



**Centre for Theoretical Physics
of the Polish Academy of Sciences**

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**Rules of Procedure
on granting the post-doctoral degree (*Polish: doktor habilitowany*)
by the Center for Theoretical Physics of the Polish Academy of Sciences**

Legal basis:

- the Act of 20 July 2018 “Law on Higher Education and Science” (Journal of Laws of 2020 item 85, as amended), hereinafter referred to as the “Act”;
- the Act of 3 July 2018 “Regulations implementing the Act - Law on Higher Education and Science” (Journal of Laws of 2018, item 1669 as amended);
- the Act of 14 June 1960 “Code of Administrative Procedure” (Journal of Laws of 2020, item 256, as amended);
- the Act of 26 June 1974 “Labour Code” (Journal of Laws 2020, item 1320, as amended).

**I. Detailed procedure on granting the post-doctoral degree
(Article 221 section 14 item 1 of the Act):**

1. The procedure on granting the post-doctoral degree (hereinafter referred to as the “Procedure”) is initiated upon request (hereinafter referred to as the “Request”) filed by a person seeking to be granted the post-doctoral degree (hereinafter referred to as the “Candidate”) through the Council of Scientific Excellence (hereinafter referred to as the “RDN”) to the Scientific Council of the Center for Theoretical Physics of the Polish Academy of Sciences (hereinafter referred to as the “Council”) (Article 220 section 1 of the Act).
2. The request should be drawn up in Polish and contain the following information:
 - a) first and last name and correspondence address of the Candidate;
 - b) the field of science and scientific discipline in which the Candidate applies for the grant of the post-doctoral degree;
 - c) a list of scientific achievements which make a significant contribution to the development of the scientific discipline indicated;
 - d) indication of the Center for Theoretical Physics of the Polish Academy of Sciences (CFT PAN) as an entity granting the post-doctoral degree (except for the Requests submitted by RDN in the manner specified in Article 221 section 3 of the Act);
 - e) information on the course of previous post-doctoral procedures (if applicable);
 - f) consent to the processing of personal data to the extent necessary to conduct the Procedure;

- g) signature of the Candidate.
3. The Request may include a request to keep the vote on the resolution of the post-doctoral commission secret.
 4. The Request must be accompanied by:
 - a) Curriculum Vitae containing a description of the existing professional career of the Candidate, taking into account internships in national or foreign scientific centres;
 - b) a list of the scientific publications of the Candidate (summary of the publication or substantive descriptions of the contribution of the Candidate are not required);
 - c) certified copy of the Candidate's doctoral diploma in Polish or English;
 - d) a paper, drawn up in Polish and English, describing the scientific achievements of the Candidate representing a significant contribution to the development of the indicated scientific discipline and significant scientific activity of the Candidate (Article 219(1) of the Act), taking into account lectures and seminars, as well as teaching, organisational, and popularisation activities;
 - e) copies of scientific publications comprising scientific achievements;
 - f) declarations of co-authors of collective works included in scientific achievements specifying their individual contributions (percentage contributions are not required):
 - for works with up to five authors, attach declarations of all co-authors,
 - in the case of works with more than five authors, attach a declaration of at least four other co-authors,
 - the co-author's declaration is not required in the event of their death or other legitimate circumstances making it impossible to obtain the declaration;
 - g) a digital copy of the Request together with the attachments listed in item I.4.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 Council carries out an additional formal assessment of Request received from the RDN, as well as its electronic copy, with regard these Rules. If any deficiencies are identified, the Chairperson of the Council calls upon the Candidate to correct or complete the Request.
 6. The Secretary of the Council informs the members of the Council of the receipt of the Request and of its content. The Council adopts a resolution on approving the conduct of the Procedure within four weeks from the date of receipt of the Request by CFT PAN (Article 221 section 2 of the Act). A resolution of the Council does not require justification. The content of the Council's resolution is sent immediately to the RDN.
 - a) The Council does not adopt such a resolution in the case of a Request submitted by the RDN in accordance with the procedure specified in Article 221 section 3 of the Act.
 - b) The Request is deemed accepted if the Council consents to the conduct of the Procedure or in the situation specified in Article 221 section 3 of the Act.
 7. If the Request is accepted, if the Candidate is not an employee of CFT PAN, CFT PAN concludes a written agreement with the Candidate or an institution employing them to conduct

the Procedure, which specifies in particular the amount of the fee referred to in Chapter II, as well as the date and manner of payment.

8. The Council appoints a post-doctoral commission (hereinafter referred to as the “Commission”) in secret ballot within six weeks from the date of receipt of the information from the RDN on the appointment of members of the Commission (Article 221 section 5 of the Act). In addition to four members of the Commission appointed by the RDN, the Commission includes two members employed at CFT PAN, including the Secretary, and one reviewer who is not an employee of CFT PAN.
 - a) The members of the Commission appointed by CFT PAN must meet the requirements of Article 221 section 5-7 of the Act.
 - b) In particular, a member of the Commission appointed by CFT PAN may not be:
 - a supervisor of a doctoral dissertation of the Candidate;
 - co-author of scientific publications with the participation of the Candidate;
 - a person carrying out scientific work together with the Candidate or participating with the Candidate in research teams;
 - a reviewer in previous procedures to grant a post-doctoral degree to the Candidate;
 - a person related by blood, marriage or professional relationship to the Candidate;
 - a person who is in conflict of interest with the Candidate (if the outcome of the Procedure may affect the situation of a member of the Commission).
 - c) Before the vote, the Secretary of the Council may check that the members of the Commission appointed by RDN meet the statutory requirements, as well as the requirements specified in item I.8.b. In case of reasonable doubt, the Chairperson of the Council requests RDN to reconsider the composition of the Commission.
9. Member of the Commission enter into written agreements containing relevant declarations on meeting by the Commission members of the requirements set out in item I.8.a-b. of the Agreement concluded with the reviewers obliging them to submit a review in the Office of CFT PAN within eight weeks from the date of delivery of the request (Article 221 section 8 of the Act). The remuneration of the members of the Commission is specified in Article 184 of the Act.
10. Upon receipt of all reviews, the Secretary of the Commission forwards them without delay to the Candidate and the members of the Commission.
11. The Commission conducts a post-doctoral test in the field of scientific achievements of the Candidate (Article 221 section 9 of the Act).
 - a) The Commission sets a date for the test as at the date from two to six weeks after all reviews are received. The Commission informs the Candidate, not later than one week before the scheduled date of the test, of the date, place and form of the test.
 - b) The post-doctoral test is public, with the exception of the test on the achievements referred to in Art. 219 sec. 3 of the Act.

- c) The test is carried out in the presence of at least five members of the Commission, including the Chairperson and the Secretary. The Secretary of the Commission prepares the minutes of the test which is signed by the Chairperson of the Commission.
 - d) The post-doctoral test is not carried out if at least 2 reviews are negative.
12. The Commission adopts a resolution (hereinafter referred to as the “Commission’s Resolution”) containing an opinion on granting a post-doctoral degree to the Candidate (Article 221 section 10 of the Act).
- a) The Commission’s Resolution is adopted by open ballot, unless the Candidate has submitted a request for secret ballot.
 - b) Adoption of a resolution requires the presence of at least five members of the Commission, including the Chairperson and the Secretary.
 - c) The Commission’s Resolution is adopted by a simple majority.
 - d) The Secretary of the Commission draws up written minutes of each meeting of the Commission.
 - e) Commission documents, including the Commission Resolution with a justification and the minutes of the meetings of the Commission and the test, are signed by the Chairperson of the Commission.
 - f) The Commission documents are forwarded to the Council within six weeks from the date when the Commission receives all reviews (Article 221 section 11 of the Act).
13. After obtaining the opinion of the Commission, the Council adopts a resolution on the granting or refusal to grant the post-doctoral degree (hereinafter referred to as the “Council Resolution”) in the secret ballot by simple majority. Members of the Council who are entitled to vote have the title of a professor or a post-doctoral degree. If the Commission’s opinion is negative, the Council adopts a resolution on the refusal to grant the degree. Members of the Commission who are not members of the Council are invited to the meeting of the Council.
14. Pursuant to the Council Resolution, the Secretary of the Council draws up an administrative decision (Article 178 section 1 of the Act) on granting or refusing to grant a post-doctoral degree (hereinafter referred to as the “Council Decision”) together with a justification, taking into account the opinion of the Commission within one month from the date of receipt by the Council of the Commission Resolution (Article 221 section 12 of the Act). The Council Decision is signed by the Chairperson of the Council (Article 178 section 2 of the Act).
15. The CFT PAN Office draws up a post-doctoral diploma and its certified copies in accordance with the regulations issued pursuant to Article 181 of the Act.
16. The Secretary of the Council enters to the websites of the Public Information Bulletin (BIP) of CFT PAN (Article 222 section 1 of the Act):
- a) a Request,
 - b) the composition of the Commission,
 - c) reviews,
 - d) a Commission Resolution with a justification,

- e) a Council Decision.
- 17. The Director of CFT PAN enters in the POL-on System (Article 222 section 2 and Article 348 of the Act):
 - a) the Candidate's data specified in Article 348 item 1 section 2a-b of the Act,
 - b) the Request and the date of its submission,
 - c) the data of the members of the Commission specified in Article 348 point 1 section 2d of the Act,
 - d) reviews and dates of their development,
 - e) information on the granting or deprivation of the post-doctoral degree.
- 18. Meetings of the Council and the Commission related to the conduct of the Procedure, including the post-doctoral test, may be conducted outside the registered office of CFT PAN using electronic means of communication, ensuring in particular: real-time image and sound transmission between their participants; multilateral real-time communication where participants can speak in their course, subject to the necessary security rules.

II. Rules for determining the amount of the fee for the procedure on granting the post-doctoral degree and the release from this fee (Article 221 section 14 item 2 of the Act):

1. The amount of the fee for conducting the Procedure (hereinafter referred to as the "Fee"), referred to in Article 182 section 1 of the Act, is the sum of:
 - a) costs resulting from remuneration related to the participation of members of the Commission, including reviewers, in its work (Article 182 section 3 and Article 184 of the Act);
 - b) fees for issuing a certified copy, duplicate or for the authentication of a doctoral diploma in the amount specified in the regulation of the minister competent for higher education and science issued pursuant to Article 181 of the Act;
 - c) costs of delegation of the members of the Commission, necessary to conduct the Procedure, up to the amount determined in accordance with the regulation of the minister competent for labour issued pursuant to Article 775 of the Labour Code;
 - d) indirect costs specified by the order of the Director of CFT PAN.
2. The Candidate who is a scientific employee of CFT PAN is exempted from the whole Fee (Article 182 section 6 of the Act).
3. In the case of a Candidate who is not an employee of CFT PAN, in particularly justified cases, they may be exempted from the whole or part of the Fee (Article 182 section 5 of the Act). The administrative decision on exemption from the Fee and the amount thereof is made by the Director of CFT PAN at the request of the Candidate or the institution employing the Candidate submitted at least 14 days before the expiry of the payment deadline indicated in the agreement referred to in item I.7.
4. If the Candidate is released from the whole or part of the Fee, the remaining part of the costs of the Procedure is borne by CFT PAN.

III. Method of appointing members of the post-doctoral commission (Article 221 section 14 item 3 of the Act):

1. The Council elects three members of the Commission (the secretary, ordinary member, reviewer) by way of a secret ballot.
2. Members of the Council who are entitled to vote are members of the Council having the title of a professor or a post-doctoral degree.
3. Candidates for the members of the Commission appointed by the Council may be proposed by any member of the Council, with the exception of the Candidate.
4. A candidate for a member of the Commission who is an academic teacher or a scientific employee may not refrain from being a candidate without reasonable cause (Article 183 of the Act).
5. Each authorised member of the Council may vote at a maximum for one candidate in a given category.
6. The members of the Commission become elected candidates who have received a simple majority of eligible votes in a given category. Where more than one candidate has received the largest number of eligible votes, a secret ballot is held between these candidates. In the event that a re-vote is inconclusive, the election of a member of the Commission is decided by a draw of lots conducted by the Chairperson of the Council meeting between the candidates who received the largest number of eligible votes.

In matters not regulated by the Act or these Rules, the provisions of the Code of Administrative Procedure and the CFT PAN Scientific Council's Regulations apply accordingly to the Procedure.