

The procedure for awarding a doctoral degree
adopted by the Scientific Council of the Institute of Physics of the Polish Academy of Sciences
based on the Resolution of the IP PAS Scientific Council E30/2021 of 25.02.2021
as amended in the Resolution of the IP PAS Scientific Council E96/2021 of 24.06.2021
and in the Resolution of the IP PAS Scientific Council 56/2023 of 30.03.2023
(consolidated text - adopted on 30.03.2023)

Acting on the basis of:

Article 192 Section 2 of the Act of July 20, 2018, on Higher Education and Science (Journal of Laws, item 1668 as amended), hereinafter referred to as the "Act", the Scientific Council of the Institute of Physics of the Polish Academy of Sciences introduces the following procedure for awarding the doctoral degree.

Appointment of the supervisor, supervisors or supervisor and auxiliary supervisor

§1.

1. The Director of the Institute of Physics of the Polish Academy of Sciences submits to the Scientific Council of the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Scientific Council", the list of doctoral students admitted in a given recruitment, who are to implement the research plan at the Institute of Physics of the Polish Academy of Sciences together with the supervisor or supervisors proposed for each of them.
2. The Scientific Council appoints a supervisor or supervisors for each of the admitted doctoral students of the Doctoral School, by resolution, in a secret ballot, by an absolute majority of votes, with the presence of at least half of the members of the Scientific Council eligible to vote.
3. Before the supervisor or supervisors are appointed by the Scientific Council, Education Commission determines whether the candidate for the supervisor meets the substantive and formal requirements set out in the Act and the Regulations of the Doctoral School.
4. The Scientific Council appoints an auxiliary supervisor at the supervisor's request or at the request of the doctoral student approved by the supervisor.
5. The supervisor, supervisors or supervisor and auxiliary supervisor are appointed without undue delay, and not later than within 3 months from the date of commencement of education. In special cases, justified especially by scientific reasons, an auxiliary supervisor may be appointed at a later date.
6. In special cases, justified especially by the inability to continue scientific oversight of the doctoral student or for scientific reasons, the Scientific Council may change the supervisor, supervisors or auxiliary supervisor.
7. Persons applying in the external mode for awarding the doctoral degree submit to the Chairperson of the Scientific Council a proposal for the topic of the doctoral dissertation and its supervisor, supervisors or supervisor and auxiliary supervisor together with their written consents to perform these functions. The Scientific Council approves the submitted topic of the doctoral dissertation and appoints the supervisor, supervisors or supervisor and auxiliary supervisor. The provisions of Sections 3, 5 and 6 apply accordingly. The supervisor or supervisors prepare an opinion on the doctoral dissertation prepared in external mode within 2 months from the date of its submission for the opinion of the Chairperson of the Scientific Council.

The stage of instituting the procedure for awarding the academic doctoral degree

§2.

1. A person applying to institute the procedure for awarding the academic doctoral degree submits an application to the Chairperson of the Scientific Council according to the template constituting Appendix No. 1.
2. The following documents must be attached to the application:
 - 1) five printed copies of the doctoral dissertation written in Polish or English;
 - 2) the doctoral dissertation in digital PDF format on a digital data carrier;
 - 3) if the dissertation is a collection of published and thematically related scientific articles, the publications' collection should be accompanied by an introduction presenting the logical connections between the individual articles included in the collection, as well as documenting the knowledge of the doctoral student in the subject of the thesis; each publication must be accompanied by statements by all or at least five co-authors (including the doctoral student) describing their roles and contribution to the publication in question;
 - 4) an abstract of the doctoral dissertation in English, and also an abstract in Polish for a doctoral dissertation written in a foreign language. If the doctoral dissertation is not in a written form, a description in Polish and English is attached;
 - 5) a written opinion of the supervisor, supervisors and auxiliary supervisor, if appointed, about the doctoral dissertation, and in the case of a doctoral dissertation which is a collection of publications, the supervisor should additionally refer to the role and contribution of the doctoral student to the publications;
 - 6) a completed and signed author's statement per the template constituting Appendix No. 2;
 - 7) the original or a certified copy of a master's degree or master's degree in engineering, or a diploma referred to in Article 326 Section 2 Item 2 or Article 327 Section 2 of the Act, giving the right to apply for the award of a doctoral degree in a country where the university that issued it operates in the higher education system;
 - 8) in the case referred to in Article 186 Section 2 of the Act, the original or a certified copy of a bachelor's degree and documents clearly indicating the justified highest quality of the person's academic achievements;
 - 9) a document confirming the knowledge of English at B2 level; in the absence of this document, the persons applying to institute the procedure, request an exam confirming their knowledge of the English language at this level.
 - 10) list of scientific papers and conference presentations;
 - 11) academic curriculum vitae;
 - 12) a statement on whether the person previously applied for a doctoral degree in another research unit (in accordance with Appendix No. 1);
3. The list of certificates confirming knowledge of the English language at the language proficiency level of at least B2 is attached as Appendix No. 1a to this resolution.

§3.

1. If the doctoral dissertation is written, the Chairperson of the Scientific Council commissions its verification with the use of the Uniform Anti-plagiarism System referred to in Article 351 of the Act.
2. The Chairperson of the Scientific Council, after reading the submitted documents referred to in §2 Section 2, introduces to the plan, if possible, of the next meeting of the Scientific Council, points regarding the institution of the procedure for awarding the doctoral degree.

3. The Chairperson of the Scientific Council invites all supervisors to participate in the part of the Scientific Council session devoted to instituting the procedure for awarding the doctoral degree. Supervisors participate in the sessions without the right to vote.
4. The Scientific Council, after reviewing the presentation of the doctoral dissertation presented by the person applying for the award of the doctoral degree, and after conducting the discussion, adopts a resolution on instituting or refusing to institute the procedure for awarding the doctoral degree.

The procedure for awarding the academic doctoral degree

§4.

1. In the event of adopting a resolution to institute the procedure, the Scientific Council appoints a Doctoral Commission comprising:
 - 1) at least five members of the Scientific Council with the title of professor or a postdoctoral degree (habilitacja),
 - 2) reviewers,
 - 3) supervisor, supervisors, or supervisor and auxiliary supervisor.
2. The Scientific Council selects three reviewers from among persons holding a postdoctoral degree or the title of professor, who are not employees of the Institute of Physics of the Polish Academy of Sciences, and who are not employees of a university, the Institute of the Polish Academy of Sciences, a research institute or an international institute, whose employee is the person applying for the doctoral degree.
3. The members of the Doctoral Commission listed in Section 1 Item 1 and the reviewers are selected in a secret ballot, by an absolute majority of votes, in the presence of at least half of the members of the Scientific Council. In the same procedure, the Scientific Council elects the Chairperson of the Doctoral Commission from among the members listed in Section 1a.
4. The Scientific Council appoints an examination commission to conduct a doctoral exam in physics. The doctoral examination for external proceedings is also a method of verifying knowledge in physics at level 8 of the Polish Qualifications Framework (Polska Rama Kwalifikacji).
5. The date of the doctoral examination in physics is determined in direct agreement between the person applying for the doctoral degree and the chairperson of the examination commission.

§5.

1. The tasks of the Doctoral Commission include overseeing the course of the next stages of the procedure for awarding the doctoral degree, conducting a public defense, and adopting a resolution with a recommendation to the Scientific Council on awarding or refusing to award the doctoral degree, and presenting to the Scientific Council a possible motion to award a distinction to a doctoral dissertation.
2. The Doctoral Commission adopts all resolutions by secret ballot, by an absolute majority of votes, in the presence of at least half of the members (not counting the auxiliary supervisor), including the chairperson, at least one supervisor, and at least two reviewers. The supervisors do not have the right to vote in the adoption of resolutions.
3. Meeting minutes and resolutions of the Doctoral Commission are signed by its Chairperson.

Public defense of the doctoral dissertation

§6.

1. After the candidate has passed the doctoral examination, the Doctoral Commission gets acquainted with the reviews and adopts a resolution on either accepting the doctoral dissertation and admitting it to public defense or rejecting the dissertation and not admitting it to public defense. The resolution may be adopted by electronic voting, subject to the conditions referred to in §5 Section 2. at a meeting held through electronic communication ensuring real-time multilateral communication.
2. In the case of adopting a resolution rejecting the doctoral dissertation and not admitting it to public defense, the chairperson of the Doctoral Commission shall immediately submit the resolution together with the justification to the Scientific Council. The Scientific Council, by way of a resolution, adopts the said resolution of the Doctoral Commission, which is tantamount to closing the procedure for awarding a doctoral degree. The Scientific Council's rejection of the resolution of the Doctoral Commission on not admitting it to public defense is tantamount to adopting a resolution on accepting the doctoral dissertation and admitting it to public defense.
3. After the doctoral dissertation is accepted by the Doctoral Commission and admitted to public defense, the Chairperson of the Scientific Council, at the request of the Chairperson of the Doctoral Commission, sets the date and place of public defense of the doctoral dissertation and notifies other scientific units per the applicable regulations.
4. No later than 30 days before the designated day of defense, a doctoral dissertation which is a written dissertation, along with its abstract, or a description of a non-written dissertation and reviews are presented for viewing at the Library of the Institute of Physics of the Polish Academy of Sciences, and their electronic versions are placed in the Public Information Bulletin of the Institute of Physics of the Polish Academy of Sciences. Immediately after being made available, the above documents are posted in the POL-on system. With regard to a doctoral dissertation, the subject of which is protected by legal confidentiality, only reviews are made available, excluding the content covered by this confidentiality.
5. Not later than 10 days before the appointed defense day, information about the date, place, and method of defense is published in the Public Information Bulletin of the Institute of Physics of the Polish Academy of Sciences.
6. The public defense of the doctoral dissertation takes place at an open session of the Doctoral Commission in the presence of the Chairperson of the Doctoral Commission, at least one supervisor, and at least two reviewers. The defense is held in Polish or English.
7. The public defense of the doctoral dissertation proceeds according to the following order:
 - 1) opening of the public defense by the Chairperson of the Doctoral Commission,
 - 2) presentation of the scientific profile of the person applying for the award of the doctoral degree by the supervisor or supervisors,
 - 3) presentation of the main assumptions and results of the doctoral dissertation by the person applying for the award of the doctoral degree,
 - 4) presentation of the review of the doctoral dissertation by the reviewers, and in their absence, reading the review by the Chairperson of the Doctoral Commission,
 - 5) response to the review of the doctoral dissertation by the person applying for the award of the doctoral degree,
 - 6) open discussion about the assumptions and results of the doctoral dissertation.

8. After the end of the open part of the defense of the doctoral dissertation, the Doctoral Commission at a closed session conducts a discussion and in a secret ballot, per the procedure described in § 5 Section 2, adopts a resolution with a recommendation to the Scientific Council to award or refuse to grant the academic doctoral degree.
9. If the conditions for distinguishing doctoral dissertations specified by the Scientific Council are met, the Doctoral Commission conducts a discussion and in a secret ballot, in accordance with the procedure described in §5 Section 2, it may adopt a resolution to apply to the Scientific Council for the distinction of the doctoral dissertation.

Awarding a doctoral degree

§7.

1. The Chairperson of the Scientific Council, after receiving from the Chairperson of the Doctoral Commission the protocol of the course of the public defense and the resolution of the Doctoral Commission with a recommendation to award or refuse to award the doctoral degree, supplements the program of the next meeting of the Scientific Council with an item regarding the doctoral dissertation process in question.
2. The Chairperson of the Scientific Council invites the members of the Doctoral Commission to participate in this part of the Scientific Council's meeting which is devoted to awarding or refusing to award the doctoral degree.
3. The Scientific Council, after familiarizing itself with the course of all stages of the doctoral process and with the resolutions of the Doctoral Commission, adopts resolutions on:
 - 1) awarding or refusing to award the academic doctoral degree;
 - 2) awarding or refusing to award a distinction of a doctoral dissertation, if the Doctoral Commission submitted such a motion.
4. Adoption of the resolutions referred to in Section 3 is tantamount to closing the procedure for awarding the doctoral degree.

Fees

§8.

1. Persons who are awarded the doctoral degree on an external basis cover the costs of conducting the proceedings in the amount specified by the Act.
2. The fees referred to in Section 1 are not charged for:
 - 1) participants of International Doctoral Studies at the Institute of Physics of the Polish Academy of Sciences admitted before October 1, 2019,
 - 2) persons who were employees of the Institute of Physics of the Polish Academy of Sciences at the time of instituting the procedure for awarding the doctoral degree in an external form.

Appendix 1 (Załącznik 1)

/Miejscowość (Place)/, /data (date)/

/Imię i nazwisko (Name and surname)/

/Dane kontaktowe (Contact details)/

/Numer PESEL (PESEL No.)¹⁾

Dyrektor Instytutu Fizyki PAN

Tytuł, stopień imię i nazwisko

WNIOSEK

o wszczęcie postępowania w sprawie nadania stopnia doktora

(MOTION to institute the procedure for awarding a doctoral degree)

Na podstawie art. 189 ustawy z dnia 20 lipca 2018 r. Prawo o szkolnictwie wyższym i nauce (Dz. U. poz. 1668 z późn. zm.) proszę o wszczęcie postępowania w sprawie nadania stopnia doktora.

(Based on Article 189 of the Act of July 20, 2018, on Higher Education and Science (Journal of Laws item 1668 as amended) I hereby kindly request that the procedure for awarding a doctoral degree be instituted.)

3. Tytuł rozprawy doktorskiej (*Title of the doctoral dissertation*):

/tytuł rozprawy (title of the dissertation)/

4. Dziedzina: **nauki ścisłe i przyrodnicze** (*Field: natural sciences*)

5. Dyscyplina: **nauki fizyczne** (*Discipline: physical sciences*)

6. Proponowany zakres egzaminu doktorskiego z fizyki (*The proposed scope of the doctoral examination in physics*)²⁾:

3) fizyka ciała stałego (*solid state physics*),

4) fizyka atomu i cząsteczki (*atomic and molecular physics*),

5) fizyka biologiczna (*biophysics*).

7. Promotor/Promotorzy (*Supervisor/Supervisors*)²⁾:

8. Proponowany promotor pomocniczy (*Proposed auxiliary supervisor*):

9. Oświadczam, że ubiegałem(am)/nie ubiegałem(am)²⁾ się o nadanie stopnia doktora w dziedzinie nauk ścisłych i przyrodniczych w dyscyplinie nauki fizyczne.

(I declare that I have/have not²⁾ previously applied for the award of a doctoral degree in the field of natural sciences in the branch of physical sciences.)

/czytelny podpis/ (/legible signature/)

¹⁾ w przypadku braku numeru PESEL data urodzenia (*in the absence of a PESEL number: date of birth*)

²⁾ niepotrzebne skreślić (*cross out as appropriate*)

The list of certificates confirming knowledge of the English language at the language proficiency level of at least B2

1. Language certificate of English issued by the National School of Public Administration as a result of a linguistic verification procedure.
2. Language certificates of English at least at B2 level on a global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
 - 1) certificate issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2):
First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
 - 2) certificates of the following institutions:
 - a) Educational Testing Service (ETS) - in particular the following certificates: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points in the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least 50 points from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular the following certificates: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - "Communicator" level, "Expert" level, "Mastery" level; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B "Communicator" level, Stage C "Expert" level, Stage C "Mastery" level; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,
 - d) Edexcel, Pearson Language Tests, Pearson Language Assessments - in particular the following certificates: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
 - e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - in particular the following certificates: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) –

- English for Tourism Level 2 - "Pass with Credit" level, "Pass with Distinction" level,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - in particular the following certificates: International English Language Testing System IELTS - more than 6 points,
 - g) the Coordinating Council for the Certification of Language Proficiency of the University of Warsaw;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - the following certificates: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1;
3. Diplomas for completing:
 - 1) higher education in the field of foreign philology or applied linguistics;
 - 2) teachers' college of foreign languages;
 - 3) National School of Public Administration.
 4. A document issued abroad confirming obtaining an academic degree or title or a degree or title in the field of art - the language of instruction of the institution providing education is considered.
 5. A document confirming the completion of higher education or post-graduate studies abroad or in the Republic of Poland - the language of instruction is recognized if the language of instruction was only a foreign language.
 6. A document issued abroad recognized as equivalent to a secondary school-leaving certificate - the language of instruction is recognized.
 7. International Baccalaureate Diploma.
 8. European Baccalaureate Diploma.
 9. Certificate of passing the departmental exam at:
 - 1) the Ministry of Foreign Affairs;
 - 2) the office supporting the minister competent for the economy, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
 - 3) the Ministry of National Defense - level 3333, level 4444 according to STANAG 6001.
 10. Certificate issued by the National School of Public Administration confirming qualifications to work in a high-state position.
 12. A document confirming the entry on the list of sworn translators in the Republic of Poland or a document confirming the possession of the powers of a sworn translator in another Member State of the European Union, a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or in the Swiss Confederation.
 13. Certificate of passing the exam at the B2 language proficiency level issued by the Foreign Language Center of the Warsaw University of Technology.

/Imię i nazwisko (Name and surname)/

/Dane kontaktowe (Contact details)/

/Numer PESEL (PESEL No.)¹⁾

OŚWIADCZENIE
autora rozprawy doktorskiej
(STATEMENT by the author of a doctoral dissertation)

Jako autor rozprawy doktorskiej pod tytułem (*As the author of the doctoral dissertation entitled*):

/tytuł rozprawy (*title of the dissertation*)/

przygotowanej pod kierunkiem (*prepared under the guidance of*)

/tytuły, stopnie, imiona i nazwiska wszystkich promotorów (*titles, degrees, names and surnames of all supervisors*)/

przedłożonej Radzie Naukowej Instytutu Fizyki Polskiej Akademii Nauk oświadczam, że

(*submitted to the Scientific Council of the Institute of Physics of the Polish Academy of Sciences, I declare that*):

10. rozprawa została napisana przeze mnie samodzielnie i nie zawiera treści uzyskanych w sposób naruszający postanowienia ustawy z dnia 4 lutego 1994 r. o Prawie autorskim i prawach pokrewnych Dz. U. z 2018 r. poz. 1191, z późn. zm.) (*the dissertation was written by me independently and does not contain content obtained in a way that violates the provisions of the Act of February 4, 1994, on Copyright and Related Rights (Journal of Laws of 2018 item 1191 as amended)*),
11. rozprawa nie była wcześniej przedmiotem procedur związanych z uzyskaniem stopnia naukowego w innym postępowaniu w sprawie nadania stopnia doktora (*the dissertation has not previously been the subject of procedures related to obtaining an academic degree in other proceedings for awarding a doctoral degree*),
12. rozprawa doktorska w wersji cyfrowej umieszczona na załączonym nośniku danych jest tożsama z wersją wydrukowaną i przedłożoną w moim postępowaniu w sprawie nadania stopnia doktora (*the doctoral dissertation in the digital version placed on the attached data carrier is the same as the printed and submitted version in my procedure for awarding a doctoral degree*),
13. udzielam nieodpłatnie Instytutowi Fizyki Polskiej Akademii Nauk licencji niewyłącznej na umieszczenie pełnego tekstu ww. rozprawy doktorskiej w wersji elektronicznej na stronie internetowej Instytutu w domenie ifpan.edu.pl i tym samym udostępnić jej treści dla wszystkich w sieci Internet. (*I grant the Institute of Physics of the Polish Academy of Sciences a free of charge non-exclusive license to publish the full text of the above-mentioned electronic version of the doctoral dissertation on the Institute's website in the ifpan.edu.pl domain, thus making its content available to everyone on the Internet.*)
14. oświadczam, że przedmiot rozprawy doktorskiej (*I declare that the subject of the doctoral dissertation*)²⁾
 - 6) nie jest objęty tajemnicą prawnie chronioną (*is not covered by legal confidentiality*)
 - 7) jest objęty w całości tajemnicą prawnie chronioną (*is covered entirely by legal confidentiality*)
 - 8) jest objęty tajemnicą prawnie chronioną w części (*is partly covered by legal confidentiality in*)

.....

/czytelny podpis/ (*legible signature*)

¹⁾ w przypadku braku numeru PESEL data urodzenia (*in the absence of a PESEL number: date of birth*)

²⁾ niepotrzebne skreślić (*cross out as appropriate*)