



GUIDE: CAREER PATH FOR ACADEMIC RESEARCHERS

Formal procedure

CONFERMENT OF THE POST-DOCTORAL DEGREE OF DOCTOR HABILITATED

FULFILLMENT OF FORMAL REQUIREMENTS

- degree of doctor in a specific discipline of science
- scientific output constituting a significant contribution to the development of the discipline of physical sciences, including at least:
 - 1 scientific monograph published by a journal that in the year of publishing of the monograph in its final version was included in the list of journals of the Ministry of Education and Science, OR
 - 1 cycle of thematically related scientific articles published in scientific journals or in peer-reviewed international conference proceedings that in the year of publishing of the article in its final version were included in the list of journals of the Ministry of Education and Science, OR
 - 1 completed original project, engineering and design, or technological achievement
- significant scientific activity carried out at more than one university or scientific institution, especially at foreign institutions

1.

APPLICATION

PERSON APPLYING FOR THE
CONFERMENT OF THE
DEGREE

TO THE COUNCIL OF
SCIENTIFIC EXCELLENCE
(RDN)

RDN advises that the application with full documentation should be submitted in the Polish and English language (Manner of submitting the application – page 5)

- application in accordance with the RDN model documents
 - applicant's data
 - certified (by e.g. the issuing entity, notary public, attorney-at-law) true copy of a document evidencing the conferment of a doctoral degree
 - summary of professional accomplishments presenting the applicant's career advancement and significant scientific or artistic activity carried out at more than one university, scientific or cultural institution, especially at foreign institutions, together with copies of documents confirming specific accomplishments, especially those related to scientific internships, grants, or publications resulting from conducting research at more than one scientific unit
 - list of scientific or artistic achievements constituting a significant contribution to the development of a specific discipline
 - any other requirements set out by the habilitation entity
- IFJ PAN: In the event of a multi-author publication, the Chairperson of the IFJ PAN Scientific Council shall ask the candidate to present the statements of all co-authors of the publication determining the candidate's individual involvement in the creation of the multi-author publication. The candidate may attach a statement of:
- editor of the publication,
 - first author,
 - corresponding author,
 - principal investigator of the project or head of the scientific team, determining the candidate's individual involvement in the creation of this publication.

If the candidate has no possibility of collecting the statements for reasons beyond his/her control, he/she submits such a statement with a justification why the above-mentioned persons failed to submit their statements.

2.

FORMAL ASSESSMENT

COUNCIL OF SCIENTIFIC EXCELLENCE

4 weeks from the moment of receipt of the application

■ formal deficiencies – RDN summons the candidate to remove the deficiencies within a specified time limit

■ correct application – RDN forwards the application to the habilitation entity

3.

SUBSTANTIVE ASSESSMENT

HABILITATION ENTITY

4 weeks from the moment of receipt of the application

■ resolution of the Scientific Council on conducting the procedure

■ resolution of the Scientific Council on not granting its consent to conduct the procedure and return of the application to RDN

■ RDN assigns another habilitation entity without undue delay and forwards the application to this entity. The new entity has no possibility of not granting its consent to conduct the procedure

4.

APPOINTMENT OF THE HABILITATION COMMITTEE

COUNCIL OF SCIENTIFIC EXCELLENCE

12 weeks from the moment of receipt of the application

COUNCIL OF SCIENTIFIC EXCELLENCE

- 4 members of the habilitation committee (chairperson + 3 reviewers) holding:
- the degree of doctor habilitated or the title of professor
 - up-to-date scientific or artistic output
 - established reputation, including international, and
 - who are not employed by the habilitation entity or by an institution where the candidate is employed

SCIENTIFIC COUNCIL

6 weeks from the moment of receipt of information about members appointed by RDN

SCIENTIFIC COUNCIL

- 2 members (including a secretary) holding:
- the degree of doctor habilitated or the title of professor
 - employed by the habilitation entity
- a reviewer holding:
- the degree of doctor habilitated or the title of professor
 - up-to-date scientific output
 - established reputation, including international and
 - who is not employed by the habilitation entity

5.

FORWARDING DOCUMENTATION TO THE HABILITATION COMMITTEE

HABILITATION ENTITY

- forwarding the resolution together with full documentation

6.

PREPARATION OF THE REVIEW

8 weeks from the delivery of the application

- assessment of the accomplishment of the candidate's scientific achievements (positive or negative)

7.

PUBLIC HABILITATION COLLOQUIUM

HABILITATION COMMITTEE

6 weeks from the moment of receipt of the last review by the Committee

- notification of the candidate and announcement of the date of the colloquium in the Public Information Bulletin 14 days in advance
- the colloquium is conducted by the Chairperson of the Habilitation Committee
- Course:
 1. Summary of the habilitation process by the Chairperson
 2. Presentation of the most important elements of the scientific achievement by the candidate
 3. Discussion on the scientific achievement – every participant has the right to ask questions. The questions should be related to the subject matter of the achievement. The Chairperson may overrule a question.
 4. Assessment of the course of the colloquium at a closed session of the members of the Committee. A session report is prepared and attached to the entire documentation of the Committee's session.
- may be conducted by electronic means of communication

8.

RESOLUTION OF THE COMMITTEE

- the resolution is adopted based on all the reviews and the colloquium
- unequivocal opinion on conferring or refusal to confer the degree of doctor habilitated
- open voting (the Candidate may submit a request for secret voting)

9.

FORWARDING THE RESOLUTION TO THE HABILITATION ENTITY

HABILITATION COMMITTEE

6 weeks from the moment of receipt of all the reviews

- forwarding the resolution together with a justification and full documentation
- completion of the work of the Committee

10.

CONFERMENT OF OR REFUSAL TO CONFER THE DEGREE

SCIENTIFIC COUNCIL

1 month from the moment of receipt of the resolution

- decision on the conferment of the degree

- decision on the refusal to confer the degree

- possibility of lodging an appeal with RDN within 30 days from the moment of receipt of the decision

DOCTOR HABILITATED

APPEAL

CANDIDATE

30 days from the moment of receipt of the decision

- lodged with RDN

- after consultation with at least 2 reviewers, RDN undertakes a decision no later than 6 months from the moment of receipt of the appeal


- revocation of the original decision and issuing a decision on the resumption of the procedure with the indication of the habilitation entity

- upholding the negative decision – a person applying for the degree of doctor habilitated may refile a motion for commencing the procedure for the conferment of the degree after at least 2 years. This period may be shortened to 12 months in the event of a significant increase in scientific output

WITHDRAWAL OF THE APPLICATION BY THE CANDIDATE

- the same application cannot be the basis for applying for the conferment of the post-doctoral degree of doctor habilitated at another entity

- the candidate cannot apply for the conferment of the post-doctoral degree of doctor habilitated for the period of 2 years



MANNER OF SUBMITTING THE APPLICATION

■ IN PERSON

- to the seat of the Council of Scientific Excellence in Warsaw, pl. Defilad 1 (Palace of Culture and Science, floor XXIV, room 2414)

■ BY POST

- Council of Scientific Excellence, 00-901 Warszawa, pl. Defilad 1 (Pałac Kultury i Nauki, p. XXIV, pok. 2414)
- the cover application and any other document produced by the Applicant must bear his/her handwritten signature
- electronic data storage devices (pen drive, 7 pcs) with scans of all documents submitted in paper form
- no requirement to document scientific and research achievements at the stage of submitting the documentation of the application to RDN. In the event of attaching copies of the publications, they should be submitted only on electronic data storage devices (7 pcs).

■ ELECTRONICALLY – electronic mailbox ePUAP: /RDN/SkrytkaESP

- the application should be signed with a qualified electronic signature, a trusted signature or a personal signature
- the obligation of putting an appropriate electronic signature also applies to the cover application and any other document produced by the Applicant for the purpose of conducting the procedure

In order to commence the process of electronic submission of the documentation, please visit the homepage of the ePUAP platform and:

- enter “pismo ogólne do podmiotu publicznego” into the search engine, or
- open “Katalog spraw” and select the icon “Pisma do urzędu”.



MATERIALS

■ [Act – Law on higher education and science \(Journal of Laws 2023, item 742 as amended; Art. 218 – Art. 226\)](#)

■ [Documents required for applications for the conferment of the post-doctoral degree of doctor habilitated in Polish](#)

■ [Documents required for applications for the conferment of the post-doctoral degree of doctor habilitated in English](#)

■ [RDN: Guide. Procedures for the conferment of the post-doctoral degree of doctor habilitated](#)

■ [Resolution of the IFJ PAN Scientific Council on determining the procedure for the conferment of the academic degree of doctor or the degree of doctor habilitated](#)

■ [Journals from the list of scientific journals and peer-reviewed international conference proceedings](#)

■ Fee amounts:

- IFJ PAN Director’s Decree on the amount of fees for conducting the procedure for the conferment of an academic degree (No. [15/2021](#), [6/2023](#))