I grant my consent to the processing of personal data for the purposes of the implementation of the procedure for the award of the degree of doctor.
The following documents are attached to the application:
(obligatory appendices)

- four printed copies of the doctoral dissertation;
- doctoral dissertation in the electronic form;
- positive opinion of the supervisor/supervisors;
- summary of the dissertation in Polish and English;
- article or scientific monograph satisfying requirements of Article 186 section 1 point 3 of the Act – Law on Higher Education and Science;
- copy of the diploma confirming qualifications set out in Article 186 section 1 point 1 of the Act – Law on Higher Education and Science, and in the case of the candidate being a graduate of first-cycle study or a student who completed the third year of long-cycle study – a copy of the diploma confirming completion of the first-cycle study or the certificate confirming completion of the third year of long-cycle study respectively;
- copy of a certificate or diploma of completion of study confirming the knowledge of a modern foreign language at a language level of at least B2;
- certificate or another document confirming achieving learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

First name and surname
Signature

Appendix no. 2
to the *Detailed procedure for awarding the degree of doctor*
by the Institute of Geophysics of the Polish Academy of Sciences

Author contribution statement

Publication:

<Full bibliographic details>

Author contribution: <percentage>

Author contribution according to Contributor Roles Taxonomy (CRediT):

<SELECT ONLY RELEVANT ITEMS FROM THE ATTACHED LIST AND EXPAND WHEN NECESSARY, e.g.>

Formal analysis (synthetic modelling), Investigation (application to real data), Software (adopting code XXX to do YYY), Methodology (designing workflow to do ZZZ), Writing (original draft and revised version, rebuttal letter)

Author signature

……

Supervisor signature

……

Contributor Roles Taxonomy (CRediT)

(http://casrai.org/credit/)

Conceptualization – Ideas; formulation or evolution of overarching research goals and aims.

Data curation – Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.

Formal analysis – Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

Funding acquisition - Acquisition of the financial support for the project leading to this publication.

Investigation – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

Methodology – Development or design of methodology; creation of models.

Project administration – Management and coordination responsibility for the research activity planning and execution.

Resources – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

Software – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.

Supervision – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

Validation – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

Visualization – Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.

Writing – original draft – Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).

Writing – review & editing – Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.

Appendix no. 3
to the *Detailed procedure for awarding the degree of doctor*
by the Institute of Geophysics of the Polish Academy of Sciences

INSTYTUT GEOFIZYKI POLSKIEJ AKADEMII NAUK
ul. Księcia Janusza 64, 01-452 Warszawa

DYPLOM DOKTORSKI

WYDANY W RZECZYPOSPOLITEJ POLSKIEJ

Pan(i) .....

urodzony(a) dnia ..... w .....

na podstawie przedstawionej rozprawy doktorskiej pod tytułem:

.....

.....

.....

uzyskał(a) stopień naukowy

DOKTOR NAUK

w dziedzinie nauk ścisłych i przyrodniczych

w dyscyplinie nauki o Ziemi i środowisku

nadany uchwałą Rady Naukowej nr .....

z dnia .....

Promotor rozprawy doktorskiej:

.....

Promotor pomocniczy rozprawy doktorskiej:

.....

Recenzenci rozprawy doktorskiej:

.....

.....

.....

A A 0000000

DYREKTOR INSTYTUTU

P R K VIII

Kwalifikacja pełna na poziomie ósmym Polskiej Ramy Kwalifikacji

Pieczęć urzędowa

.....

(pieczęć imienna i podpis)

Nr dyplomu: .... dnia .....

(miejscowość)