

## Procedure for the conferment of the post-doctoral degree of doctor habilitated

### I. Preliminary information

- 1) Legal basis: Polish Journal of Laws of 2020, Item 85, Art. 218 – Art. 226  
<https://dziennikustaw.gov.pl/D2020000008501.pdf>
- 2) In the case of the institutes of the Polish Academy of Sciences and other institutes, the post-doctoral degree of doctor habilitated is conferred by a scientific council. In the case of universities, the degree is conferred by an academic senate or another body specified in university statutes, usually it is a scientific discipline board (Art. 218).
- 3) The post-doctoral degree of doctor habilitated is conferred in a field of science and discipline of science.
- 4) The IFJ PAN Scientific Council is authorized to confer the post-doctoral degree of doctor habilitated **in the field of natural sciences in the discipline of physical sciences.**

### II. Requirements for candidates applying for the post-doctoral degree of doctor habilitated (Art. 219):

- 1) holding a PhD degree in a specific field of science (the conformity of a discipline is not required);
- 2) having a scientific achievement constituting a major contribution to the development of a specific discipline, including at least:
  - i. 1 scientific monograph published in a journal which in the year of publishing the monograph in its final version was included in the list of journals of the Ministry of Science and Higher Education ([http://www.bip.nauka.gov.pl/g2/oryginal/2019\\_01/1c2912c1f994b8d37a305fac21b8ab54.pdf](http://www.bip.nauka.gov.pl/g2/oryginal/2019_01/1c2912c1f994b8d37a305fac21b8ab54.pdf)), **among others IFJ PAN**), or
  - ii. 1 cycle of scientific articles related thematically and published in scientific journals or peer-reviewed international conference proceedings which in the year of publishing the article in its final version were included in the list of journals of the Ministry of Science and Higher Education ([https://www.bip.nauka.gov.pl/g2/oryginal/2019\\_08/a07248ec34e343035b433bb61f39c053.pdf](https://www.bip.nauka.gov.pl/g2/oryginal/2019_08/a07248ec34e343035b433bb61f39c053.pdf)), or
  - iii. 1 completed original project, engineering and design or technological achievement;
- 3) demonstrating significant scientific activity carried out at more than one university or scientific institution, especially at foreign institutions (for example completing at least a one-year post-doctoral/scientific internship fulfills this requirement, whereas having joint publications with authors from another institution or giving a talk at another institution or conference does not fulfill this requirement).

### III. Commencement of the procedure

- 1) The candidate applying for the post-doctoral degree of doctor habilitated submits a written application to the selected habilitation entity through the Council of Scientific Excellence (RDN).
- 2) The application should contain:
  - i. indication of the field and discipline in which the candidate is applying for the degree of doctor habilitated;
  - ii. description of professional career;
  - iii. description of achievements set out in Point II 2) hereof;
  - iv. indication of the habilitation entity selected to conduct the procedure for the conferment of the post-doctoral degree of doctor habilitated.

*Detailed information on the application dossier is available on the RDN website: <https://www.rdn.gov.pl/postepowanie-habilitacyjne.wymagania-dokumentacyjne-wnioskow-w-sprawie-nadania-stopnia-doktora-habilitowanego.html>*

#### **IV. Preliminary stage (application overview, appointment of the habilitation commission, Art. 221)**

- 1) Within 4 weeks from the day of receipt of the application, RDN shall review it with regard to the formal requirements and forward it to the habilitation entity selected by the candidate.
  - i. In the event of finding formal deficiencies, RDN shall send a letter of formal notice to the candidate to address the deficiencies within the prescribed period.
  - ii. Within the period of 4 weeks, the habilitation entity may decide not to give its consent to conduct the procedure and may return the application to RDN. In this case RDN shall designate another habilitation entity without undue delay and forward the application to the entity which cannot refuse to conduct the procedure.
- 2) Within 12 weeks from the day of receipt of the application, RDN shall appoint 4 members of the habilitation commission, including the chairperson and 3 reviewers selected by drawing lots. The members of the habilitation commission must hold the degree of doctor habilitated or the title of professor, have up-to-date scientific accomplishments, enjoy a recognized reputation, including international, and must not be employees of the habilitation entity or the institution where the candidate is employed.
- 3) Within 6 weeks from the day of receipt of information on the members of the habilitation commission designated by RDN, the habilitation entity shall appoint the habilitation commission. The commission is composed of:
  - i. 4 members appointed by RDN (chairperson and 3 reviewers);
  - ii. 2 members holding the post-doctoral degree of doctor habilitated or the title of professor employed by the habilitation entity, including the secretary;
  - iii. a reviewer holding the degree of doctor habilitated or the title of professor who has up-to-date scientific achievements and an established reputation, including international, and who is not employed by the habilitation entity.
- 4) Having appointed the habilitation commission, the entity conducting the procedure shall transfer to the members of the habilitation commission the application and its full dossier which will serve to assess whether the candidate meets the

- requirements for the conferment of the post-doctoral degree of doctor habilitated.
- 5) In the event that the candidate withdraws his/her application after the appointment of the habilitation commission:
    - i. that application cannot be the basis for applying for the conferment of the post-doctoral degree of doctor habilitated in another habilitation entity;
    - ii. the applicant cannot apply for the conferment of the post-doctoral degree of doctor habilitated for the period of 2 years.

## **V. Procedure for the conferment of the post-doctoral degree of doctor habilitated**

*The detailed procedure for the conferment of the post-doctoral degree of doctor habilitated at IFJ PAN, including the regulations governing fee payment for the procedure and exemption from the fee as well as the method of appointing the members of the habilitation commission are stipulated in the Rules of Procedure of the IFJ PAN Scientific Council ([link](#)).*

- 1) Within 8 weeks from the day of receipt of the application, the reviewers shall prepare reviews and assess whether the scientific achievements of the candidate applying for the conferment of the degree of doctor habilitated meet the requirements set out in Point II hereof. The reviews should end with an unequivocal conclusion, negative or positive.
- 2) In the case of a candidate applying for the conferment of the post-doctoral degree of doctor habilitated in the field of natural sciences, the habilitation commission may undertake a decision to conduct a post-doctoral habilitation colloquium.
  - i. The habilitation commission notifies the candidate about the colloquium 14 days in advance.
  - ii. The habilitation commission decides about the form of the colloquium, e.g. an interview with the candidate or a presentation prepared by the candidate within the scope specified by the commission.
  - iii. The post-doctoral habilitation colloquium may be conducted outside of the seat of the habilitation entity with the use of electronic means of communication that must ensure in particular:
    - real-time broadcast of the colloquium accessible to all its participants;
    - real-time multi-way communication within which the participants of the colloquium can speak out in the course of the colloquium.
- 3) Having collected all the reviews and, if need be, having conducted the post-doctoral habilitation colloquium, the habilitation commission passes a resolution containing an unequivocal opinion on whether to confer or refuse to confer the post-doctoral degree of doctor habilitated.
  - i. The habilitation commission adopts a resolution in open voting. Upon the request of the candidate applying for the degree of doctor habilitated the commission may adopt a resolution in secret voting.
  - ii. The opinion of the habilitation commission cannot be positive if at least 2 reviews are negative.
- 4) Within 6 weeks from the day of receipt of all the reviews, the habilitation commission shall transfer to the habilitation entity the above-mentioned resolution together with the justification and documentation of the procedure for the conferment of the post-doctoral degree of doctor habilitated.
- 5) Based on the above-mentioned resolution and within 1 month from the day of its receipt, the habilitation entity confers or refuses to confer the post-doctoral degree

- of doctor habilitated. The habilitation entity refuses to confer the degree of doctor habilitated if the opinion of the habilitation commission is negative.
- 6) Without undue delay the habilitation entity shall communicate the decision on the conferment of the degree of doctor habilitated to the candidate.
  - 7) Within 30 days from the day of receipt of the decision to refuse to confer the post-doctoral degree of doctor habilitated, the applicant may lodge an appeal to RDN (Art. 224 and Art. 193).
  - 8) Having consulted at least 2 reviewers, RDN shall make its decision within no more than 6 months from the day of receipt of the appeal.
  - 9) In the event that the decision of RDN revokes the initial decision to refuse to confer the post-doctoral degree of doctor habilitated, RDN shall issue a decision to reopen the procedure and shall designate a habilitation entity to conduct the procedure.
  - 10) In the event that the negative decision is upheld, the person applying for the post-doctoral degree of doctor habilitated may again file an application for the commencement of the procedure for the conferment of the degree of doctor habilitated after at least 2 years. This period may be shortened to 12 months if the candidate's scientific achievements have increased significantly.

#### **VI. Simplified procedure for the conferment of the post-doctoral degree of doctor habilitated (Art. 226)**

- 1) A person who has been awarded a PhD degree in Poland or abroad may earn the rights which are equivalent to the rights resulting from holding the post-doctoral degree of doctor habilitated in a given discipline, if that person fulfills the following requirements:
  - i. during his/her work in another country the candidate managed research teams in an independent manner for at least 5 years;
  - ii. has significant scientific accomplishments;
  - iii. is employed in the position of an institute or university professor by a habilitation entity authorized to confer the post-doctoral degree of doctor habilitated in a given discipline.
- 2) Earning the equivalent rights takes place on the basis of a decision issued by the rector of a given university or the director of an institute employing that person.
- 3) The rector/director shall transfer the decision together with a description of the professional career and a list of achievements of a given person to RDN.
- 4) Having consulted 2 reviewers and within no more than 4 months, RDN shall issue an administrative decision that either raises no objections to the rector's/director's decision or revokes the latter.
- 5) The decision of RDN may be appealed against before an administrative court.
- 6) A person who has been awarded the rights equivalent to the rights resulting from holding the post-doctoral degree of doctor habilitated enjoys the rights of doctor habilitated resulting from the Act, in particular he/she may apply for the conferment of professorship.