

CONSOLIDATED TEXT

Annex 1 to Resolution no 87/IX/2019 of
the JU Senate of 25 September 2019

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The procedure of proceedings for the conferment of academic degrees at Jagiellonian University

Chapter I General provisions

§ 1

1. The Jagiellonian University's power to confer the academic degree of *doktor* and the academic degree of *doktor habilitowany* in a given discipline is exercised by research discipline councils.
2. The JU Senate exercises the right of Jagiellonian University to confer the academic degree of *doktor* in science and in case of circumstances referred to in § 63.1.2 of the JU Senate.
3. The provisions concerning research discipline councils shall apply mutatis mutandis to the proceedings for the conferment of academic degrees by the JU Senate.
4. A research discipline council shall adopt resolutions by an absolute majority of votes, in a secret ballot, at the presence of at least half of those entitled to vote.
5. Resolutions adopted by a research discipline council shall be signed by a chairperson of the research discipline council and those adopted by the senate - by the Rector.

§ 2

1. Wherever the procedure makes reference to:
 - 1) **Act** - it shall be understood as the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended);
 - 2) **Act introducing** - it shall be understood as the Act of 3 July 2018 Provisions Introducing the Act: Law on higher education and science (Journal of Laws of 2018. Item 1669.);
 - 3) **Degrees Act** - it shall be understood as the Act of 14 March 2003 on Academic Degrees and Title and Degrees and Title in the Arts Journal of Laws of 2017, item 1789);
 - 4) **University** - it shall be understood as Jagiellonian University in Kraków;
 - 5) **senate** - it shall be understood as the Senate of Jagiellonian University;
 - 6) **rector** - it shall be understood as the Rector of Jagiellonian University;
 - 7) **research discipline council** - it shall be understood as the research discipline council at Jagiellonian University;
 - 8) **doctoral school** - it shall be understood as the doctoral school functioning at Jagiellonian University or at another university;
 - 9) **habilitation committee** - it shall be understood as the habilitation committee performing activities in the conferment of the academic degree of *habilitowany* established pursuant to the terms specified in this procedure or in accordance with the hitherto existing regulations;
 - 10) **habilitation committee** - it shall be understood as the habilitation committee performing activities in the proceedings of the conferment of the academic degree of *doktor habilitowany* established pursuant to the terms specified herein or in accordance with the

hitherto regulations;

- 11) **doctoral examination committee** - it shall be understood as the committee established in accordance with the hitherto existing regulations on the conduct of doctoral examinations;
- 12) **candidate** - it shall be understood as a person applying for an academic degree;
- 13) **RDN** - it shall be understood as the Council of Scientific Excellence;
- 14) **CK** - it shall be understood as the Central Commission for Academic Degrees and Titles;
- 15) **BIP** - it shall be understood as the University's Public Information Bulletin;
- 16) **PQF** - it shall be understood as the Polish Qualifications Framework;
- 17) **procedure** - it shall be understood as the Procedure of proceedings for the conferment of academic degrees at Jagiellonian University;
- 18) **hitherto existing regulations** - it shall be understood as the Act on Degrees and implementing acts issued on its basis, in force on the day of the commencement of the proceeding for the conferment of academic degree.

Chapter II

Conducting the proceeding for the conferment of the academic degree of *doktor*

§ 3

1. A research discipline council shall initiate the procedure for the conferment of the academic degree of *doktor* at the request of a person who:
 - 1) holds the professional degree of *magister*, *magister inżynier* or equivalent, subject to Article 186.2 of the Act;
 - 2) achieved learning outcomes for qualifications on the 8th level of the PQF, with the reservation that learning outcomes of a modern foreign language are confirmed with a certificate or university diploma certifying at least B2-level language skills;
 - 3) has at least:
 - a) one research article published in an academic journal or in peer-reviewed international conference proceedings which in the year of publication of the article in its final form was listed in the inventory as per Article 267.2.2(b) of the Act, or
 - b) one research monograph released by a publishing house which in the year of publication of the monograph in its final version was listed in the inventory as per Article 267.2.2(a) of the Act, or a chapter of such monograph.
2. In the event that the research article referred to in item 1.3(a), published in a research journal or in peer-reviewed international conference proceedings, is a multiple-author paper, the candidate shall attach to the request for initiating the proceedings for the conferment of the academic degree of *doktor* the declaration of all co-authors, indicating the candidate's individual contribution to the emergence of the article including the percentage share of each author. In the event that the co-authors declarations are impossible to be obtained for reasons beyond the control of the candidate, they attach the declaration of the first author, the project principal investigator, the team leader or the corresponding author. The candidate is exempted from the obligation to submit the declaration of the first author, the project principal investigator, the team leader or the corresponding author in the event that any of the required declarations is impossible to be obtained for reasons beyond the control of the candidate. In this case, the candidate submits their own declaration explaining the reasons why the declarations of the aforementioned persons were not submitted.
3. In the event that the publication referred to in 1.3(b), is a multiple-author publication, the candidate shall attach to the request for initiating the proceedings for the conferment of the academic degree of *doktor* the declaration of all co-authors, indicating the candidate's individual contribution to the emergence of the work including the percentage share of each author. If the co-authors' declarations are impossible to be obtained for reasons beyond the

control of the candidate, they attach a declaration of the editor of the work, the first author, the correspondent author, the principal investigator or the team leader indicating the candidate's contribution to the emergence of this work. The candidate is exempted from the obligation to submit the declaration of the editor of the work, the first author, the corresponding author, the project principal investigator or the team leader in the event that any of the required declarations is impossible to be obtained for reasons beyond the control of the candidate. In such a case, the candidate submits their own declaration explaining the reasons why the declarations of the aforementioned persons were not submitted.

§ 4

1. The candidate shall submit to an appropriate research discipline council the request to initiate the procedure of the proceedings for the conferment of academic degree of *doktor*, as per the University's template attached as Annex 1 to the procedure.
2. The request for the conduct of the proceedings shall be supported with:
 - 1) a copy of the document confirming the fulfilment of the requirements specified in § 3.1.1;
 - 2) a doctoral dissertation prepared by the candidate in a paper version (3 copies) and on an electronic data carrier;
 - 3) a positive opinion of the supervisor(s) on the doctoral dissertation (not applicable to the auxiliary supervisor);
 - 4) a dissertation abstract in English no longer than 10 pages, and for a dissertation written in a foreign language - an abstract in Polish no longer than 10 pages;
 - 5) a declaration in which the candidate shall indicate a discipline in which they are pursuing the degree of *doktor*;
 - 6) a report approved by a supervisor, confirming the verification of the doctoral dissertation in the Uniform Anti-plagiarism System (Jednolity System Antyplagiatowy) along with the assessment by the supervisor whether the dissertation constitutes the original work;
 - 7) a certificate from the doctoral school on the completion of education at the doctoral school;
 - 8) information on the candidate's publications, which meet the requirements specified in §3.1.3, relatively on other publications along with the declaration as referred to in §3.2 and §3.3;
 - 9) a declaration that the submitted dissertation has not been the subject of proceedings for the conferment of academic degree of *doktor*, and that there are no pending proceedings for the conferment of academic degree in the same discipline. If the candidate has previously applied for the conferment of an academic degree in the same discipline, it is required that the document confirming the termination of the proceedings be attached.
3. The candidate shall submit the request for the conduct of the proceedings along with the appendices enumerated in item 2 in a paper and electronic form to the research discipline council at the Dean's office of an appropriate faculty which provides administrative assistance for this research discipline council.
4. If the request does not meet formal requirements, in particular does not contain the required appendices, the chairperson of the research discipline council shall invite the candidate to remedy the deficiencies, setting a reasonable deadline of not less than 7 days. If the request is not completed within the deadline, the research discipline council shall leave the request unprocessed.
5. Having ascertained that the formal requirements of the candidate's request have been met, the research discipline council shall adopt a resolution on the commencement of the proceedings for the conferment of the academic degree of *doktor* at its next meeting.

§ 5

1. A doctoral dissertation presents candidate's general theoretical knowledge in a discipline or disciplines as well as the ability to carry out research or artistic activity independently.

2. A subject of a doctoral dissertation is an original solution to a research problem, an original solution as regards the implementation of the candidate's own research results in the economic or social sphere or an original artistic achievement.
3. A doctoral dissertation may consist of a written work, including a research monograph, a collection of published and thematically relevant research articles, a project work, a construction work, a technological work, an implementation or artistic work, as well as an independent and separate part of a collective work.
4. Should the nature of a written doctoral dissertation demand that the candidate have access to confidential information on the subject of research or if there is a necessity to include them in the doctoral dissertation, the candidate, in consultation with a supervisor, may submit a written request to the Chairperson of a research discipline council for the concealment of those fragments of the doctoral dissertation that contain confidential information, justifying the necessity.

§ 6

1. The supervision over preparation of a doctoral dissertation shall be exercised by a supervisor or supervisors, no more than two, or by a supervisor and an auxiliary supervisor.
2. The appointment or change of a supervisor for candidates enrolled in a doctoral school shall be governed by the terms and conditions of doctoral schools.
3. The supervisor or the supervisors or the supervisor and the assistant supervisor who are also members of a research discipline council, are excluded from participation in the activities undertaken by the research discipline council as part of the proceeding for conferring the degree of *doktor* concerning a candidate whose doctoral dissertation was prepared under their scientific supervision.

§ 7

1. Three reviewers shall be appointed in the procedure for the conferment of the academic degree of *doktor*
2. The Chairperson of a research discipline council or members of a research discipline council conducting the proceedings shall nominate candidates for reviewers from amongst persons who are not employed by the University or by other entity in which the candidate is employed.
3. A reviewer may be a person holding the academic degree of *doktor habilitowany* or the title of *profesor*, representing a discipline or a discipline related to the subject of the doctoral dissertation.
4. A reviewer may be a person who does not meet the requirement specified in item 3, who is employed by a foreign university or research institution, provided that a research discipline council considers that such a person has outstanding achievements in the area of the research issues raised in the doctoral dissertation.
5. A reviewer may not be a person who is reasonably doubted as to be impartial, in particular who has joint research activities, joint publication record with the candidate.
6. In the event of absolute majority of votes being obtained by more than three candidates for reviewers, the persons who received the highest number of votes in favour shall be elected.
7. The reviewer shall prepare a review of the doctoral dissertation within 2 months of its receipt.
8. An agreement with the reviewer is concluded on behalf of the University by the dean of the faculty which provides administrative support to the research discipline council conducting given proceeding for the conferment of the degree.

§ 8

1. The chairperson of a research discipline council shall make a doctoral dissertation available at

the BIP no later than 30 days before the set date of a doctoral dissertation defence, assuming that it is a written dissertation with its abstract and reviews.

2. When it comes to a doctoral dissertation the subject of which constitutes legally protected secret, only the reviews without the content declared as secret are made available.
3. The documents referred to in item 1 shall be published in the POL-on system as well, forthwith once they have been made available in the BIP.

§ 9

1. Activities in the conferment of academic degrees proceedings are performed by a doctoral committee, designated by a research discipline council.
2. A doctoral committee is authorised to:
 - 1) adopt a resolution on the admission of a doctoral dissertation to a public defence,
 - 2) conduct a public defence of a doctoral dissertation,
 - 3) adopt a resolution on the acceptance of a public defence of a doctoral dissertation.
- 2a. Doctoral committee's meetings may be held with the use of technical devices enabling the meetings to be conducted at a distance with simultaneous transmission of sound and video. Resolutions of the doctoral committee may be adopted using electronic means of communication ensuring the secrecy of voting. The resolutions shall be signed by the committee's chairperson.
3. The chairperson of a research discipline council shall propose the composition of a doctoral committee.
4. A doctoral committee shall comprise of:
 - 1) the chairperson,
 - 2) the deputy chairperson,
 - 3) three reviewers,
 - 4) at least four members.
5. Subject to the Article 190.5, only persons holding the academic degree of *profesor* or *doktor habilitowany* representing a discipline or a discipline related to the subject of a doctoral dissertation may be appointed to a doctoral committee.

5a. A supervisor or supervisors of a candidate or a supervisor and an assistant supervisor of a candidate may not be members of a doctoral committee.

6. The chairperson of a research discipline council shall appoint the secretary of a doctoral committee, who shall keep minutes of a public defence.

§ 10

1. The chairperson of a research discipline council shall forward the reviews received to the chairperson of a doctoral committee forthwith.
2. If the review received :
 - 1) does not contain the conclusion on the compliance or non-compliance with the statutory conditions,
 - 2) contains the reviewer's request to improve the dissertation, yet without the indication of the way of improving it.
 - 3) contains other formal shortcomingsthe chairperson of a research discipline council may ask the reviewer to complete the review.
3. Should the three reviews be positive, a doctoral committee shall not meet, and the chairperson of a research discipline council shall allow the doctoral dissertation to be publicly defended.
4. Upon the receipt of the last review, the chairperson of a doctoral committee shall convene a meeting forthwith in order to adopt a resolution on the admission to a public defence of a

doctoral dissertation. A doctoral committee shall adopt a resolution in chambers, by an absolute majority of votes cast in the presence of at least half of those entitled to vote, by virtue of which it:

- 1) either gives admission to the public defence of a doctoral dissertation, or
 - 2) requests a research discipline council for the non-admission to the public defence, or
 - 3) returns the doctoral dissertation to the candidate to be improved within the deadline set by the committee.
5. In the event of receiving at least two negative reviews of the doctoral dissertation, the research discipline council shall issue a decision refusing to admit to the defence.
 6. The candidate may lodge a complaint with the RDN against the decision to refuse to admit the doctoral dissertation for the defence within 7 days of receiving the decision of the research discipline council.

§ 11

1. If the candidate has been admitted to a public defence of a doctoral dissertation (viva), the chairperson shall set its date.
2. The chairperson of a research discipline council shall notify of a date and place of a public defence of a doctoral dissertation through an announcement made on the University's website.
3. A public defence shall take place in an open committee meeting presided over by the committee chairperson or the deputy chairperson.
4. A public defence may be conducted using technical devices enabling its conduct remotely, with simultaneous direct transmission of video and sound.
5. A doctoral committee may conduct a public defence in the presence of at least half of its members, including the chairperson or the deputy chairperson of a doctoral committee and two reviewers.
6. After the candidate has presented their academic achievements, the chairperson of the doctoral committee shall order that the review be introduced, and then shall open the discussion. All those present at the meeting are allowed to participate in the discussion. The person who presides over the meeting, gives the floor.
7. In the absence of the reviewer, the chairperson of the committee shall summarise the review and present its conclusion; at the request of any of the committee's members or the candidate, the review is read as a whole.
8. Once the public defence has been concluded, the committee shall adopt a resolution in chambers, including a motion for the admission of the doctoral dissertation defence and the preparation of a resolution draft for a research discipline council, on the conferment or the refusal of the conferment of the academic degree of *doktor*. The resolution of the committee shall be adopted by an absolute majority of votes cast in the presence of at least half of those entitled to vote, in a secret ballot.
9. The resolution of the research discipline council on the refusal of the doctoral dissertation shall contain a justification with the indication of factual and legal grounds on which the refusal was based.
10. In the event that two or more reviewers submit a motion to distinguish the doctoral dissertation in the review, the chairperson shall put the motion to the vote. The vote shall be held by secret ballot. The doctoral committee shall submit to the research discipline council the motion for the distinction of the doctoral dissertation, provided that it has received an absolute majority of votes.
11. After having received from the chairperson of the doctoral committee the resolution draft on the conferment or the refusal of the conferment of the academic degree of *doktor*, the research discipline council, to the next session convened no later than within 3 months, shall adopt a resolution on the conferment or the refusal of the conferment of the academic degree of *doktor*.

The resolution on the the conferment or the refusal of the conferment of the academic degree of *doktor* shall meet the requirements of an administrative decision.

12. The candidate may appeal against the decision to refuse the conferment of the academic degree of *doktor*, to the RDN through the research discipline council, within 30 days of the day of service of the decision.
13. The research discipline council shall remit to the RDN the appeal along with their opinion and acts of the case within 3 months from the date of lodging the appeal.

Chapter III

Terms of the joint conferment of the doctoral degree of *doktor*

§ 12

1. The degree of *doktor* may be conferred by the University jointly with other universities, institutes of the Polish Academy of Sciences (PAN), research institutes or international institutes in the discipline in which each of these entities holds a scientific category A+, A, or B+, as well as with foreign entities holding authorisation to confer the academic degree of *doktor* in the discipline the degree is to be conferred.
2. The University shall conclude a written agreement with the entity with whom the academic degree of *doktor* is to be conferred, specifying the terms of their collaboration, in particular: the mode of confirming learning outcomes, the composition and the mode of appointment of a doctoral committee and reviewers, the mode and place of conducting a defence, an entity responsible for the input of data into the system referred to in Article 342.1 of the Act, a diploma template - if the agreement provides for the issue of a joint diploma, the manner in which the costs of the proceedings are to be borne

Chapter IV

Performing activities in the proceeding for the conferment of the academic degree of *doktor* in the extramural mode

§ 13

1. A person applying for the academic degree of *doktor* in the extramural mode, before submitting the request for the commencement of the proceeding, shall submit a request for appointing a supervisor or supervisors, to a research discipline council appropriate to the thematic scope of their dissertation.
2. The supervisor(s) shall be appointed by the research discipline council at the request of the candidate within 3 months of the day of receiving the request. The request shall contain a declaration of the prospective supervisor on granting consent to act as a supervisor.
3. The supervisor may be a person who meets the conditions specified in Article 190.4-6 of the Act.
4. The tasks of the supervisor shall include, in particular, scientific supervision over the preparation of the doctoral dissertation.
5. At the reasoned request of the supervisor or the candidate, the research discipline council may make an alteration of the supervisor.

§ 14

1. The candidate shall submit the request to an appropriate research discipline council to initiate the procedure referred to in § 4.
2. The candidate shall attach the documentation referred to in § 4.2.1-6 and § 4.2.8-9 to the request for initiating the proceeding, and indicate the source of financing the costs of the

proceeding for the conferment of the academic degree of *doktor* along with a self-commitment or a commitment of the entity employing the candidate which is to bear the costs of the proceeding, to the conclusion of the agreement with the University, specifying, inter alia, the method of financing the costs of the proceeding for the conferment of the academic degree of *doktor*.

3. The agreement shall be concluded upon commencing of the proceeding for the conferment of the academic degree. The agreement is concluded on behalf of the university by the dean of the faculty providing administrative support for the research discipline council which conducts the proceeding.
4. Upon the commencement of the proceeding for the conferment of the academic degree, not earlier than after obtaining two positive reviews of the doctoral dissertation, the research discipline council, in order to verify the candidate's learning outcomes for qualifications on the 8th PQF level, shall settle the examination in the discipline corresponding to the thematic scope of the doctoral dissertation and appoint the examination committee and its chairperson.
5. In order to certify the learning outcomes of a modern foreign language, the candidate shall provide a certificate or a university diploma, confirming at least B2-level language skills.
6. The research discipline council shall appoint to the examination committee referred to in item 4, at least three persons holding the academic degree of *profesor* or *doktor habilitowany*, who represent the same discipline or a related discipline to the subject of the doctoral dissertation. The examination committee shall decide on the manner of the examination conduct.

§ 15

The proceeding for conferring the degree of *doctor* in the extramural mode shall be governed by the provisions of § 6.3 and § 7 to § 11.

Chapter V

Conducting the proceedings for the conferment of academic degree of *doktor habilitowany*

§ 16

A person requesting for the conferment of the academic degree of *doktor habilitowany* shall submit a written request for initiating the proceeding for the conferment of the academic degree of *doktor habilitowany* to the University, as the entity conferring the postdoctoral degree, via the RDN along with the appendices. It is obligatory that the request be supported with a description of a track record and a list of achievements referred to in § 17.1.2.

§ 17

1. The degree of *doktor habilitowany* shall be conferred upon a person who:
 - 1) holds the degree of *doktor*;
 - 2) has research achievements, which constitute a significant contribution to the development of the discipline concerned, including at least:
 - a) one research monograph, released by a publishing house which, in the year of publication of the monograph in its final form, was listed in the inventory drawn up in accordance with the regulations issued pursuant to Article 267.2.2(a) of the Act, or
 - b) one series of thematically relevant research articles published in research journals or in peer-reviewed proceedings of international conference which, in the year of publication of the article in its final form, were listed in the inventory drawn up in

- accordance with the regulations issued pursuant to Article 267.2.2(b) of the Act, or
- c) one original project, construction or technological achievement;
 - 3) displays significant scientific activity undertaken in more than one universities, research institutions or cultural institutions, in particular abroad;
 - 4) the achievement referred to in item 1.2, may constitute a part of a collective work, provided that the elaboration of the assigned issue constitutes an individual contribution of the person pursuing the degree of *doktor habilitowany*.
2. The publication obligation shall not apply to achievements the subject of which is under the classified information protection.
 3. In the case of multiple-author publications, the chairperson of the research discipline council may ask the candidate to provide the declarations of all co-authors, indicating the individual contribution of the candidate to the emergence of the co-authors work determining the percentage contribution of each co-author. If the co-authors' declarations are impossible to be obtained for reasons beyond the control of the candidate, they attach a declaration of the publication's editor, the first author, the correspondent author, the principal investigator or the team leader indicating the candidate's contribution to the emergence of this publication. In the event that the declarations of the aforementioned persons are impossible to be obtained for reasons beyond the control of the candidate, they submit their own declaration with an explanation regarding why the declarations of the aforementioned persons were not been submitted.

§ 18

1. During the next session, no later, however, than within 4 weeks of the day of receiving the request, the research discipline council, on the basis of the candidate's request and the documents attached, shall adopt a resolution on consenting the conduct of the proceeding for the conferment of academic degree of *doktor habilitowany*.
2. Once the consent for the conduct of the proceeding for the conferment of the academic degree of *doktor habilitowany* is given, the chairperson of the research discipline council shall ask the RDN to appoint 4 members of the habilitation committee. In the event that the consent for the conduct of the proceeding for the conferment of academic degree of *doktor habilitowany* is not given, the chairperson of the research discipline council shall notify the RDN about this fact forthwith.
3. If the candidate is not employed at the University, the research discipline council upon receipt of the candidate's request and not later than 1 week before the adoption of the resolution referred to in item 1, shall receive from the candidate a self commitment or a commitment of the employing entity, which is to bear the costs of the proceeding, to conclude the agreement with the University, specifying, inter alia, the method of financing the costs of the proceeding for the conferment of the academic degree of *doktor habilitowany*.
4. Once the consent for the conduct of the proceeding is given, an agreement in which the manner of financing the costs of the proceeding for the conferment of the academic degree of *doktor habilitowany* is defined, shall be concluded. The agreement is concluded on behalf of the university by the dean of the faculty providing administrative support for the research discipline council which conducts the proceeding.

§ 19

1. The research discipline council, within 6 weeks of the day of receipt of the information on the appointment of 4 members of a habilitation committee by the RDN, appoints a habilitation committee.
2. The habilitation committee shall comprise of:
 - 1) The chairperson, appointed by the RDN;

- 2) 3 reviewers, appointed by the RDN;
 - 3) a reviewer, appointed by the University, holding the academic degree of *doktor habilitowany* or the title of *profesor*, having current scientific output and recognised reputation, including international reputation, not employed by the University;
 - 4) 2 members, holding the academic degree of *doktor habilitowany* or the title of *professor*, subject to Article 221.6 of the Act, employed by the University, including the secretary.
3. The habilitation committee may not include a person giving rise to justified doubts as to their impartiality, in particular, someone who has published academic output, joint research work with the candidate, who is a publisher's reviewer of the candidate's output, who was a reviewer in previous doctoral and habilitation proceedings of the candidate, and who is the candidate's superior. As soon as the appointment to the committee is notified, each member of the committee shall make a written declaration of impartiality to the chairperson of the research discipline council.
 4. A reviewer may be a person who does not meet the conditions specified in Article 221.4 and 221.2.3 of the Act, who is an employee of a foreign university or a research institution, provided that the RDN or the research discipline council considers that the person has significant achievements in the area of issues related to the achievements of the candidate pursuing the degree of *doktor habilitowany*.
 5. A reviewer may not be a person who has failed twice in the last 5 years to meet the deadline referred to in item 6.
 6. Within 8 weeks from the day of service of the request, the reviewers shall assess whether the academic achievements of the candidate pursuing the degree of *doktor habilitowany* meet the requirements specified in Article 219.1.2 of the Act, and prepare their reviews.
 7. The chairperson of the research discipline council shall inform the candidate forthwith of the appointment of the habilitation committee and request that 8 sets of documentation be provided in paper form together with a copy of these documents in an electronic form.
 8. The chairperson of the research discipline council shall ensure that the candidate's documentation is delivered to the members of the habilitation committee.
 9. The dean of the faculty which provides administrative support for the research discipline council conducting the proceeding, concludes the agreement with the members of the habilitation committee on behalf of the University.
 10. The habilitation committee shall meet in the presence of at least six persons, including at least three reviewers, the chairperson and the secretary.
 11. The proceedings of the habilitation committee may be held with the use of technical devices enabling the proceedings to be conducted at a distance with simultaneous transmission of sound and video.
 12. The reviewer shall present the review to the chairperson of the research discipline council in paper and electronic form. The review should include a detailed reasoned assessment of the candidate's scientific achievements and scientific activity from the point of view of the criteria specified in the Act.
 13. If the received review:
 - 1) does not contain a conclusion on whether or not the statutory requirements have been met,
 - 2) contains other formal shortcomings
 the chairperson of the research discipline council may ask the reviewer to supplement the review.
 14. After receiving the last review, the chairperson of the research discipline council shall, not later than within 1 week, deliver all the reviews electronically through the secretary of the habilitation committee to all members of the habilitation committee.
 15. The secretary of the habilitation committee shall provide technical and organisational support for meetings of the habilitation committee.

16. The secretary of the habilitation committee draws up the minutes of the meeting of the habilitation committee. The minutes shall be signed by the chairperson of the habilitation committee and by the secretary of the habilitation committee.

§ 20

1. The habilitation committee may hold a habilitation colloquium on the scientific or artistic achievements of the candidate pursuing the degree of *doktor habilitowany*. The colloquium shall be held in the event of achievements in the field of humanities and social sciences.
2. The colloquium shall be held at a place indicated by the habilitation committee. The date and place of the habilitation colloquium shall be notified by the secretary of the habilitation committee to the candidate, the chairperson and members of an appropriate research discipline council at least 14 days before the scheduled date.
3. The habilitation colloquium shall be held in the presence of at least half of the members of the habilitation committee, including at least two reviewers. Members of an appropriate research discipline council may participate, as observers, in the habilitation colloquium as well.
4. The habilitation colloquium aims at presenting to the habilitation committee the candidate's habilitation achievement and their contribution to the current knowledge. The presentation shall take the form of a short lecture, and shall be succeeded by an interview between the members of the habilitation committee and the candidate on the presented achievements and plans for further research development.
5. The colloquium shall be recorded in minutes, which shall constitute an appendix to the minutes of the meeting of the habilitation committee at which a resolution on expressing the opinion on the conferment of the academic degree of *doktor habilitowany* was adopted.
6. The proceedings of the habilitation committee may be held with the use of technical devices enabling the proceedings to be conducted at a distance with simultaneous transmission of sound and video.

§ 21

1. After the colloquium, no later than 6 weeks after receiving the last review, the habilitation committee shall adopt a resolution on expressing its opinion on the conferment or the refusal of the conferment of the academic degree of *doktor habilitowany*. The resolution shall be adopted by an absolute majority of votes by open ballot, unless the candidate has requested a secret ballot. The resolution shall be signed by the chairperson of the committee. The chairperson of the habilitation committee shall convey the resolution to the research discipline council.
- 1a. The resolution of the habilitation committee referred to in item 1 may be adopted using electronic means of communication. If the candidate has requested a secret ballot, the vote may take place by means of electronic communication ensuring the secrecy of the vote.
2. If at least two reviews are negative, the habilitation committee shall present a resolution to the research discipline council containing a negative opinion on the conferment of the academic degree of *doktor habilitowany* along with justification. The Research discipline council issues a decision refusing to confer the degree of *doktor habilitowany*.
3. On the basis of the resolution of the habilitation committee containing its opinion on the conferment or refusal of the academic degree along with justification, and the documentation of the procedure for the conferment of the academic degree of *doktor habilitowany*, the research discipline council shall adopt a resolution on the conferment or refusal of the conferment of the academic degree of *doktor habilitowany*. Adoption of the resolution by the council shall be preceded by the presentation of the course of the proceeding by the chairperson or secretary of the habilitation committee at the research discipline council's meeting.

4. After the chairperson or secretary of the habilitation committee has presented the course of the procedure to the meeting of the research discipline council, the research discipline council shall adopt a resolution on the conferment or refusal of the conferment of the academic degree of *doktor habilitowany*.
5. The resolution on the the conferment or the refusal of the conferment of the academic degree of *doktor habilitowany* shall meet the requirements for the administrative decisions laid down in separate regulations.
6. The resolution on the conferment of the degree shall be adopted by the research discipline council within one month from the date of receipt of the resolution of the habilitation committee.

§ 22

1. The decision on the conferment of the academic degree of *doktor habilitowany* shall be delivered to the candidate by the chairperson of the research discipline council forthwith.
2. The candidate may appeal to the RDN against the decision to refuse the conferment of the degree of *doktor habilitowany*, within 30 days from the date of delivery of the decision.

§ 23

1. The chairperson of the research discipline council shall publish in the BIP a request of the person applying for the academic degree of *doktor habilitowany*, information on the composition of the habilitation committee, reviews, the resolution containing an opinion on the conferment of the degree along with justification, and the decision on conferring the degree or refusing to confer it.
2. The candidate's request, information on the composition of the habilitation committee and reviews shall be published in the POL-on system forthwith once they have been made available in the BIP.

Chapter VI

Fees for the conducting the proceeding for the conferment of an academic degree

§ 24

1. The amount of the fee for the conduct of the proceeding for the conferment of the degree of *doktor* includes the costs of remuneration of the supervisor(s), reviewers, costs related to business trips and indirect costs of the University.
2. The amount of the fee for the conduct of the proceeding for the conferment degree of *doktor habilitowany* includes the costs of remuneration of the members of the habilitation committee, the costs related to business trips and the indirect costs of the University.
3. The amount of fees referred to in item 1 and 2 shall be determined by the Rector in an ordinance.
4. In justified cases the Rector may exempt the candidate from the fee in part or in whole.

Chapter VII

Transitional and Final Provisions

§ 25

1. The proceedings for the conferment of an academic degree as of 1 October 2019 shall be conducted by a research discipline council competent for the conferring the degree in a respective discipline at the University. The list of the research discipline councils is included in the Rector's communication
2. Doctoral assessment processes and habilitation proceedings that had been commenced and not completed before 1 October 2019 shall be conducted in accordance with the hitherto existing

rules, i.e. pursuant to the Act on Degrees and Implementing Acts issued on the basis of the Act, with the reservation that the degree shall be conferred in the fields and disciplines of science specified in the Regulation by the Minister of Science and Higher Education on fields and disciplines of science and disciplines of the arts (Journal of Laws of 2018, item 1818, hereinafter referred to as *The Regulation of the Minister of Science and Higher Education on Disciplines*).

3. Conducted at first instance and initiated by 30 April 2019:
 - 1) habilitation proceedings not completed by 31 December 2022;
 - 2) Doctoral proceedings not completed by 31 December 2023;- are discontinued or closed, respectively. Decisions to that effect shall be taken forthwith by an appropriate research discipline council.
4. The proceedings for the conferment of the academic degree of *doktor*, the academic degree of *doktor habilitowany* initiated after 30 September 2019 shall be conducted pursuant to the provision of the Act and this procedure, with the reservation that for the proceedings initiated by 31 December 2021, the achievements referred to in §3.1.3(a) and §17.1.2(b) shall also include research article referred to in Article 179.6 of the Introductory Act.

§ 26

1. For persons who had commenced doctoral programmes before the academic year 2019/2020 and request for the conferment of the degree of *doktor* pursuant to the terms specified in the Act, the proceeding for the conferment of the degree of *doktor* shall be initiated by submitting the request to an appropriate research discipline council for the appointment of the supervisor(s); the proceeding shall be conducted in the extramural mode, subject to § 26.2-7.
2. The request referred to in item 1 shall include the person(s) indicated for the supervisor(s) or the auxiliary supervisor(s). The supervisor may be the candidate's current academic supervisor. The request shall be supplemented with the declaration by the person proposed for the supervisor or the auxiliary supervisor on the readiness to become the candidate's academic supervisor as well as with the outline of the doctoral dissertation. It is required that the person who submits the request have in their works:
 - a) 1 research article published in a research journal, or in peer-reviewed international conference proceedings which, in the year of publication of the paper's final version, were listed in the inventory as per Article 267.3 of the Act of 20 July 2018, Law on higher education and science (Journal of Laws, item 1668 as amended), or
 - b) one research monograph, published by a publisher which in the year of publication of the monograph's final version was listed in the inventory as per Article 267.3 of the Act of 20 July 2018, Law on higher education and science (Journal of Laws, item 1668 as amended), or a chapter of such monograph, or
 - c) a piece of artistic work of considerable importance.
- 2a. By 31 December 2021 the works referred to in item 2 shall also include
 - 1) research articles:
 - a) published in peer-reviewed international conference proceedings listed in the inventory as per Article 267.2.2(b) of the Act of 20 July 2018, Law on higher education and science, before the day of publication of the inventory,
 - b) published before 1 January 2019 in research journals which were either included in the part A or C of the research journals inventory established on the basis of terms prepared pursuant to Article 44.2 of the Act of 30 April 2010 (i.e. Journal of Laws of 2018, item 87) and provided in the communication by the Minister Science and Higher Education of 25 January 2017, or in the part B of the inventory, with the reservation that research papers published therein received at least 10 points;
3. After drawing up and having the doctoral dissertation approved by the supervisor, the candidate

shall submit a request to appoint an examination committee and a doctoral committee. The candidate shall attach the documentation referred to in §4.2.1-6 and §4.2.8-9 to the request.

4. In order to verify the learning outcome of the person referred to in item 1 for qualifications on the 8th PQF level, the research discipline council shall settle the examination from a discipline appropriate to the thematic scope of the doctoral degree and appoint the examination committee and its chairperson. The examination committee shall decide on the manner of the examination conduct.
5. The learning outcomes as far as the command of a modern foreign language is concerned, referred to in item 1, shall be certified in accordance with the hitherto existing regulations. The doctoral examination in a modern foreign language shall be conducted if the candidate has no certificate confirming the command of a foreign language..
6. The proceeding for conferring the degree of *doctor* in the extramural mode shall be governed by the provisions of § 6.3 and § 7 to § 11.
7. The persons referred to in item 1 who will have had their request referred to in item 3 submitted by 31 December 2023, and in the case of persons who commenced their doctoral programmes in the academic year 2018/2019, by 31 December 2024, shall not be charged for conducting the procedure.

Annex 1
to the Procedure of proceedings for the conferment of
academic degrees at Jagiellonian University

***Request for initiating the proceedings for the conferment of the academic degree
of doktor***

.....
/name and surname of the person requesting the commencement of the proceeding for the
conferment of the academic degree of *doktor*/

.....
/address for correspondence/

.....
/contact phone number/

.....
/mode and year of study/

The Research Discipline Council.....
of Jagiellonian University.

I kindly request that the proceeding for the conferment of the degree of *doktor* in the field
of..... in the discipline: be initiated (Pursuant
to the Ordinance by the Minister of Science and Higher Education of 20 September 2018 on fields
of science, disciplines of science, and disciplines of the arts - Journal of Laws of 2018, item 1818)

1. Proposed supervisor:

.....

2. Proposed title of the doctoral thesis:

.....

Kraków, on.....

.....

/the signature of the person requesting for the initiation of the
doctoral proceeding/

Appendices:

1. a copy of the document confirming the fulfilment of the requirements specified in § 3.1.1, of the Procedure of proceedings for the conferment of academic degrees at Jagiellonian University;
2. the doctoral dissertation prepared by the candidate in a paper (3 copies) and on an electronic data carrier;
3. the positive opinion of the supervisor(s) on the doctoral dissertation (not applicable to the auxiliary supervisor);
4. the dissertation abstract in English no longer than 10 pages, and for a dissertation written in a foreign language - an abstract in Polish not longer than 10;
5. the declaration in which the candidate indicates the discipline;
6. the report approved by the supervisor confirming the verification of the doctoral dissertation in the the Uniform Anti-plagiarism System (Jednolity System Antyplagiatowy) along with the assessment by the supervisor whether the dissertation constitutes the original work;
7. the certificate from the doctoral school on the completion of education at the doctoral school*;
8. a copy of the document confirming the fulfilment of the requirements specified in § 3.2 § 3.3; of the Procedure of proceedings for the conferment of academic degrees at Jagiellonian University;
9. the declaration that the submitted dissertation has not been the subject of other proceeding for the conferment of academic degree of *doktor*, and that there are no pending proceedings for the conferment of the degree in the same discipline; if the candidate has previously requested the conferment of the degree in the same discipline, a document confirming the completion of that procedure shall be attached.

*not applicable to the extramural mode