

**RULES OF PROCEDURE FOR THE AWARD
OF THE POST-DOCTORAL DEGREE OF DOCTOR HABILITATED
BY THE INSTITUTE OF DENDROLOGY, POLISH ACADEMY OF SCIENCES**

Legal basis:

1. Higher Education and Research Law Act of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended), referred to below as the Act.
2. Regulation of the Minister of Education and Research of 11 October 2022 on areas of science, scientific disciplines and arts disciplines (item 2202, as amended).
3. Regulation of the Minister of Education and Research of 5 July 2023 on PhD degree certificates, post-doctoral degree certificates and doctoral student IDs (item 1422).

Overview

§ 1

1. The post-doctoral degree of doctor habilitated is awarded by the Institute of Dendrology, Polish Academy of Sciences (below ID PAS] to the person (referred to below as the Applicant) who:
 - 1) holds a PhD degree,
 - 2) has a record of research achievements that contribute significantly to the development of a given discipline, including as a minimum:
 - a) one research monograph published by a publishing house which, in the year in which the final text of the monograph is published, is on the list prepared in accordance with the provisions issued under Article 267(2)(2)(a) of the Act
or
 - b) one series of thematically linked research papers published in research journals or reviewed international conference proceedings which, in the year in which the final text of the paper is published, are on the list prepared in accordance with the provisions issued under Article 267(2)(2)(b) of the Act
or
 - c) one completed original project, structural or technology achievement,
 - 3) demonstrates significant research engagement with more than one university or research institution, in particular a foreign one.
2. The achievements referred to in para. 1 section 1 point 2 may be a part of collective work, if work on a separate topic is the individual contribution from the person who wishes to be granted the post-doctoral degree.
3. The publication requirement does not apply to achievements which are subject to proprietary information protection regulations.

§ 2

1. ID PAS, as the awarding entity, has the authority to award the post-doctoral degree in exact sciences and natural sciences - in the discipline of biological sciences, and in agricultural sciences - in the discipline of forest sciences.
2. The post-doctoral degree is awarded by the Research Council of the Institute of Dendrology, Polish Academy of Sciences (referred to below as the ID PAS Research Council).
3. Meetings of the ID PAS Research Council on post-doctoral degree procedures may be conducted via electronic communications. The decision on the matter is taken by the Chair of the ID PAS Research Council. In that case, the minutes of the meeting and resolutions taken at the meeting are signed only by the Chair of the ID PAS Research Council.
4. Documentation of the post-doctoral degree award procedures and a record of the awarded degrees are kept by the Department of Scientific Information of the ID PAS in agreement with the Secretary of the ID PAS Research Council.
5. The person awarded the post-doctoral degree by the ID PAS Research Council receives the relevant degree certificate and its copy, in the format consistent with the relevant regulations in effect at the date of launching the post-doctoral degree procedure.

**Rules of procedure
for the award of the post-doctoral degree by ID PAS (referred to below as the
“post-doctoral procedure”)**

§ 3

1. The procedure for the award of the post-doctoral degree is launched at the request from the post-doctoral degree applicant (below: the Applicant), submitted over the Research Excellence Council (below: REC) to ID PAS, except in cases referred to in Article 221(3) of the Act.
2. Documents to REC include:
 - 1) cover application,
 - 2) particulars of the applicant,
 - 3) copy of the document confirming the applicant's holding of the doctoral degree (PhD),
 - 4) self-written narrative describing professional record and significant research work in the discipline of biological sciences or forest sciences, along with copies of documents confirming the relevant achievements, in particular research internships, grants, publications resulting from research in more than one research institution,
 - 5) a list of research achievements that contribute significantly to the development of the relevant discipline.
3. REC makes a formal assessment of the application and submits it to PAN ID within 4 weeks of its receipt. Within 4 weeks of receiving the application, the PAN ID

Research Council may refuse to launch the post-doctoral degree award procedure and return the application to REC.

4. Within 12 weeks of receiving the application, REC appoints 4 members of the post-doctoral degree committee (below the Committee), including the Chair of the Committee and 3 reviewers, providing that information to ID PAS.
5. Within 6 weeks of receiving the information about the Committee members appointed by REC, the ID PAS Research Council appoints the post-doctoral degree committee of seven members, including the fourth reviewer, Secretary and member of the Committee.
6. If the Applicant withdraws the application after the Post-Doctoral Degree Committee is appointed:
 - 1) the same application may not be used to apply for a post-doctoral degree with another awarding entity,
 - 2) The Applicant may not apply for the award of the post-doctoral degree for a period of 2 years.
7. Within 8 weeks of receiving the application, the reviewers assess whether the Applicant's achievements comply with the requirements of the Act and prepare their reviews.
8. Particular tasks of the Committee are set forth in para. 5 of these Rules of Procedure.
9. Within 6 weeks of receiving the reviews, the Committee adopts and submits to the ID PAS Research Council a resolution with the Committee's reasoned opinion on the award of the post-doctoral degree, along with documentation of the post-doctoral degree procedure, minutes of its meeting and results of the vote. The Committee may send a commendation request to the ID PAS Research Council in respect of the Applicant's research achievements. The Committee's resolution is adopted by open vote or, at the Applicant's request, in a secret vote. The Committee's opinion may not be positive if at least 2 reviews are negative.
10. Within one month of the date of receiving, and in reliance on the Committee's resolution, the ID PAS Research Council awards or denies the post-doctoral degree. The resolution of the ID PAS Research Council is adopted in a secret vote by absolute majority of votes with at least one half of its authorised members in attendance. The resolution on the commendation of the Applicant's research achievements is adopted in the same manner as the resolution in respect of award of the post-doctoral degree. The commendation is confirmed by the relevant certificate. Members of the Committee who are not members of the ID PAS Research Council are invited to the meeting of the ID PAS Research Council at which the resolution awarding or denying the post-doctoral degree is adopted, but they are not entitled to vote.
11. If the post-doctoral degree is denied, the Applicant is entitled to appeal against that decision to REC through the ID PAS Research Council within 30 days of receiving that decision.
12. If the decision denying the degree is upheld, the Applicant may re-apply for the launch of the procedure after the lapse of 2 years as a minimum. The period may be shortened to 12 months if the relevant research record significantly increases.

13. The Applicant applies to REC for its consent to shorten the period to re-apply for the launch of the post-doctoral degree award procedure providing documents confirming a significant increase in his/her research record.
14. REC issues its decision within 8 weeks of receiving the application for the consent to shorten the period to re-apply for the launch of the post-doctoral degree award procedure. The decision of REC is non-appealable.

**Terms of determination
of the fee for the procedure and exemption from the fee**

§ 4

1. A fee is charged for the post-doctoral degree award procedure, whose amount may not exceed the costs of the procedure, which include in particular:
 - 1) compensation of the Committee members according to rates set forth in the Act,
 - 2) per diem costs of the Committee members,
 - 3) costs arising in the procedure.
2. Exemption from the fees specified in § 4 section 1 applies:
 - 1) to ID PAS research staff members,
 - 2) in full or in part, to other persons on the basis of a reasoned request sent to the Director of ID PAS.

Post-Doctoral Degree Award Committee

§ 5

1. Persons in respect of whom there are no concerns regarding the conflict of interest with the Applicant are appointed as members of the Committee (the conflict of interest being understood in particular as close kinship or affinity, civil union, professional relations and joint research projects or publications over the last 10 years).
2. Composition of the Post-Doctoral Degree Award Committee:
 - 1) The Committee is composed of 7 members, including the Chair, Secretary and 4 reviewers,
 - 2) The Chair and the reviewers must have a valid research record.
 - 3) The Chair of the Committee and the reviewers may not be staff members of ID PAS, a university, a PAS institute, a research institute or an international institute employing the Applicant,
 - 4) The secretary and the seventh member of the Committee must be employees of ID PAS.
3. The Committee operates at the registered seat of ID PAS.
4. The Secretary is responsible for technical support of the Committee's activities and organisation of its meetings.

5. The Chair and Secretary of the Committee may contact other Committee members by electronic communications.
6. Members of the Committee may not discuss the application outside the Committee meetings.
7. Promptly upon appointment of the Committee, its Secretary provides all its members, either electronically or in writing, with: the Applicant's application along with appendices and the resolution of the ID PAS Research Council on the establishment of the Committee.
8. Reviews are submitted to the Secretary of the Committee. They may be sent:
 - 1) electronically or in writing, with a hand-made signature, or
 - 2) electronically, with a qualified electronic signature.
9. Upon submission of all reviews, the Secretary of the Committee distributes them promptly to all members of the Committee and sends them to the Department of Scientific Information of ID PAS for publication.
10. The Chair takes decisions on the organisation and working methods of the Committee, including convention of its meetings. The Chair decides about dates, times, and number of the meetings.
11. The Committee adopts resolutions with at least six of its members in attendance, including the Chair and the Secretary.
12. Resolutions of the Committee are adopted by absolute majority of votes (the number of votes IN FAVOUR being greater than the total of votes AGAINST and abstentions).
13. Meetings of the Committee may be held using technical equipment for remote communication, with simultaneous transmission of video and audio (below: teleconference), unless the Applicant files a request for a secret vote on the resolution with the opinion on the award or denial of the post-doctoral degree. The decision on the teleconference mode of the Committee meeting is taken by the Chair of the Committee.
14. Resolutions of the Committee are signed by all its members in attendance, however if the meeting is held as a teleconference, sole signature of the Chair of the Committee is sufficient. If the resolution is in electronic format, the signature is affixed as a qualified electronic signature.
15. Tasks of the Committee members:
 - 1) Tasks of the Chair:
 - a) organises the work of the Committee,
 - b) convenes and chairs meetings of the Committee,
 - c) ensures smooth progress of discussions at the Committee meetings,
 - d) orders voting, specifies in detail its object and voting procedure,
 - e) supervises due course of activities carried out by the Committee,
 - f) participates in voting, discussions at the Committee meetings and the post-doctoral examination,
 - 2) tasks of the Secretary:
 - a) at the request of the Chair, conducts activities related to the Committee work organisation,

- b) acts as a liaison and facilitator for the exchange of information among the Committee members, and between the Committee and the Secretary of the ID PAS Research Council.
 - c) ensures smooth flow of documents among the Committee members,
 - d) provides technical support for activities carried out by the Committee,
 - e) prepares minutes of each meeting of the Committee,
 - f) participates in voting, discussions at the Committee meetings, including the post-doctoral examination,
- 3) tasks of the reviewer:
 - a) prepares an unequivocal, reasoned assessment of whether the post-doctoral degree applicant complies with the requirements referred to in Article 219(1)(2),
 - b) participates in voting, discussions at the Committee meetings and the post-doctoral examination,
- 4) tasks of the post-doctoral degree committee member:
 - a) participates in voting, discussions at the Committee meetings and the post-doctoral examination,
- 16. The Committee conducts the post-doctoral examination in respect of the Applicant's post-doctoral achievements in accordance with the following guidelines:
 - 1) The Chair of the Committee advises the Applicant and the other members of the Committee of the date, time and mode of the meeting at which the post-doctoral examination is to be held at least 14 days before the scheduled date of the meeting, in justified cases, the post-doctoral examination may be held as a teleconference,
 - 2) the post-doctoral examination is held with at least five of the Committee members in attendance, including the Chair and the Secretary,
 - 3) the post-doctoral examination is not conducted if at least 2 reviews are negative,
 - 4) the post-doctoral examination is public, except for the examination in respect of achievements referred to in Article 219(3) of the Higher Education and Research Law Act of 20 July 2018,
 - 5) If the post-doctoral examination is carried out using electronic communications, the Secretary of the Committee is required to verify the identity of the Applicant taking the exam online and, upon consent from the Applicant, the course of the post-doctoral examination may be recorded on a data storage device as an audio/video recording enclosed with the case file and retained in the archive,
 - 6) the post-doctoral examination comprises two parts:
 - a) in the first part, the Applicant presents his/her research achievements and indicates what contribution they offer to the development of science,
 - b) the second part comprises a public discussion of the Applicant's research achievements and the Committee's conversation with the Applicant about the achievements specified in the application. In addition, the Applicant may comment on the submitted reviews,

- 7) upon completion of the post-doctoral examination, the Committee adopts a resolution with the opinion on the award of the post-doctoral degree.

**Resolution of the post-doctoral degree Committee with the opinion
on the award of the post-doctoral degree.**

§ 6

1. The Committee adopts a resolution with a positive or negative opinion on the award of the post-doctoral degree to the Applicant at its meeting in an open vote. At the Applicant's request, the Committee adopts the resolution in a secret vote.
2. The meeting referred to in para. 6 section 1 is held with at least five of the Committee members in attendance, including the Chair and the Secretary.
3. The Committee in particular:
 - 1) assesses, on the basis of the submitted reviews, whether the Applicant has research achievements referred to in Article 219(1)(2) of the Act,
 - 2) assesses whether the Applicant has a record of significant research engagement referred to in Article 219(1)(3) of the Act,
4. If at least two reviews of the Applicant's research achievements are negative, the Committee may not issue a positive opinion on the award of the post-doctoral degree. If the opinion is negative, the Committee provides a statement of reasons for its decision.
5. If the Applicant's research achievements are deemed to provide an exceptional contribution to the development of the relevant research discipline, the Committee may apply to the Research Council with a reasoned request to award the post-doctoral degree with a commendation.
6. The resolution referred to in para. 6 section 1 includes a statement of reasons, in particular indication of reasons why the Committee has made a specific assessment as to whether and to what degree the Applicant complies with each requirement for the award of the post-doctoral degree. A draft statement of reasons is prepared by the person indicated by the Chair of the Committee. The text of the statement of reasons referred to in the preceding sentence is agreed upon by members of the Committee.
7. Within 6 weeks of receiving the reviews, the Committee submits to the ID PAS Research Council a resolution with a reasoned opinion on the award of the post-doctoral degree, along with documentation of the post-doctoral degree procedure.

Actions of the ID PAS Research Council

§ 7

1. If the Application is withdrawn by the Applicant, the ID PAS Research Council votes on the discontinuation of the procedure for the award of the post-doctoral degree to the Applicant.

2. The resolution referred to in para. 7 section 1 obtaining the required majority of votes constitutes an administrative decision.
3. If the resolution referred to in para. 7 section 1 above does not obtained the required majority of votes, the Applicant is advised that his/her application is denied, and the procedure on the award of the post-doctoral degree to the Applicant continues. The resolution referred to in the preceding sentence is non-appealable.
4. Except where provided otherwise in these Rules of Procedure, resolutions of the ID PAS Research Council in the course of the post-doctoral degree award procedure are adopted in a secret vote by absolute majority of votes, with at least one half of persons entitled to vote, referred to in section 5, in attendance.
5. Persons entitled to vote on matters within the exclusive remit of the ID PAS Research Council, referred to in these Rules of Procedure, are members of the Research Council who hold the title of the professor, the post-doctoral degree, or persons who acquired qualifications equivalent to those of post-doctoral degree holders.
6. Resolutions of the ID PAS Research Council that constitute administrative orders or decisions are signed by the Chair of the ID PAS Research Council.
7. Resolutions of the ID PAS Research Council that constitute administrative orders are prepared in two copies. One copy of the resolution referred to in the preceding sentence is served on the Applicant.
8. A draft statement of reasons for the resolution of the ID PAS Research Council denying the post-doctoral degree to the Applicant is prepared by the Secretary of the post-doctoral degree award Committee and submitted to the chair of the ID PAS Research Council.
9. The Rules of Procedure of the ID PAS Research Council apply to matters not governed by these Rules of Procedure.

Data published in BIP of ID PAS[Polish Public Information Bulletin] and the POL-on System

§ 8

1. The Department of Scientific Information of ID PAS publishes, without undue delay, subject to section 2, the following information on the website of the Public Information Bulletin of the Institute of Dendrology PAS:
 - 1) the application,
 - 2) composition of the Committee,
 - 3) reviews,
 - 4) information about the date, time and method of holding the post-doctoral examination,
 - 5) resolution of the post-doctoral degree Committee with a reasoned opinion on the award of the post-doctoral degree.

- 6) resolution of the ID PAS Research Council on the award or denial of the post-doctoral degree,
2. The information referred to in para. 8 section 1 point 4 is made available 10 days at the latest before the scheduled date of the post-doctoral examination.
3. The Director of ID PAS, through an authorised staff member of the Department of Scientific Information of ID PAS, publishes, in the POL-on System:
 - 1) details of the Applicant referred to in Article 348(1)(2)(a) and (b) of the Act,
 - 2) the application and its submission date,
 - 3) details of the Committee members referred to in Article 348(1)(2)(d) of the Act,
 - 4) reviews and their drafting dates,
 - 5) information about the award or denial of the post-doctoral degree.

Post-doctoral degree certificate

§ 9

1. The person who is awarded the post-doctoral degree receives the post-doctoral degree certificate and its copy. At the request of that person, the copy of the certificate is issued in English, French, Spanish, German, Russian, or Latin.
2. The following fee is charged for the issue of the copy of the post-doctoral degree certificate:
 - 1) PLN 60 - for a copy in Polish;
 - 2) PLN 80 - for a copy in a foreign language;
3. A fee of PLN 90 is charged for the issue of a duplicate post-doctoral degree certificate.
4. The form of the post-doctoral degree certificate in Polish constitutes Appendix No. 1.