Appendix No. 2 to the Resolution of the Senate no. 91/2019 of 24/10/2019:

# Procedure for conferring the Post-Doctoral degree at the Medical University of Bialystok

# Legal basis

## §1

Legal basis for conducting post-doctoral procedure at the Medical University of Bialystok 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.

# Introduction

## §2

1. The Senate shall confer, by administrative decision, the degrees of Doctor of Science in medical sciences and health sciences in the following disciplines: medical sciences, pharmaceutical sciences, health sciences.
2. Academic staff employed at the Medical University of Bialystok (University) are required to carry out proceedings for the conferment of a Post-Doctoral degree at their home university.
3. Submission of an application to another post-doctoral institution requires the approval of the Rector.

# General conditions required to be met by a candidate

## §3

1. The Post-Doctoral degree shall be conferred on a person who:
2. holds a Doctoral degree;
3. has a record of scholarly achievements making a significant contribution to the development of a specific discipline, including at least:
   1. 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
   2. 1 series of thematically related scientific articles published in scientific journals or in peer-reviewed materials of international conferences, which in the year of publishing the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267 par. 2 item 2 letter b of the Act, or
   3. 1 original design, construction or technological achievement;
4. demonstrates significant scientific activity pursued in more than one university or research institution, in particular abroad.
5. The achievement referred to in section 1, subsection 2 may form part of a collective work if the development of a separate issue is the individual contribution of the applicant for the Post-Doctoral degree.
6. The obligation to publish shall not apply to achievements whose subject matter is covered by the protection of classified information.

# Initiation of procedure

## §4

1. Proceedings for the conferment of the Post-Doctoral degree shall be initiated upon an application submitted to the University through the Council for Scientific Excellence (hereinafter CSE).
2. The application shall include:
3. career description;
4. a list of achievements referred to in §3 par.1 item 2;
5. an indication of the post-doctoral provider selected to conduct the proceedings for the conferment of the Post-Doctoral degree.
6. The application should meet the requirements set by the Council for Scientific Excellence.

# Procedure:

## §5

1. The CSE makes a formal assessment of the application and forwards it to the University within 4 weeks of receipt.
2. Once an application has been received by the University, the relevant Board Council, hereinafter referred to as "the Council", shall make a preliminary assessment of the application and forward it, together with its opinion, to the Senate.
3. Within 4 weeks from the date of receipt of the request by the University, the Senate may refuse to authorise proceedings for the conferment of the Post-Doctoral degree if the criteria, applicable at the University, set out in Appendix 2a, have not been met. If the Senate does not agree, the application shall be returned to the CSE, which shall immediately appoint another post-doctoral provider and forward the application to that provider.
4. Within 12 weeks of the date of receipt of the application, the CSN shall appoint 4 members of the post-doctoral committee, including the chairperson and 3 reviewers, from among persons holding the Post-Doctoral degree or the title of professor and with current scientific achievements and recognised reputation, including international ones, who are not employees of the post-doctoral institution or the university, the institute of the Polish Academy of Sciences, a research institute or an international institute whose employee is the person applying for the Post-Doctoral degree.
5. The relevant council, by secret voting, shall nominate the candidates for members of the post-doctoral committee and submit them to the senate for the appointment of the post-doctoral committee.
6. The Senate shall, within 6 weeks of being informed of the members of the post-doctoral committee appointed by the CSE, appoint the post-doctoral committee. The Committee consists of:
7. 4 members appointed by the CSE;
8. 2 members holding a Post-Doctoral degree or title of professor, employed at the University, including the Secretary;
9. a reviewer with a Post-Doctoral degree or the title of professor and recent scientific output and recognised reputation, including international, who is not an employee of the University.
10. A reviewer may be a person who does not fulfil the conditions specified in sections 4 and 6, who is a staff member of a foreign university or research institution, if the CSE or the University decides that this person has significant achievements in the field of issues related to the achievements of the applicant for the Post-Doctoral degree.
11. A person who has failed twice in the last five years to meet the deadline referred to in paragraph 9 may not become a reviewer.
12. The reviewers shall, within 8 weeks of the date of the receipt of the application, assess whether the scientific achievements of the applicant for the Post-Doctoral degree meet the requirements specified in §3 par. 1 item 2 and prepare reviews.
13. The resolution containing the opinion on the conferment of the Post-Doctoral degree shall be adopted by the post-doctoral committee in an open vote. At the request of the Doctor of Science candidate, the committee shall adopt its resolution by secret voting. The opinion cannot be positive if at least 2 reviews are negative.
14. The post-doctoral committee shall submit to the Senate, within six weeks of the date of the receipt of the review, the resolution referred to in par. 10, together with the justification and the documentation of the procedure for the conferment of the academic Post-Doctoral degree.
15. If the application is withdrawn after the appointment of the post-doctoral committee:
    1. the same application may not be the basis for an application for the conferment of the Post-Doctoral degree in another post-doctoral institution;
    2. the applicant may not apply for the award of the Post-Doctoral degree for a period of 2 years.

13. The post-doctoral committee may deliberate by means of technical devices allowing it to be conducted at a distance with simultaneous direct transmission of sound and images.

# Conferring the degree

## §6

1. On the basis of the resolution referred to in §5 par. 10, the Senate shall, within one month of receiving it, confer the Post-Doctoral degree or refuse to confer it. The Senate shall refuse to confer a degree where the opinion referred to in § 5 par. 10 is negative.
2. A decision to refuse to confer the Post-Doctoral degree may be appealed to the CSE.

# Fees

## §7

1. The procedure for the award of the Post-Doctoral degree shall be chargeable, subject to par. 2.
2. In the case of academic staff employed by the Medical University of Bialystok, the fee is paid by the University.
3. The amount of the fee 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 2b.
5. The fee must be paid to the University's bank account or at the University's cash desk in two instalments

* a fee equivalent to the administrative costs upon receipt of the application at the University,
* payment of the remainder after the appointment of the post-doctoral committee.

# Equivalent entitlements

## §8

1. A person who has been awarded a doctoral degree in the Republic of Poland or abroad may acquire powers equivalent to those conferred by the Post-Doctoral degree in a given discipline if, while working in another country for at least 5 years, he or she has managed research teams independently, has significant scientific achievements and is employed at the University in that discipline in the position of a university professor.
2. The decision on vesting shall be taken by the Rector.
3. The Rector shall communicate the decision to the CSE together with a description of the person's career and a list of achievements.
4. The vesting shall take place 4 months after the date of receipt by the CSE of the decision referred to in paragraph 2 if within that period the CSE has not objected to the decision by way of an administrative decision and has not revoked the decision.

## § 9

# Transitional provisions

1. Proceedings for the conferment of the degree of doctor, the degree of doctor habilitated and the title of professor initiated after 30 September 2019 shall be conducted on the basis of the provisions of the Act, except 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 the Act, the following are taken into consideration:

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 the 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. Members of the post-doctoral committee, deans, members of the senate, members of councils 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 Post-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 Doctor of Science.

# Appendix No. 2a

## Criteria for the assessment of achievements and scientific output of a person applying for the award of the Post-Doctoral degree at the Medical University of Bialystok

* + 1. Demonstration of a scholarly achievement - a series of original papers published - first author or equivalent first author (so-called "equal contribution") or last and, at the same time, corresponding author in scientific journals which were included as of the date of the submission of the application for the award of the Post-Doctoral degree in the list compiled in accordance with the regulations issued pursuant to Article 267 para. 2 item 2 letter b of the Act (hereinafter referred to as the list of journals). The total score of the journals in which the above-mentioned works are published should be at least 280 points according to the list referred to in the previous sentence (regardless of the year in which the work was published). Works published in journals whose current scoring of the Ministry of Science and Higher Education is less than 40 point scannot be included in the achievement.

In the case of proceedings for the conferment of the degree of D.Sc. in medical sciences or pharmaceutical sciences, at least one of the above-mentioned papers should be published in a journal whose current Ministry of Science and Higher Education scoring is at least 100 points.

In the case of proceedings for the conferment of the degree of D.Sc. in the discipline of health sciences, at least three of the above-mentioned papers should be published in journals with a current Ministry of Science and Higher Education scoring of at least 70 points.

A single-author monograph with the scoring of 200 points of the Ministry of Science and Higher Education published by a publishing house included at the date of the submission of the application for the conferment of the academic degree of D.Sc. in the list of publishing houses publishing peer-reviewed scientific monographs drawn up in accordance with the rules issued pursuant to Article 267 par. 2 item 2 letter a of the Act (hereinafter referred to as the list of publishing houses) may also constitute an achievement.

* + 1. Demonstrate a significant publication record - beyond academic achievement:

1. Publication of original papers in peer-reviewed journals (included in the list of journals), whose total IF value is ≥ 10 times the median of the IF value for the given discipline according to the Journal Citation Report, and a Hirsch index for the entire body of work (including the major achievement) of ≥ 7 (according to the Web of Science Core Collection) for proceedings for the award of the degree of doctor of medical sciences or pharmaceutical sciences, and ≥ 5 (according to the Web of Science Core Collection) for proceedings for the award of the degree of doctor of health sciences.
2. The condition of a minimum Hirsch index value mentioned in point 2.1 does not apply if the work mentioned in points 1 and 2.1 has been published by the candidate as first author or leader of a research team in a journal:
   * IF ≥ 20 (at least 1 paper)
   * or with an IF≥ 10 (at least 2 works)
   * or with an IF≥ 5 (at least 4 works)
3. The condition described in paragraph 2, point 1 does not apply in full if the candidate can demonstrate that he/she has obtained (and at least started to implement) as head of a research grant financed in whole or in substantial part by international institutions (e.g. ERC, Horizon 2020) of an amount not less than PLN 500,000 (or foreign currency equivalent)

or

a research grant financed in whole or in part by national institutions of an amount not less than PLN 300,000 (or foreign currency equivalent)

or

acquiring for the University financial resources coming from commercialisation in the amount of at least 100,000 PLN (calculated as a unit share in the part falling to the author).

* + 1. Documented submission of at least one grant application (as a manager) to national (in particular NCN, NCBiR, RPO, ABM) or international competitions or submission as a co-author of a patent application.
    2. Demonstrated commitment to national or international research projects confirmed by the Vice-Rector for Science and Development.
    3. Demonstration of significant scientific activity outside the home unit (excluding participation in conferences and scientific congresses) confirmed by the Vice-Rector for Science and Development.

# Appendix No. 2b

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

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

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1. Full name of a person submitting the statement:

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1. Family status (persons sharing a household):

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| Full name | Date of birth: | Relationship between the person named and the person making the declaration |
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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) |
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1. Commitments and fixed expenses:

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

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1. Location and date

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1. Signature of the person submitting the statement:

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

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*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 Post-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 Doctor of Science degree confer 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 Post-Doctoral degree at the Medical University of Bialystok

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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 degree of Doctor of Science [↑](#footnote-ref-1)