

**Rules of the proceedings
for awarding the degree of doktor habilitowany
at the Nicolaus Copernicus Astronomical Center (CAMK)
of the Polish Academy of Sciences (PAN)**

Legal grounds:

- the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the "Act";
- the Act of 3 July 2018 - Regulations implementing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended);
- the Act of 14 June 1960 - Code of Administrative Procedure (i.e. Journal of Laws of 2020, item 256, as amended);
- the Act of 26 June 1974 - Labour Code (i.e. Journal of Laws of 2020, item 1320, as amended).

§ 1

**Detailed procedure for awarding the degree of doktor habilitowany
(Article 221 Section 14 Item 1 of the Act)**

1. The proceedings for awarding the degree of doktor habilitowany (hereinafter referred to as the "Proceedings") shall be commenced on the application (hereinafter referred to as the "Application") submitted by the person applying for being awarded the degree of doktor habilitowany (hereinafter referred to as the "Candidate") through the Council of Scientific Excellence (hereinafter referred to as "RDN") to the Scientific Council of CAMK PAN (hereinafter referred to as the "Council") (Article 220 Section 1 of the Act).
2. The Application should be made in Polish and contain the following information:
 - a) name, surname and correspondence address of the Candidate;
 - b) the field of science and the scientific discipline in which the Candidate applies for being awarded the degree of doktor habilitowany;
 - c) a list of scientific achievements constituting a significant contribution to the development of the scientific discipline indicated in item b);
 - d) indication of CAMK PAN as the habilitation entity (with the exception of Applications submitted by the RDN in the manner specified in Article 221 Section 3 of the Act);
 - e) information on the course of previous habilitation proceedings (if applicable);
 - f) consent to the processing of personal data for the purpose of conducting the Proceedings;
 - g) signature of the Candidate.
3. The application may contain an application for confidentiality of voting on the resolution of the habilitation commission.
4. The Application should be accompanied by:
 - a) Curriculum Vitae containing a description of the Candidate's professional career to date, including internships in domestic or foreign research centres;
 - b) list of scientific publications of the Candidate (no abstracts of publications or substantive descriptions of the Candidate's contribution are required);
 - c) a copy of the Candidate's diploma of the degree of doktor in Polish or English;

- d) self-presentation, written in Polish and English, describing the scientific achievements of the Candidate which shall constitute a significant contribution to the development of the indicated scientific discipline, and significant scientific activity of the Candidate (Article 219 Section 1 of the Act), taking into account delivered presentations and seminars, as well as teaching, organizational and popularization activities;
 - e) copies of scientific publications included in scientific achievements;
 - f) declarations of the co-authors of collective publications included in the scientific achievements specifying their individual contributions (no percentage contributions are required):
 - in case of publications by up to five authors, declarations of all co-authors should be attached,
 - in case of publications by more than five authors, declarations of at least four other co-authors should be attached,
 - a co-author's declaration shall not be required in the event of their death or other justified circumstances that make it impossible to obtain a declaration;
 - g) a digital copy of the Application with attachments listed in items I.4.a-g, in the form of PDF files.
5. The Secretary of the Council shall perform an additional formal assessment of the Application received from the RDN, as well as its electronic copy, taking into account these rules. In the event of any deficiencies, the Chairman of the Council shall request the Candidate to correct or supplement the Application. The Secretary of the Council shall inform the members of the Council about the receipt of the Application and its content.
 6. The Council shall adopt a resolution on the consent to conduct the Proceedings within four weeks from the date of receipt of the Request by CAMK PAN (Article 221 Section 2 of the Act). The resolution of the Council shall not require to be justified. The Council's resolution shall be adopted by secret ballot with a simple majority in the presence of at least half of the eligible Council members. Members of the Council who are professors, institute professors or university professors are entitled to vote. The content of the Council resolution shall be immediately sent to the RDN.
 - a) The Council shall not adopt such a resolution in the event of an Application sent by the RDN in the manner specified in Article 221 Section 3 of the Act.
 - b) The Application shall be deemed accepted if the Council agrees to conduct the Proceedings or in the situation specified in Article 221 Section 3 of the Act.
 7. Should the Application be accepted, if the Candidate is not an employee of CAMK PAN, CAMK PAN shall conclude a written agreement with the Candidate or with the institution employing them to conduct the Proceedings, which in particular shall specify the amount of the fee referred to in § 2, as well as the date and method of payment.
 8. The Council shall appoint a habilitation commission (hereinafter referred to as the "Commission") within six weeks from the date of receipt of information from the RDN on the indication of members of the Commission (Article 221 Section 5 of the Act). The Council votes to approve members of the Commission appointed by the RDN, and elects two members employed at CAMK PAN, including the secretary, and one reviewer who is not an employee of CAMK PAN.
 - a) Commission members appointed by CAMK PAN must meet the requirements of Article 221 Section 5-7 of the Act, in particular hold the degree of doktor habilitowany, the title of professor, or have significant scientific experience in the subject matter of the Candidate's achievements.
 - b) The following persons cannot be members of the Commission appointed by CAMK PAN:
 - supervisor of the doctoral dissertation of the Candidate;
 - a co-author of publications involving the Candidate;
 - a person collaborating with the Candidate on research projects or participating in the same research teams as the Candidate;

- a reviewer in previous proceedings for awarding the degree of doktor habilitowany to the Candidate;
 - a relative (by blood or affinity) of the Candidate or a person in professional dependency with the Candidate;
 - a person with a conflict of interest with the Candidate (if the result of the Proceeding may impact the situation of that person);
 - a person who, on two occasions in the last 5 years, has failed to meet the deadline for the completion of a review in proceedings for awarding the degree of doktor habilitowany.
- c) Before voting, the Secretary of the Council may check whether the members of the Commission appointed by the RDN meet the statutory requirements as well as the requirements specified in item b. In the event of justified doubts, the Chairman of the Council shall request the RDN to reconsider the composition of the Commission.
- d) The method of election of the members of the Commission is set out in § 3.
9. Written agreements shall be concluded with the members of the Commission, containing relevant declarations that the members of the Commission meet the requirements specified in item 8.a-b. Agreements concluded with reviewers shall oblige them to submit a review to the administrative office of CAMK PAN within eight weeks from the date of receiving the application (Article 221 section 8 of the Act). Remuneration of members of the Commission shall be specified in Article 184 of the Act.
10. After receiving all reviews, the secretary of the Commission shall provide them immediately to the Candidate and members of the Commission.
11. The commission conducts a habilitation examination on the scientific achievements of the Candidate (Article 221 Section 9 of the Act).
- a) The examination shall not be held if at least two reviews are negative.
 - b) Once all reviews have been received, the Commission, in consultation with the Candidate, shall set the habilitation examination date within two to six weeks from the date of receipt of all reviews.
 - c) The chairman of the Commission shall inform the Candidate, no later than 10 days before the scheduled date of the habilitation examination, about the decision of the Commission, as well as about the date, place and method of conducting the habilitation examination.
 - d) The colloquium shall be public, subject to Art. 221, para. 9b of the Act. A notice of the scheduled examination, specifying its date, venue and method of conducting, shall be posted on the CAMK PAN website no later than 10 days before the scheduled date.
 - e) The habilitation examination shall be conducted in the presence of at least five members of the Commission, including the chairman, secretary and at least two reviewers.
 - f) The proceedings of the examination shall be as follows:
 - presentation by the Candidate of his/her scientific achievements;
 - discussion between the Candidate and the Committee;
 - open discussion.
 - g) The questions asked to the Candidate during the examination shall be recorded in the minutes by the secretary of the Commission. The minutes of the habilitation examination shall be signed by the chairman of the Commission.
12. The Commission shall adopt a resolution (hereinafter referred to as the “Commission Resolution”) containing an opinion on awarding the degree of doktor habilitowany to the Candidate (Article 221 Section 10 of the Act).
- a) The Commission's opinion cannot be positive if at least 2 reviews are negative.

- b) The Commission Resolution shall be passed in an open vote unless the Candidate has submitted a request for a secret ballot.
 - c) The adoption of a resolution shall require the presence of at least five members of the Commission, including the chairman, secretary, and at least two reviewers.
 - d) The Commission Resolution shall be passed by absolute majority of votes.
 - e) The secretary of the Commission shall write the minutes from every meeting of the Committee.
 - f) The Commission documents, including the Commission Resolution with justification, and minutes from the Committee meetings and from the habilitation examination, shall be signed by the chairman of the Commission.
 - g) The Commission documents shall be transferred to the Council within six weeks from the date of receipt of all reviews by the Commission (Article 221 Section 11 of the Act).
13. After obtaining the opinion of the Commission, the Council shall adopt a resolution on awarding or refusing to award the degree of doktor habilitowany (hereinafter referred to as the "Council Resolution") in a secret vote by absolute majority of votes in the presence of at least half of the eligible members of the Council. Eligible to that vote are the Council members who are professors, institute professors or university professors (Article 31 Section 4 of the Act). If the opinion of the Commission is negative, the Council shall adopt a resolution refusing to award the degree. Members of the Commission who are not members of the Council shall be invited to the meeting of the Council.
14. On the basis of the Council Resolution, the Secretary of the Council shall prepare an administrative decision (Article 178 Section 1 of the Act) on awarding or refusing to award the degree of doktor habilitowany (hereinafter referred to as the "Council Decision") along with the justification taking into account the Commission's opinion within one month from the date of receipt of the Commission Resolution by the Council (Article 221 Section 12 of the Act). The decision of the Council shall be signed by the Chairman of the Council (Article 178 Section 2 of the Act).
15. The administrative office of CAMK PAN shall prepare the diploma of the degree of doktor habilitowany and its copies in accordance with the regulations issued on the basis of Article 181 of the Act.
16. The administrative office of CAMK PAN shall post on the pages of the Public Information Bulletin (BIP) of CAMK PAN (Article 222 Section 1 of the Act):
- a) the Application;
 - b) the composition of the Commission,
 - c) the reviews,
 - d) information on the date, place and method of the habilitation examination no later than 10 days before the date of the examination,
 - e) the Commission Resolution with justification,
 - f) the Council Decision.
17. The Director of CAMK PAN shall post in the POL-on System (Article 222 Section 2 and Article 348 of the Act):
- a) the data on the Candidate specified in Article 348 item 1 Section 2a-b of the Act,
 - b) the Application and the date of its submission,
 - c) the data on the members of the Commission specified in Article 348 item 1 Section 2d of the Act,
 - d) the reviews and the dates of their completion,
 - e) information on awarding or stripping of the degree of doktor habilitowany.
18. Meetings of the Council and the Commission related to the conduct of the Proceedings, including the habilitation examination, may be held outside the seat of CAMK PAN using means of electronic

communication, ensuring in particular: real-time video and audio transmission between their participants; real-time multilateral communication, where participants can express themselves in the course of the session – while maintaining the necessary security rules.

§ 2

The rules for determining the amount of the fee for the proceedings for awarding the degree of doktor habilitowany and the rules for the fee exemption (Article 221 Section 14 Item 2 of the Act)

1. The amount of the fee for the conduct of the Proceedings (hereinafter referred to as the "Fee"), referred to in Article 182 Section 1 of the Act, shall be the sum of:
 - a) costs resulting from remunerations related to the participation of members of the Commission, including reviewers, in its works (Article 182 Section 3 and Article 184 of the Act);
 - b) fees for issuing a copy, duplicate or certification of a diploma of the degree of doktor in the amount specified in the regulation of the minister competent for higher education and science issued pursuant to Article 181 of the Act;
 - c) costs of business trips of members of the Commission necessary to conduct the Proceedings, up to the amount specified in accordance with the regulation of the minister competent for labour issues, issued pursuant to Article 775 of the Labour Code.
2. A Candidate who is an employee at CAMK PAN shall be exempt from the entire fee (Article 182 Section 6 of the Act).
3. In particularly justified cases, a Candidate who is not an employee of CAMK PAN may be exempt from the Fee in whole or in part (Article 182 section 5 of the Act). The administrative decision on the exemption from the Fee and its amount shall be made by the Director of CAMK PAN at the request of the Candidate or the institution employing them, submitted at least 14 days prior to the due date specified in the agreement referred to in § 1.7.
4. If the Candidate is exempted from all or part of the Fee, the remaining part of the costs of the Proceedings shall be borne by CAMK PAN.

§ 3

Procedure for the appointment of the members of the Habilitation Commission (Article 221 Section 14 Item 3 of the Act)

1. The Council shall elect three members of the Commission (the secretary, an ordinary member, a reviewer) by virtue of a resolution by secret ballot in the presence of at least half of eligible members of the Council.
2. Members of the Council who are professors, institute professors or university professors shall be entitled to vote on the election of members of the Commission.
3. Candidates for members of the Commission appointed by the Council may be proposed by any member of the Council, excluding the Candidate.
4. A candidate for a member of the Commission who is an academic teacher or researcher may not evade being a candidate without a justified reason (Article 183 of the Act).
5. Each eligible member of the Council may vote for no more than one candidate in a given category.

6. Candidates who receive a simple majority of the votes in a given category shall be elected members of the Commission. Should more than one candidate receive the largest number of votes, another secret ballot shall be held between these candidates. Should re-voting fail to result in a decision, the election of a member of the Commission shall be decided by a draw conducted by the chairman of the meeting of the Council among the candidates who received the largest number of votes.

Any matters not regulated by the Act or by these rules shall be governed accordingly by the provisions of the Code of Administrative Procedure and by the Rules of the Scientific Council of CAMK PAN.