

An appendix to the resolution no. 109/P11/2020 of the Institute of Agrophysics, Polish Academy of Sciences' Scientific Board of 10 December 2020 – *The Code of Administrative Proceedings Regarding a Way of Conferring the Academic Degree of a Doktor (Doctor)* of 5 July 2019 - consolidated text with amendments of 10 December 2020

SCIENTIFIC BOARD
of the Institute of Agrophysics, Polish Academy of Sciences
the CODE of ADMINISTRATIVE PROCEEDINGS
regarding a way of CONFERRING the ACADEMIC DEGREE of a DOKTOR (DOCTOR)

A list of legal acts constituting the basis for the Code:

- the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2020, item 85 with amendments);
- the Act of 3 July 2018, Provisions introducing the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1669 with amendments);
- the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2019, item 1183 with amendments);
- the Institute of Agrophysics, PAS' Statute approved by the PAS' President on 10 May 2011, as amended by the PAS' President on 17 March 2017;
- the Rules of Procedure of the IA PAS' Scientific Board of 22 February 2019.

The meaning of the used terms and abbreviations:

1. the Act - the Act of 20 July 2018 Law on Higher Education and Science;
2. PI the Act - Provisions introducing the Act of 20 July 2018 Law on Higher Education and Science;
3. KPA – the Act of 14 June 1960, the Administrative Procedure Code (Kodeks Postępowania Administracyjnego);
4. RDN – the Council of Scientific Excellence (Rada Doskonałości Naukowej);
5. Scientific Board – the IA PAS' Scientific Board (the IA PAS' body entitled to institute proceedings for the conferment of the academic degree of doktor);
6. Director – the IA PAS' Director appointed by PAS' President under separate regulations;
7. Candidate – a person applying for a doktor degree;
8. PQF – Polish Qualifications Framework – a reference system for qualifications awarded in Poland;
9. Doctoral School Regulations – Doctoral School regulations within the meaning of the Act;
10. Doctoral School – an Institute of Agrophysics, PAS' (IA PAS') doctoral school, within the meaning of the Act, which is authorised to confer the academic degree of doktor in the field of Agricultural Sciences, the Agriculture and Horticulture discipline.

§ 1 Doctoral dissertation is prepared:

1. in the form of doctoral students' education;
2. on an external mode.

§ 2 The way of appointing a supervisor/supervisors and the method of verification of learning outcomes at the 8th level of PQF

1. The appointment of a supervisor/supervisors is carried out in accordance with the Doctoral School Regulations.
2. On an external mode, prior to the initiation of the procedure, a person applying for a doktor degree shall:
 - a) submit to the IA PAS' Doctoral School office an application for the appointment of a supervisor/supervisors including:
 - Candidate's data: name, surname, PESEL number or the number of a confirming identity document;
 - the name of the prospective supervisor/supervisors and the discipline in which the dissertation is to be prepared;
 - a written consent of the prospective supervisor along with a statement excluding any contraindications to perform the supervisor's function under Art. 190 section 6 item 1 and 2 of the Act;
 - reasonable grounds underpinning the application.
 - b) submits to the IA PAS' Doctoral School office an Individual Research Plan that includes an accepted by a supervisor/supervisors schedule for the preparation of the doctoral dissertation;

- c) presents an open seminar at IA PAS on the planned doctoral dissertation and the assumptions of the Individual Research Plan. Such a seminar shall be attended by at least a simple majority of *the Committee for the Development and Assessment of IA PAS' Researchers*.
3. In the case of persons who started doctoral studies before the 2019/2020 academic year and apply for the degree of doktor on the terms specified in the Act, the procedure for conferring the academic degree of doktor is initiated by a submission of an application for the appointment of the supervisor/supervisors. §2.2 shall apply accordingly.
4. Supervisors and auxiliary supervisors must meet the requirements specified in the Act.
5. The *Committee for the Development and Assessment of IA PAS' Researchers* assesses the documents submitted by a Candidate and prepares an opinion on the application for the Scientific Board.
6. The Scientific Board adopts a resolution on the appointment of a supervisor/supervisors or a supervisor and an auxiliary supervisor, who shall be elected in a secret ballot by an absolute majority of votes.
7. The change of a supervisor is made by way of a Scientific Board resolution at the written request of either the Candidate, the supervisor, or the Director. Such a request shall contain the new supervisor's consent.
8. The *Committee for the Development and Assessment of IA PAS' Researchers* shall deliver its opinion on such the request for the change of a supervisor/an auxiliary supervisor.
9. Provided that a dissertation is prepared on an external mode, the Scientific Board appoints a committee which shall conduct a doctoral examination in the basic discipline corresponding to the topic of the doctoral dissertation. Such a committee shall be composed of at least four members of the doctoral committee, including the supervisor/supervisors or the supervisor and the auxiliary supervisor.
10. In the case of persons who started doctoral studies before the 2019/2020 academic year and apply for the degree of doktor on the terms specified in the Act, the Scientific Board appoints committees conducting the following examinations:
 - a) in the basic discipline corresponding to the topic of the doctoral dissertation. Such a committee shall be composed of at least four members of the doctoral committee, including the supervisor/supervisors or the supervisor and the auxiliary supervisor;
 - b) in a modern foreign language, if the Candidate has not presented a certificate confirming the knowledge of a modern language. Such a committee shall be composed of at least three persons, two of whom are the members of the doctoral committee, and at least one teaches the language at a university.

§ 3 Commence of administrative proceedings regarding a way of conferring the academic degree of doktor

1. The procedure for conferring the academic degree of doktor is initiated at the request of a person who meets the requirements specified in Art. 186 section 1 item 1-3, or section 2 of the Act.
2. Together with an application for initiating the proceedings, a Candidate shall submit the following documents to the Director:
 - a) a certified by the IA PAS copy of a document confirming that the Candidate was awarded the magister/magister inżynier/other equivalent title or a diploma, referred to in Art. 326 section 2 item 2, or Art. 327 section 2 of the Act, which may serve as a basis for applying for a doktor degree in the country in which such a document has been issued;
 - b) a confirmation of being entitled to being granted qualifications at the 8th level of PQF. Was a dissertation prepared on an external mode, the method of verification whether the learning outcomes are qualified at the 8th level of PQF is set forth in § 2 section 9;
 - c) a confirmation of being entitled to being granted qualifications at the 8th level of PQF in the field of a modern foreign language in the form of a certificate or a diploma confirming mastering the language at a proficiency level of at least B2;
 - d) a copy of at least one scientific achievement, of which the Candidate is the author or co-author, published in the form of a scientific article or a monograph, that meets the requirements of Art. 186 section 1 item 3 of the Act;
 - e) CV including the course of scientific and professional work;
 - f) a personal questionnaire;
 - g) a written statement that the doctoral dissertation has not already been the basis for conferring a doktor degree;

- h) a doctoral dissertation with a supervisor's/supervisors' positive opinion; the dissertation summary in English; if the dissertation was written in a foreign language, a summary in Polish. Were the doctoral dissertation not a written thesis, the Candidate shall enclose its description in Polish and English;
 - i) in the case of two-author or multi-author scientific achievements, the Candidate shall attach their own and co-authors' statements indicating their substantive, not percentage, contribution to each individual achievement indicated in items d) and h) above. Such statements should be precise enough to allow for an accurate assessment of the Candidate's participation and role in the creation of each work.
3. The Director submits the Candidate's application to the *Committee for the Development and Assessment of IA PAS' Researchers*, so that an opinion for the Scientific Board can be prepared on a name list of the Doctoral Committee and a name list of prospective three reviewers who meet the requirements set forth in the Act.
 4. At the meeting of the Scientific Board:
 - a) the Director presents to the Scientific Board the Candidate's application documents and scientific profile;
 - b) the Chairperson of the *Committee for the Development and Assessment of IA PAS' Researchers* presents the Committees' opinion including a name list of prospective Doctoral Committee and three reviewers;
 - c) after a thorough consideration, the Scientific Board adopts resolutions on appointing:
 - I. three reviewers (secret ballot);
 - II. the Doctoral Committee referred to in Art. 192 sec. 1 of the Act (secret ballot) comprising 7 members of the Scientific Board who hold the minimum of the doktor habilitowany title, including the supervisor/supervisors and reviewers of the doctoral dissertation.
 5. These matters may be dealt with at several separate meetings of the Scientific Board.

§ 4 Doctoral dissertation

1. The doctoral dissertation presents the Candidate's general theoretical knowledge in a discipline/disciplines and the ability of conducting scientific work independently.
2. The subject of the doctoral dissertation is an original solution to a scientific problem or an innovative method of applying the results of own scientific research in the economic or social sphere.
3. A Candidate in the Individual Research Plan defines the form of the doctoral dissertation in accordance with Art. 187 section 3 of the Act. A written form (a monograph or a collection of at least 3 thematically related scientific articles), however, is a preferred form of a dissertation at the IA PAS.
4. The Candidate submits the doctoral dissertation in both electronic and paper form to the IA PAS' Doctoral School office.
5. In the case of persons who started doctoral studies before the 2019/2020 academic year, before submitting a doctoral dissertation the Candidate shall pass exams in the basic discipline and in a modern foreign language, defined in §2 section 10 a) and b). Together with the doctoral dissertation, the Candidate submits documents referred to in §3 section 2 a), d), e), f), g) and i).

§ 5 Admission to defend the doctoral dissertation

1. The Candidate shall receive at least 2 positive reviews in order to be admitted to defend a doctoral dissertation.
2. A Doctoral Committee consisting of at least half of its members, including the chairman and a supervisor, having read the dissertation's reviews:
 - a) prepares a draft of a resolution on the admission to defend the doctoral dissertation;
 - b) proposes a date of the public defence;
 - c) appoints the recording secretary of the public defence.In the event of a tied vote, the Chairman of the Doctoral Committee shall have the casting vote.
3. At the next meeting of the Scientific Board, having read the documents submitted by the Candidate, its members pass a resolution on the admission to defend the doctoral dissertation (secret ballot).
4. The defence of the doctoral dissertation takes place at the Doctoral Committee public hearing consisting of at least half of its members, including the Chairman of the Doctoral Committee, and a reviewer, a supervisor/supervisors, or a supervisor and an auxiliary supervisor. The public defence may be performed via technical means in the form of a real-time (live) audio-visual video conference.
5. The Doctoral Committee prepares a document on whether the public defence has been accepted and the academic degree of doktor shall be conferred, and submits it to the Scientific Board. Voting of the Committee

shall take place by a secret ballot and by an absolute majority of votes. In the event of a tied vote, the Chairman of the Doctoral Committee shall have the casting vote.

6. If the Doctoral Committee deliberates via electronic means of communication, the documents shall be signed by the Chairman on behalf of the entire Committee.

§ 6 Conferring the doktor degree

1. In a secret ballot, the Scientific Board makes an administrative decision in form of a resolution on conferring or refusing to confer the doktor degree. The decision is signed by the Scientific Board Chairman.
2. The Scientific Board resolution becomes valid upon its adoption.
3. A person who has been conferred the doktor degree receives a diploma, the form of which is defined by law.
4. Diplomas are awarded during an oath ceremony. Under particularly justified circumstances, on written request of a person concerned, the oath may be taken before the Presidium of the Scientific Board, or in writing.

§ 7 Fee

The rules determining the fee for the administrative proceedings regarding a way of conferring the academic degree of a doktor on an external mode, and conditions for exempting from such a fee, lays down Annex 1, which forms an integral part thereof.

§ 8 Final provisions

1. This document has been issued on the basis of a statutory delegacy. In the remaining scope, the provisions of the Act shall be applied.
2. In the scope not regulated by the Act, the provisions of the KPA apply accordingly.

Attached:

Annex 1 - The rules determining the fee for the administrative proceedings regarding a way of conferring the academic degree of a doktor on an external mode, and conditions for exempting from such a fee.

Annex 1 - The rules determining the fee for the administrative proceedings regarding a way of conferring the academic degree of a doktor on an external mode, and conditions for exempting from such a fee.

1. A person applying for conferring the academic degree of a doktor (a Candidate) shall pay a fee for conducting the administrative proceedings. The payment shall be made to the IA PAS.
2. The fee may not exceed the costs of proceedings, which shall include the salary costs of a supervisor/supervisors/an auxiliary supervisor/reviewers.
3. The fee shall not be collected from a Candidate who was a student at a doctoral school ran by the IA PAS.
4. In duly justified cases submitted in writing to the Director, a Candidate may be exempted from the fee (or part of the fee).
5. Were a Candidate employed as an academic or a research scientist, the fee shall be covered by the university/the PAS institute/the research institute/the international institute where the Candidate is employed. Such agreement should be previously regulated in writing between the two institutions.
6. Supervisors/auxiliary supervisors/reviewers are entitled to their single remuneration payments at the rate set out in generally applicable regulations.
7. Supporting documents regarding the administrative proceedings on conferring the academic degree of doktor:
 - a) agreement – a pledge in writing to cover the costs of the proceedings signed by the Candidate or the Candidate’s employer (as defined in section 5 above) – does not apply to the IA PAS’ employees and doctoral students;
 - b) cost calculation – an annex to the above-mentioned agreement, detailing all the costs of the proceedings.
8. A model of the agreement and cost calculation referred to in section 7 above, will be determined by the Director’s Order.