Appendix No. 1 to the Resolution of the Senate no. 91/2019 of 24/10/2019:
Procedure for conferring the Doctoral degree at the Medical University of Bialystok

# Legal basis:

## §1

Procedures for conferring the Doctoral degree are conducted on the basis of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018 item 1668 as amended), hereinafter referred to as the "Act" taking into account the provisions of this resolution.

# Introduction:

## §2

1. The Medical University of Bialystok is eligible for conferring the Doctoral degree in medical and health sciences in the following disciplines: medical sciences, pharmaceutical sciences, health sciences.
2. At the Medical University of Bialystok (MUB), the Doctoral degree is conferred by the Senate.
3. The procedure shall be conducted at the request of an applicant for the conferral of the Doctoral degree, hereinafter referred to as "the candidate".
4. The formal assessment of the application for the appointment of a supervisor (in the case of extramural applicants for the Doctoral degree) and the application for the initiation of procedure to confer the Doctoral degree (in the case of doctoral students in the Doctoral School) is carried out by the Dean of a relevant Board, hereinafter referred to as the "Dean".
5. Resolutions of the Councils of Academic Boards, hereinafter referred to as "the Council", and of the committee referred to in Article 192 of the Act in matters concerning the conferment of the academic Doctoral degree, hereinafter referred to as "the committee", shall be adopted by secret ballot by an absolute majority of validly cast votes in the presence of at least half of the total number of persons entitled to vote.
6. The rules for the adoption of resolutions by the senate are laid down in the statutes.
7. Academic staff employed at the Medical University of Bialystok are required to carry out proceedings for the conferral of a Doctoral degree at their home university. Submission of an application to another doctoral institution requires the approval of the Rector.

# Conditions for conferring the Doctoral degree

## §3

1. A candidate may apply for the conferral of a Doctoral degree who:

1) holds a degree of Master of Arts, Master of Science Engineer or an equivalent degree, or holds a diploma referred to in Article 326 par. 2 item 2 or Article 327 par. 2 of the Act, conferring the right to apply for the award of the Doctoral degree in the country in whose system of higher education the higher education institution which awarded the degree operates;

2) has achieved the learning outcomes for the qualification at level 8 of the Polish Qualifications Framework, whereby the learning outcomes concerning the command of a modern foreign language are confirmed by a certificate (the list of certificates is provided in Appendix 1a) or a diploma certifying the command of this language at a language proficiency level of at least B2;

3) their academic achievement include at least:

a) 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267 paragraph 2 item 2 letter b of the Act, or

b) 1 scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the regulations issued pursuant to Article 267 paragraph 2 item 2 letter a of the Act, or a chapter in such monograph;

4) has additionally met the following requirements:

 - for a doctorate in the health sciences and pharmaceutical sciences:

1. has at least 1 scientific article published in a scientific journal with a score ≥ 70 points or
2. has published articles in scientific journals from the list of the Ministry of Science and Higher Education (i.e. ≥20 points) with a total score of 100 points;

- for a doctorate in the health sciences:

1. has at least 1 scientific article published in a scientific journal with a score ≥ 40 points or
2. has published articles in scientific journals from the list of the Ministry of Science and Higher Education (i.e. ≥20 points) with a total score of 70 points or
3. monograph/chapter in a monograph published in a publication from the list of the Ministry of Science and Higher Education;

- in case of a dissertation in the form of a series of publications:

1. discipline of medical or pharmaceutical sciences - at least 2 scientific articles published in scientific journals from the list of the Ministry of Science and Higher Education with total scoring ≥ 140 points (the value of an article included in the publication cycle cannot be lower than 40 points),
2. discipline of health sciences - at least 2 scientific articles published in scientific journals from the list of the Ministry of Science and Higher Education with the total number of points ≥ 140;
3. in all articles the candidate is the first author;

- in other cases, a dissertation in the form of a monograph is required;

5) presented and defended their doctoral dissertation.

2. In exceptional cases justified by the highest quality of academic achievements, the Doctoral degree may be conferred on a person who does not fulfil the requirements laid down in section 1, subsection 1, being a graduate of a first-cycle programme or a student who has completed the third year of a long-cycle programme.

# Request for the appointment of a supervisor

## §4

1. Prior to the initiation of the proceedings, in order to appoint a supervisor, a candidate applying for a Doctoral degree in the extramural mode shall submit the following documents to the Dean:
2. an application for the appointment of a supervisor or supervisors with proposals from the candidates,
3. documents confirming the knowledge of a modern language at least at B2 level (certificate or diploma),
4. the original copy or a certified copy of a document certifying that a candidate holds a degree of Master of Arts, Master of Science Engineer or an equivalent degree, or holds a diploma referred to in Article 326 paragraph 2 item 2 or Article 327 paragraph 2 of the Act, conferring the right to apply for the conferral of the Doctoral degree in the country in whose system of higher education the higher education institution which conferred the degree operates;
5. the proposed topic and objectives of the doctoral dissertation, indicating the field and discipline of study,
6. a statement that the candidate has not applied for the conferral of a Doctoral degree on the basis of a dissertation on the proposed subject,
7. a list of the applicant's scientific achievements with photocopies of the first pages,
8. a certificate from the Library on meeting the requirements referred to in § 3 par. 1 item 3,
9. curriculum vitae,
10. consent of the bioethics committee (or confirmation from the bioethics committee that such consent is not required),
11. consent of the head of the unit to the use of the research material,
12. the proposed supervisor's opinion of the candidate,
13. a statement concerning the obligation to pay a fee for conducting proceedings for the conferment of the Doctoral degree (applies to persons not mentioned in § 15 item 2),
14. application for writing the dissertation in English - if applicable,
15. an application for the appointment of an assistant supervisor - if applicable (in this case, the supervisor's consent is also required).
16. In the event that there are grounds for refusing to appoint a supervisor, the Dean shall refer the request to the Senate.

## §5

1. The supervisor in doctoral proceedings may be a person holding the academic title of professor or the academic Doctoral degree and the assistant supervisor may be a person holding a Doctoral degree in a given or related scientific discipline.
2. The supervisor in doctoral proceedings may also be a person who works at a foreign university or scientific institution and does not hold the Polish Post-Doctoral degree or the title of professor, if the Senate decides that such a person has significant achievements in the area of scientific issues involved in the doctoral dissertation.
3. A supervisor cannot be a person who has, within the last 5 years:

1) was a supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation, or

2) has supervised the preparation of a dissertation by at least 2 applicants for the Doctoral degree, who have not received positive reviews from at least two reviewers.

4. The application for the appointment of a supervisor should be accompanied by the consent of the candidate supervisor and a statement confirming that the circumstances indicated in paragraph 3 shall not apply.

# Appointment of committee and supervisor

## §6

1. A request for the appointment of a supervisor that meets the formal requirements is forwarded by the dean to the relevant council.
2. The Council will review the candidate's application and accompanying documents and then recommend to the Senate:
3. the candidates for the committee, including the chairperson of the committee, who shall be a member of the board, the supervisor, and the other five members of the committee from among academic staff belonging to the relevant Scientific Board who hold the title of professor or the Post-Doctoral degree in the field of the given or related scientific discipline,
4. an assistant supervisor if they consider the applicant's request in this respect to be justified.
5. The committee and possibly an assistant supervisor are appointed by the Senate.
6. The appointment of the assistant supervisor, if any, shall take place at the same meeting of the Senate at which the supervisor is appointed.
7. The chairman of the committee shall direct its work and set the dates of its meetings.
8. The committee may deliberate by means of technical devices allowing it to be conducted at a distance with simultaneous direct transmission of sound and images.
9. At the justified request of the candidate or supervisor, the Senate may change the supervisor or assistant supervisor, applying the rules applicable to the appointment of a supervisor correspondingly.
10. In the event of the death of the supervisor or the emergence of a long-term obstacle to the fulfilment of the supervisor's duties, the dean, in consultation with the candidate, presents a proposal to the senate:

a) on the appointment of a supervisor or

b) on the closure of the procedure.

# Doctoral dissertation

## §7

1. The dissertation, prepared under the supervision of a supervisor, should present the candidate's general theoretical knowledge in the discipline or disciplines and the ability to conduct scientific work independently.
2. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution to the application of the results of one's own research in the economic or social sphere.
3. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological, implementation or artistic work, as well as an independent and isolated part of a collective work.
4. The Dean, or if a committee has been appointed, the committee, gives permission for the dissertation to be written in English.
5. The dissertation shall be accompanied by an abstract in Polish and in English
6. Detailed criteria for the dissertation are defined by a separate Resolution of the Senate.
7. The candidatesubmits the dissertationto the supervisor in five copiesand an electronic record of the dissertation on an electronic medium (word and pdf).
8. The supervisor presents the dissertationto the Dean, together with his/her opinion. In order to continue the procedure for the conferral of the Doctoral degree, the opinion of the supervisor must be positive.
9. A negative opinion of the supervisor is tantamount to a refusal to recognise the submitted work as a doctoral dissertation and is grounds for refusing to initiate proceedings for the conferral of the Doctoral degree.
10. The dissertation is subjected to an anti-plagiarism procedure using the Uniform Anti-Plagiarism System, and a positive result of this check is a condition for admitting the dissertation to defence. The supervisor accepts the outcome of the report and decides to admit the dissertation to defence.

# Means of verifying the learning outcomes for qualifications at the level 8 of the Polish Qualifications Framework

## § 8

1. The candidate is required to demonstrate that he or she has achieved the learning outcomes for the qualification at level 8 of the Polish Qualifications Framework before submitting the dissertation.
2. The achievement of learning outcomes for a qualification at level 8 of the Polish Qualifications Framework is taken to be a document confirming the successful completion of a doctoral programme, or a document confirming the successful completion of a doctoral programme.
3. If a candidate does not submit the document referred to in par. 2, he or she is obliged to take the examination confirming the learning outcomes for the qualification at level 8 of the Polish Qualifications Framework.
4. The examination confirming the achievement of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework is designed and organised by the Director of the Doctoral School.

# Multi-author publications

## § 9

1. In the case of multi-author publications, the requirements indicated in § 1 par. 1 item 3 are considered fulfilled if the candidate is a co-author of the work listed in the place for authors in the work (the candidate is obliged to attach photocopies of the first page of the publication to the application initiating the proceedings).
2. If the dissertation is an independent and separate part of a collective work, the candidate shall submit statements from all the co-authors of the dissertation describing their individual contributions. The candidate shall be exempted from submitting the declaration in the event of the death of the co-author, if the co-author is declared dead or if the co-author suffers any permanent ill-health rendering it impossible to obtain the required declaration, or for other serious reasons beyond the candidate's control.

# Initiation of procedure for conferring the academic Doctoral degree, appointment of reviewers and submission of the doctoral dissertation

## §10

1. Proceedings for the conferment of the Doctoral degree shall be initiated at the request of a person who fulfils the requirements laid down in § 3 par. 1 items 1-3 or par. 2. The application shall be accompanied by a dissertation with a positive opinion of the supervisor(s).
2. A candidate who is a doctoral student at a doctoral school must attach to the application the documents listed in § 4 par. 1 letters b, c, e-j and m, as well as in § 8 par. 2. If the application meets the formal requirements, the Dean shall take steps to appoint a committee. The committee shall include the doctoral student's supervisor. The provisions of § 6 shall apply to the appointment of other committee members and the work of the committee.
3. Where there are grounds for refusing to initiate proceedings for the conferral of the Doctoral degree, the dean, or if a committee has been appointed, the committee, shall refer the request to the senate.
4. After reviewing the application for the initiation of proceedings for the conferment of the Doctoral degree, the committeepresents the Senate with proposals of at least three candidates for dissertation reviewers, from outside the Medical University of Bialystok and who are not employees of an institute of the Polish Academy of Sciences, a research institute, an international institute, the Łukasiewicz Centre or the Łukasiewicz Network institute, whose employee is the applicant for the Doctoral degree.
5. The reviewer may be a person holding a post-doctoral degree or a title of professor.
6. A reviewer may be a person who does not fulfil the conditions laid down in par. 2 and who is a member of staff of a foreign university or research institution if the Senate decides that the person concerned has significant achievements in the field of research to which the doctoral dissertation pertains.
7. A reviewer may not be a person in respect of whom there are justified doubts as to their impartiality.
8. The appointment of reviewers by the Senate is equivalent to the submission of the dissertation.
9. The Dean refers the dissertation to the reviewers.
10. Reviewers are required to submit their opinions no later than two months after receiving a request to do so. The review should be submitted to the committeein hard copy and electronic format.
11. If the review is not received by the deadline, the committee may adopt a resolution to recommend a new candidate as a reviewer.
12. On receipt of a review, the chairman of the committee or a member of the committee authorised by him or her may ask the reviewer to complete the review, in particular where:
13. its content contradicts its conclusion,
14. the review does not contain the required rating,
15. the review does not conclude on whether or not the statutory conditions have been met.
16. The chairman of the committee or a committee member authorised by him or her shall submit the dissertation, being a written work, together with its abstract, or a description of the dissertation, not being a written work, together with the reviews, to the Dean for immediate publication in the Bulletin of Public In formation of the University.

# Acceptance of the doctoral dissertation

## § 11

1. After reviewing the reviews, the committee passes a resolution on accepting the dissertation and admitting it to public defence.
2. A person who has received positive reviews from at least 2 reviewers and has met the requirements referred to in § 3 par. 1 item 4 may be admitted to the defence of the doctoral dissertation.
3. A decision to refuse admission to the defence may be appealed against to the Council for Scientific Excellence.

# Public defence of the doctoral dissertation

## § 12

1. The date of the public defence of the dissertation is determined in consultation with the candidate and the supervisor and reviewers.
2. The date of the defence may not be set earlier than 30 days after the dissertation that is a written work has been made available to the Bulletin of Public Information together with its abstract or the description of the dissertation that is not a written work and the review.
3. The reviewers and the candidate as well as the assistant supervisor, if appointed, are invited to the meeting of the committee for the defence of the dissertation.
4. The dissertation defence takes place in an open committee meeting with a minimum of 2 reviewers, a supervisor.
5. During the session:
6. the supervisor characterises the profile of the candidate, highlighting his/her scientific and teaching achievements to date,
7. the candidatepresents the main ideas of the dissertation,
8. the reviewers shall present their opinions (if the reviewer is absent, his/her opinion shall be read by the chairman of the committee),
9. the chairman of the committee shall then open the discussion, which shall be public and in which all those present may take the floor - the discussion shall end with the candidate's statement,
10. at the end of the public part of the dissertation defence, a closed meeting of the doctoral committee shall be held, attended only by members of the committee,
11. reviewers and the assistant supervisor may attend the closed meeting of the committee without voting rights,
12. the committee decides in closed session on:
* acceptance of the public defence of the doctoral dissertation
* preparing a draft resolution on the conferral of the Doctoral degree for presentation to the Senate,
1. the chairman of the committee shall immediately inform the candidateand the persons participating in the public defence of the outcome of the committee's deliberations.
2. The committee, after discussion, may propose that the work be distinguished by the senate.

# Conditions for the conferral of the Doctoral degree

## § 13

The Doctoral degree is conferred by the Senate after a favourable opinion of the committee confirming that the candidate meets the requirements for the Doctoral degree.

# Joint procedures

## § 14

1. The Doctoral degree may be conferred jointly by universities, institutes of the Polish Academy of Sciences, research institutes or international institutes in the discipline in which each is authorised to confer the Doctoral degree in which the degree is conferred. The rules of cooperation shall be laid down in a written agreement between the entities.
2. In the case of jointly conducted proceedings for the conferment of the Doctoral degree, the defence shall take place, unless the agreement provides otherwise, before a joint committee appointed by the senates or other authorised bodies from among academic staff or research fellows employed in the organisational units which are parties to the agreement.
3. The committee shall be composed of at least nine persons holding the title of professor or the Post-Doctoral degree or powers equivalent to those conferred by the Post-Doctoral degree and, in the case of persons representing foreign organisational units, the Doctoral degree and the status entitling them to act as supervisors of doctoral programmes, representing each party to the agreement, in the number specified in the agreement.
4. The supervisor, the assistant supervisor, if appointed, the reviewers and the candidate shall be invited to the meeting of the committee for the defence of the doctoral dissertation.
5. The dissertation defence takes place in an open committee meeting with a minimum of 2 reviewers, a supervisor, assistant supervisor, if appointed.

# Fees

## § 15

1. The procedure for the award of the Doctoral degree shall be fee-based, subject to par. 2.
2. In the case of academic teachers employed at the Medical University of Bialystok and persons who completed their education at the Doctoral School of the Medical University of Bialystok, as well as doctoral students of doctoral studies conducted at the Medical University of Bialystok - the fee is paid by the University.
3. The amount of the fee corresponding to the costs of the proceedings for the proceedings shall be determined by order of the Rector.
4. Upon a justified application of the candidate, the Rector, after consulting the Dean, may exempt the candidate from the fee in whole or in part. The application must be accompanied by a statement of family status, income and sources of subsistence, a specimen of which is attached as Appendix 1b to this Resolution.
5. Fees must be paid to the University's bank account or at the University's cash desk.
6. The fee for the part of the administrative activities and the examination confirming the achievement of learning outcomes for the qualification at level 8 of the Polish Qualifications Framework (if applicable to the candidate) should be paid before submitting the first application in the procedure for the award of the Doctoral degree. Proof of payment of this fee shall constitute an obligatory attachment to the said application. The remainder of the fee must be paid once the Senate has appointed the reviewers.

# Appeal

## § 16

* 1. A decision by the Senate to refuse to award a Doctoral degree may be appealed to the Research Excellence Board (REB).
	2. The time limit for lodging an appeal is 30 days from the date of notification of the decision.
	3. The Senate shall forward the appeal to the REB, together with its opinion and the case file, within 3 months of the date of the appeal.
	4. After considering the appeal, within a period of no more than 6 months, the REB shall either uphold the appealed decision or revoke it and refer the case back to the Senate or the competent body of another doctoral institution for reconsideration.
	5. If a doctoral dissertation is not admitted for defence or if a decision is taken to refuse the award of the Doctoral degree, the same dissertation may not be the basis for reapplication for the award of the degree of doctor.

# Final and transitional provisions

## § 17

1. The composition of the committee may be changed or supplemented at the request of the Dean in the same procedure as its appointment. The committee shall be dissolved as soon as the Doctoral degree is conferred or the procedure is closed or terminated.
2. A reviewer may be changed in the same procedure as the appointment of reviewers.
3. The committee shall close the procedure at the request of the candidate or in the event of the candidate's death, and shall inform the Council and the supervisor and reviewers, if any, thereof.
4. Doctoral students in doctoral studies who did not initiate the doctoral dissertation pursuant to the provisions of the Act of 14 March 2003 on Academic Degrees and Academic Title and on Degrees and Title in Art (Journal of Laws of 2017 item 1789), in the proceedings for the award of the Doctoral degree the extramural mode applies - the proceedings for the award of the Doctoral degree are initiated by the submission of an application for the appointment of a supervisor or supervisors, with the proviso that the learning outcomes in the field of knowledge of a modern foreign language are confirmed under the existing rules.
5. Proceedings for the award of a Doctoral degree initiated after 30 September 2019 shall be conducted on the basis of the provisions of [the Act](https://sip.lex.pl/#/document/18750400?cm=DOCUMENT) of 20 July 2018 - Law on Higher Education and Science (Journal of Laws item 1668 as amended), with the exception that in proceedings initiated until 31 December 2020, the achievements referred to in [Article 186 par. 1 item 3 letter a](https://sip.lex.pl/#/document/18750400?unitId=art(186)ust(1)pkt(3)lit(a)&cm=DOCUMENT) and [Article 219 par. 1 item 2 letter b](https://sip.lex.pl/#/document/18750400?unitId=art(219)ust(1)pkt(2)lit(b)&cm=DOCUMENT) of that Act, shall also include:

1) Scientific articles published:

1. in scientific journals or peer-reviewed proceedings of international conferences, included in a list drawn up in accordance with the regulations issued on the basis of [article 267 par. 2 item 2 letter b](https://sip.lex.pl/#/document/18750400?unitId=art(267)ust(2)pkt(2)lit(b)&cm=DOCUMENT) of this Act, before the date of publication of that list,
2. before 1 January 2019 in scientific journals that were included in Part A or Part C of the list of scientific journals established on the basis of the rules issued on pursuant to [Article 44 par. 2](https://sip.lex.pl/#/document/17622733?unitId=art(44)ust(2)&cm=DOCUMENT) of the Act of 30 April 2010 on the principles of financing science (Journal of Laws of 2018 item 87) and announced by the Communication of the Minister of Science and Higher Education of 25 January 2017, or were included in Part B of that list, with at least 10 points awarded to scientific articles published therein;

2) scientific monographs published by:

1. publishing house included in a list drawn up in accordance with the regulations issued on the basis of [article 267 par. 2 item 2 letter a](https://sip.lex.pl/#/document/18750400?unitId=art(267)ust(2)pkt(2)lit(a)&cm=DOCUMENT) of this Act, before the date of publication of that list,
2. an organisational unit of the entity whose publications are included in the list drawn up in accordance with the regulations issued pursuant to [article 267 par. 2 item 2 letter a](https://sip.lex.pl/#/document/18750400?unitId=art(267)ust(2)pkt(2)lit(a)&cm=DOCUMENT) of that Act.
3. Specimen forms of applications for the appointment of a supervisor and for initiating the proceedings for awarding a Doctoral degree will be available on the website of the Medical University of Bialystok.
4. Members of committees, deans, members of the senate, members of councils, reviewers, supervisors and other persons involved in proceedings for the award of the Doctoral degree shall process the personal data of applicants for the award of the Doctoral degree under the instructions and authorisation of the data controller and shall undertake to keep confidential the personal data to which they will have access in the course of the proceedings for the award of the Doctoral degree.

# Appendix No. 1a

## LIST OF CERTIFICATES CONFIRMING KNOWLEDGE OF A MODERN FOREIGN LANGUAGE

* + - 1. Certificate confirming knowledge of a foreign language issued by the National School of Public Administration as a result of a linguistic examination.
			2. Certificates confirming language skills at least at level B2 on the scale of global proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - European Framework of Reference for Languages: learning, teaching, assessment (CEF)":
	1. certificates issued by institutions associated in the Association of Language Testers in Europe (ALTE) - levels ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
		1. 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. Diplôme d'Étude en Langue Française (DELF) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLCF), Diplôme Supérieur d'Etudes Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
		3. Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
		4. Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
		5. Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
		6. Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
		7. Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2-II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
		8. Prøve i Dansk 3 (B2), Studieprøven (C1),
		9. Certificate of Slovenian language proficiency at the Intermediate level/Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovenian language proficiency at the Advanced level/Certificate of Slovene on the Advanced Level (C1);
	2. Certificates from the following institutions:
		1. Educational Testing Service (ETS) certificates, in particular: 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 from 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 complemented by at least 3.5 points from the Test of Written English (TWE) and by 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,
		2. the European Consortium for the Certificate of Attainment in Modern Languages (ECL),
		3. City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular 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,
		4. Edexcel, Pearson Language Tests, Pearson Language Assessments - in particular 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),
		5. Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - in particular 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,
		6. University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - in particular certificates: International English Language Testing System IELTS - above 6 points,
		7. Chambre de commerce et d'industrie de Paris (CCIP) - in particular, the following the certificates: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Daffaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
		8. Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - in particular the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
		9. Kultusministerkonferenz (KMK) - in particular the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1) certificate,
		10. Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - in particular the certificates: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
		11. Hochschulrektorenkonferenz (HRK),
		12. Società Dante Alighieri - in particular the certificates: PLIDA B2, PLIDA C1, PLIDA C2,
		13. Università degli Studi Roma Tre - in particular the certificates: Int.It (B2), IT (C2),
		14. Università per Stranieri di Siena - in particular the certificates: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
		15. A. S. Pushkin State Institute of the Russian Language,
		16. Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
		17. Karlova Univerzita v Praze,
		18. Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
		19. Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
		20. the Coordinating Board for the Certification of Language Proficiency of the University of Warsaw;
	3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - in particular the 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; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Pyccкий язык B2.
		+ 1. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
			2. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
			3. Diplomas of the completion of:
	4. a university degree in foreign philology or applied linguistics;
	5. teacher training Board for foreign languages;
	6. the National School of Public Administration.
		+ 1. A document certifying the award of a degree or diploma in science or art issued abroad - the language of instruction of the institution providing the training shall be recognised.
			2. A document certifying the completion of higher education studies or post-graduate studies abroad or in the Republic of Poland - the language of instruction shall be recognised if the language of instruction was exclusively a foreign language.
			3. A document issued abroad recognised as equivalent to a secondary school leaving certificate - the language of instruction is recognised.
			4. International Baccalaureate Diploma.
			5. European Baccalaureate Diploma.
			6. Certificate of passing the departmental examination in:
	7. The Ministry of Foreign Affairs;
	8. the office serving the minister responsible for economy, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy;
	9. Ministry of Defence - level 3333, level 4444 according to STANAG 6001.
		+ 1. A certificate issued by the National School of Public Administration confirming qualifications for a senior government post.
			2. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualifications 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.
			3. Other certificates than those mentioned above - after obtaining a positive opinion of the Foreign Languages Department of the Medical University of Bialystok.

# Appendix No. 1b

## STATEMENT OF FAMILY STATUS, INCOME AND SOURCES OF LIVELIHOOD[[1]](#footnote-1)

1. Dean of the Board to which the statement is made:

…………………………………………………………………………………………………...

1. Full name of a person submitting the statement:

…………………………………………………………………………………………………...

1. Family status (persons sharing a household):

|  |  |  |
| --- | --- | --- |
| Full name | Date of birth: | Relationship between the person named and the person making the declaration |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Income and sources of livelihood of the person making the declaration and persons living in the common household:

*(enter all income and sources of income e.g. from wages, pensions, civil law contracts, rent, alimony, etc.)*

|  |  |  |
| --- | --- | --- |
| Full name | Source of income | Net monthly income (amount and accounting period) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Commitments and fixed expenses:

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

1. Other data which the person making the declaration considers relevant:

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

1. Location and date

…………………………………………………………………………………………………...

1. Signature of the person submitting the statement:

…………………………………………………………………………………………………...

I am aware of the criminal liability for making a false statement".

…………………………………………………………………………………………………...

*Signature of the person submitting the statement:*

I hereby acknowledge that:

* 1. my personal data will be processed for the purpose of fee waiver/reduction of the fee for conducting the proceedings for the conferment of the Doctoral degree, for statistical and archiving purposes on the basis of Article 6 (1) (c, e) of the General Data Protection Regulation of 27 April 2016:
		+ article 6(1)(c) processing is necessary for the fulfilment of the legal obligation incumbent on the controller under Article 327(6) of the Act of 20 July 2018. Law on Higher Education and Science and archiving regulations,
		+ article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the controller, i.e. the processing of contact and address data for the purpose of contacting the person applying for exemption from payment of fees for the Doctoral degree conferral procedure,
	2. my personal data will be disclosed only to persons authorised by the Data Controller and to entities on the basis of legal regulations,
	3. my personal data will be stored in accordance with archiving regulations,
	4. I have the right to access and rectify my data,
	5. I have the right to erasure, the right to restriction of processing, the right to object when it is justified that the circumstances indicated in Articles 17, 18 and 21 of the GDPR apply,
	6. I have the right to lodge a complaint with the President of the Office for Personal Data Protection if it is substantiated that my personal data is processed by the Data Controller contrary to the GDPR,
	7. Providing personal data is voluntary but necessary for the proper implementation of the right to fee exemption in the proceedings for awarding the Doctoral degree at the Medical University of Bialystok

……………………………………………

*signature*

1. Applicable only for candidates applying for exemption, in whole or in part, from the fee for conducting the procedure for conferring the academic Doctoral degree [↑](#footnote-ref-1)