Appendix No. 1 to the consolidated text of the Resolution No. 91/2019 of the MUB Senate of 24.10.2019 (introduced by Resolution No. 520/2022 of the UMB Senate of 20.12.2022.)

**The procedure for conferring the doctoral degree**

**at the Medical University of Bialystok**

# Legal framework

## § 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, hereinafter referred to as the "Act", taking into account the provisions of this Resolution.

# Introduction:

## § 2

1. The Medical University of Bialystok is authorized to confer the doctoral degree in the field of medical sciences 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 the person applying for the conferral of the doctoral degree, hereinafter referred to as "the Candidate".
4. The formal assessment of the application to the Senate for the appointment of a Supervisor (for persons applying for a doctoral degree in extramural mode) and the application to the Senate of all Candidates to initiate the procedure for conferring the doctoral degree is performed by the Dean of the relevant College, hereinafter referred to as "the Dean", or an expert/experts appointed by him/ her.
5. Resolutions of the Councils of Scientific Colleges, hereinafter referred to as the “Council", constituting an opinion or recommendation, and of the committee referred to in Art. 192 of the Act, in matters relating to the conferral of the doctoral degree, hereinafter referred to as the “Committee", shall be adopted in a 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 adopting resolutions by the Senate are specified in the Statute.
7. Academic teachers employed at the Medical University of Bialystok are obliged to conduct the procedure 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. The initiation of a procedure for conferring the doctoral degree may be requested by a Candidate, who:
	* 1. holds a professional title of master (second cycle degree), master of engineering or an equivalent degree or holds a diploma referred to in Art. 326 sec. 2 point 2 or art. 327 sec. 2 of the Act, giving the right to apply for a doctoral degree in the country in which the university that issued it operates in the higher education system;
		2. achieved learning outcomes for qualifications at the level of PQF 8, whereby the learning outcomes in the field of knowledge of a modern foreign language are confirmed by a certificate (the list of certificates is included in Appendix 1a) or a diploma of graduation, confirming knowledge of this language at the language proficiency level of at least B2;
		3. published at least:
	1. 1 scientific article 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 sec. 2 item 2 (b) of the Act, or
	2. 1 scientific monograph 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 sec.2 item 2 (a) of the Act, or a chapter in such monograph;
		1. has additionally met the following requirements:
* for a doctorate in the discipline of medical sciences and pharmaceutical sciences:
1. has at least 1 scientific article published in a scientific journal with a score of ≥ 70 points or
2. has articles published 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 discipline of health sciences:
1. has at least 1 scientific article published in a scientific journal with a score of ≥ 40 points, or
2. has articles published 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 publishing house from the list of the Ministry of Science and Higher Education;
* for a dissertation in the form of a series of publications:
1. discipline of medical sciences or pharmaceutical sciences - at least 2 scientific articles, of which no more than one is a review paper, and the rest are original papers, published in scientific journals from the list of the Ministry of Science and Higher Education with a total score of ≥ 140 points (the value of the highest scoring article included in the publication series cannot be lower than 70 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 a total score of ≥ 140 points (the value of the highest scoring article included in the series of publications cannot be lower than 40 points);
3. the Candidate is the first author in all the articles;
* in other cases, a dissertation in the form of a monograph is required;
	+ 1. presented and defended their doctoral dissertation.
1. In exceptional cases, justified by the highest quality of scientific achievements, the doctoral degree may be conferred on a person who does not meet the requirements set out in sec. 1 point 1, who is a graduate of first-degree studies or a student who has completed the third year of uniform second-degree studies.

# Method of appointing and changing the Supervisor(s) or assistant Supervisor

## § 4

1. Prior to the initiation of the procedure, in order to appoint a Supervisor, a Candidate applying for a doctoral degree in the extramural mode shall submit the following documents:
2. application for the appointment of a Supervisor by the Senate; the Candidate may additionally submit an application for the appointment of a second Supervisor or assistant Supervisor - with justification; the Candidate may propose Candidates for the Supervisor/Supervisors (application template constitutes Appendix 1e),
3. documents confirming knowledge of a modern foreign language at the language proficiency level of at least B2 (certificate or diploma of graduation),
4. the original or a certified copy of the document confirming holding a professional title of master (second cycle degree), master of engineering or an equivalent degree or a diploma referred to in Art. 326 sec. 2 point 2 or art. 327 sec. 2 of the Act, giving the right to apply for a doctoral degree in the country in which the university that issued it operates in the higher education system,
5. the proposed topic and assumptions 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 Candidate's scientific achievements confirmed by the Library,
8. consent of the bioethics committee (or confirmation from the bioethics committee that such consent is not required),
9. consent of the head of the unit to use the research material,
10. proposed Supervisor’s opinion on the Candidate (non-mandatory),
11. a statement on the obligation to pay for the conduct of the procedure for conferring a doctoral degree (applies to persons not listed in § 17 sec. 2),
12. application for writing the doctoral dissertation in English - if applicable,
13. application for the processing of individual stages of the doctoral dissertation in English - if applicable,
14. personal questionnaire (constituting Appendix 1g).
15. If the application is incomplete, the Candidate should be requested to remove formal irregularities pursuant to Art. 64 § 2 of the Code of Administrative Procedure within the prescribed period, not later than within seven days, with the instruction that failure to remove these irregularities shall result in leaving the application without recognition.
16. Shall there be grounds for refusing to appoint a Supervisor, the Dean refers the request to the Senate.

## § 5

1. The Supervisor in doctoral proceedings may be a person holding the academic title of professor or the post-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 in the last 5 years:
	1. was the Supervisor of 4 doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
	2. supervised the preparation of the dissertation of at least 2 persons applying for a doctoral degree who did not receive positive reviews from at least two Reviewers.
4. If the Candidate indicates the Supervisor, the application for the appointment of a Supervisor(s) should be accompanied by the consent of the Candidate for the role of the Supervisor and his/her statement confirming that the circumstances indicated in sec. 3 do not apply.
5. In the case of an interdisciplinary doctoral dissertation or a doctoral dissertation prepared in cooperation with another university, including a foreign one, a substantively justified application for the appointment of two Supervisors may be submitted, along with the opinion of the College Council of the leading discipline.
6. Upon a justified request approved by the College Council, an assistant Supervisor may be appointed, who holds a doctoral degree in a given or related scientific discipline, and performs an important auxiliary function in the supervision over a doctoral student, including in particular in the process of research planning and implementation and analysis of results.
7. Appointment of a person to act as an assistant Supervisor in the procedure for conferring a doctoral degree excludes at the same time the appointment of more than one person to act as a Supervisor.

## § 6

1. The application to the Senate for the appointment of a Supervisor(s), which meets the formal requirements is submitted by the Dean to the relevant Council.
2. The Council shall review the Candidate's application and accompanying documents and then recommend to the Senate:
3. Supervisor or Supervisors,
4. assistant Supervisor - if it considers the Candidate's application in this regard to be justified.
5. The appointment of the assistant Supervisor, if any, shall take place at the same meeting of the Senate at which the Supervisor is appointed.
6. 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.
7. 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 to the Senate a proposal concerning:
	* 1. appointing the Supervisor, or
		2. closure of the procedure.

6. The method of appointing the Supervisor(s)/assistant Supervisor of doctoral students of the Doctoral School is set out in the Regulations of the Doctoral School.

# The procedure for submitting 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, design, construction, technological, implementation work, as well as an independent and separate part of a collective work.
4. The Dean, and if a Committee has been appointed - the Committee, and in the case of doctoral students from the Doctoral School - the Director of the Doctoral School, consents to the preparation of the doctoral dissertation in English.
5. The consent referred to above, depending on the overall circumstances of the case, should additionally specify the language in which the reviews are to be prepared, the examination confirming the achievement of learning outcomes at the level of PQF 8, and the defence of the doctoral dissertation is to be conducted.
6. The doctoral dissertation is accompanied by an abstract in English, and a doctoral dissertation prepared in a foreign language is also accompanied by an abstract in Polish.
7. The Candidate submits the doctoral dissertation in five copies and an electronic record of the dissertation on an electronic medium (word and pdf) to the Supervisor.
8. In order to continue the procedure for conferring a doctoral degree, the opinion of the Supervisor or Supervisors (if a second Supervisor has been appointed) must be positive.
9. 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.

# Multi-author publications

## § 8

1. In the case of multi-author publications, the requirements indicated in § 3 sec. 1 item 3 are considered fulfilled if the Candidate is a co-author of the work listed in the work in the place for authors (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 is released from the obligation to submit the co-author's statement in the event of the co-author's death, if the co-author is declared dead or if the co-author has permanent health impairment making it impossible to obtain the required statement, or for other significant reasons beyond the Candidate's control. If, for reasons beyond the control of the Candidate, it is not possible to obtain statements from the above-mentioned persons, the Candidate submits a statement explaining the reasons for not submitting statements by these persons.

# Method of verification of learning outcomes for qualifications at PQF level 8 in the case of persons applying for a doctoral degree in extramural mode

## § 9

1. The Candidate is required to prove that he/she has achieved learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PQF level 8).
2. The achievement of learning outcomes for qualifications at the level 8 of the PQF is confirmed by a certificate of completion of doctoral studies or a doctoral school, or a document confirming the completion of doctoral studies.
3. If the Candidate fails to submit the document referred to in sec. 2, he/ she is obliged to:
4. submit a statement confirming the achievement of learning outcomes for qualifications at PQF level 8 in the field of social skills and competences of the person applying for the doctoral degree, issued by the Supervisor/Supervisors, in accordance with Appendix 1c,
5. take an exam confirming the learning outcomes for qualifications at the PQF level 8.
6. A positive verification of obtaining learning outcomes for qualifications at PQF level 8 is the confirmation by the Supervisor(s) of the implementation of the above-mentioned effects, contained in the attached statement referred to in section 3 point a) and obtaining by the person applying for the doctoral degree at least a satisfactory grade as an overall result from the exam verifying the achievement of learning outcomes for qualifications at PQF level 8.
7. The exam confirming the achievement of learning outcomes for qualifications at the level 8 of the PQF is developed and organized by the Director of the Doctoral School.
8. The Candidate indicated in sec. 3, submits an application for an examination confirming the achievement of learning outcomes for qualifications at PQF level 8, together with an application for initiation of the procedure for conferring a doctoral degree (application template is attached as Appendix 1f). The Dean submits to the Director of the Doctoral School an application for an exam confirming the achievement of learning outcomes for qualifications at the level 8 of the PQF, together with the doctoral dissertation, information on verification by the anti-plagiarism system, the Supervisor's opinion on the completed doctoral dissertation and the Supervisor's statement specified in § 9 sec. 3 point a. The Director appoints the composition of the examination Committee, with the chairperson of the Committee being the Director of the Doctoral School or a person appointed by him/her from among the Council of the Scientific College, and the members of the Committee include Supervisor(s) and three academic teachers from the Scientific College competent for the discipline, holding the title of professor or post-doctoral degree, as well as two persons verifying the learning outcomes at the doctoral School.
9. Members of the Committee and the Candidate are informed by the School Office about the date of the exam. It is allowed to conduct the exam using electronic means of communication, taking into account the rules set out in § 10 section 9 and sec. 10 second sentence.
10. The following grading scale is used to evaluate answers to individual questions:
very good (5), more than good (4.5), good (4), fairly good (3.5), adequate (3), insufficient (2).
11. The overall result of the exam is determined in accordance with the following rule:
* below 3.00 - insufficient (2)
* 3.00 to 3.25 - adequate (3)
* 3.26 to 3.75 - fairly good (3.5)
* 3.76 to 4.25 - good (4)
* 4.26 to 4.75 - more than good (4.5)
* 4.76 to 5.00 – very good (5)
1. The condition for obtaining a positive result from the exam verifying the achievement of learning outcomes for qualifications at the level 8 of the PQF is obtaining positive grades from the answers to each question.
2. The commission draws up a report from the exam verifying the achievement of learning outcomes for qualifications at the level 8 of the PQF, the template of which is attached as Appendix 1d to this resolution.
3. The completed report of the commission from the exam verifying the achievement of learning outcomes for qualifications at PQF level 8 - the field of medical and health sciences, together with the indicated discipline, is attached to the documentation of the procedure. A copy of the report remains in the Office of the Doctoral School.

# Initiation of the procedure for conferring a doctoral degree, the procedure for appointing and the scope of the Committee's activities

## § 10

1. The procedure for conferring a doctoral degree shall be initiated at the request of a person who meets the requirements specified in § 3 sec. 1 points 1-3 or sec. 2. The application shall be accompanied by a dissertation with a positive opinion of the Supervisor(s). The Candidate indicated in § 9 sec. 3, at the same time submits an application for an examination confirming the achievement of learning outcomes for qualifications at PQF level 8.
2. A Candidate who is a doctoral student of the Doctoral School is obliged to attach to the application the documents listed in § 4 sec. 1 let. b, c, e-j, m and also in § 9 sec. 2, and also attach a statement of the Supervisor(s) on the compliance of the subject of the doctoral dissertation with the individual research plan of the doctoral student.
3. If the application is incomplete, the regulation specified in § 4 sec. 2 applies.
4. If the application meets the formal requirements, the Dean or the Vice-dean appointed by the Dean submits the application to the Council.
5. The Council reviews the Candidate's application and the attached documents, and then recommends to the Senate Candidates for the Committee, including the chairman of the Committee who is a member of the board and five other members of the Committee from among academic teachers belonging to the relevant Scientific College with the title of professor or Post-doctoral degree in the given or related scientific discipline. The Committee also includes the Supervisor(s).
6. The Committee is appointed by the Senate.
7. The following scope of activities of the Committee is established:
* adopts a resolution on appointing three Reviewers,
* adopts a resolution on admitting the Candidate to public defence or refusing to admit the Candidate to defence of the doctoral dissertation,
* carries out the defence of doctoral dissertation,
* adopts a resolution regarding acceptance of the defence or refusal to accept the doctoral dissertation,
* prepares a draft resolution on conferring or refusing to confer a doctoral degree for presentation to the Senate,
* on the basis of a resolution, submits a motion to the Senate for the distinction of a doctoral dissertation.
1. The chairman of the Committee manages its work and sets the dates of its meetings.
2. Committee meetings may be conducted using electronic means of communication, ensuring in particular:
	1. real-time transmission of the meeting between its participants,
	2. real-time multi-party communication where meeting participants can speak during the meeting - with the necessary safety rules.
3. Means of electronic communication should ensure the secrecy of the vote. The chairman of the Committee draws up and signs the attendance list and minutes of the Committee meeting on behalf of the Committee.

# Appointing the Reviewers

## § 11

* + - 1. After reviewing the application for the initiation of procedure for the conferral of the doctoral degree, the Committee appoints three Reviewers from outside the Medical University of Bialystok and who are not employees of the University, 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.
			2. The Reviewer may be a person holding a post-doctoral degree or a title of professor.
			3. A Reviewer may be a person who does not meet the conditions set out in sec. 2, who is an employee of a foreign university or scientific institution, if the Senate considers that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
			4. A Reviewer cannot be a person in relation to whom there are reasonable doubts as to his/her impartiality.

## § 12

The chairman of the Committee directs the doctoral dissertation to the Reviewers.

Reviewers are required to present their opinions no later than two months from the date of receipt of the request for its preparation. The review should be submitted to the Committee in paper and electronic versions.

If the review is not submitted within the prescribed period, the Committee appoints a new Reviewer.

After receiving the review, the chairman of the Committee or a member of the Committee authorized by him/ her may ask the Reviewer to supplement the review, in particular when:

1. its content is contrary to the conclusion,
2. the review does not contain the required evaluation,
3. the review does not contain a conclusion about the fulfilment or non-fulfilment of statutory conditions.
	* + 1. The chairman of the Committee or a member of the Committee authorized by him/ her submits the doctoral dissertation, which is a written thesis, together with its summary, or a description of the doctoral dissertation which is not a written dissertation, together with reviews, for immediate publication in the University Public Information Bulletin.
			2. The documents referred to in par. 5, shall be placed in the POL-on system immediately after they are made available.

## § 13

1. After reading the reviews, the Committee adopts a resolution on admitting the Candidate to the public defence or refusing to admit the Candidate to the defence of the doctoral dissertation.
2. A person who has received positive reviews from at least 2 Reviewers and who has met the requirements referred to in § 3 par. 1 point 4 may be admitted to defend a doctoral dissertation.
3. If the Candidate is not admitted to the defence of the doctoral dissertation, the Committee presents a resolution with justification to the Senate, which adopts a resolution on the matter.
4. The decision on refusal of admission to the defence may be appealed via the Senate to the Council of Scientific Excellence within 7 days from the date of delivery of the decision to the Candidate.

# Public defence of doctoral dissertation

## § 14

1. The date of the public defence of the dissertation is determined in consultation with the Candidate and the Supervisor(s) and Reviewers.
2. The defence date may not be set earlier than within 30 days from the publication in the Public Information Bulletin of a doctoral dissertation being a written thesis together with its summary or a description of a doctoral dissertation which is not a written thesis and reviews.
3. The Reviewers, the Candidate and the assistant Supervisor, if appointed, are invited to the meeting of the Committee for the defence of the doctoral dissertation.
4. The defence of the doctoral dissertation takes place at an open Committee meeting with the participation of at least 2 Reviewers and the Supervisor.
5. The defence of the doctoral dissertation may be carried out outside the seat of the doctoral institution using electronic means of communication, ensuring in particular:

1) transmission of the defence in real time between its participants,

2) real-time multi-party communication, where participants of the defence can speak during the defence - while maintaining the necessary security rules. The Chairman of the Committee draws up and signs the attendance list and minutes of the Committee meeting on behalf of the Committee.

1. During the meeting:
2. the Supervisor characterizes the Candidate's profile, drawing attention to his/her scientific and didactic achievements to date,
3. the Candidate presents the main assumptions of the doctoral dissertation,
4. Reviewers present their opinions (in the absence of a Reviewer, his/ her opinion is read out by the Chairman of the Committee),
5. after that the Chairman of the Committee opens a public discussion in which all present can take the floor - the discussion ends with the Candidate's statement,
6. after the end of the open part of the defence of the doctoral dissertation, a closed session of the doctoral Committee is held, in which only members of the Committee participate,
7. Reviewers and assistant Supervisor may participate in the closed session of the Committee without the right to vote,
8. at a closed session, the Committee adopts resolutions on the following matters:
* acceptance of the defence of the doctoral dissertation, however, the Committee presents a resolution on the refusal to accept the defence, together with a justification, to the Senate, which adopts a resolution in this matter,
* preparing a draft resolution on conferring a doctoral degree or refusing to confer a doctoral degree, in order to submit it to the Senate,
1. the Committee Chairman shall immediately notify the Candidate and persons participating in the public defence of the outcome of the Committee's deliberations.
2. The Committee may apply for a doctoral dissertation to be distinguished by the Senate.
3. The Committee or the Dean requests the Senate to distinct a doctoral dissertation whose total Impact Factor of the journals in which the dissertation papers were published is ≥ 4 according to JCR data valid on the date of publication, taking into account more than two original papers of which the Candidate is the first author.

# Conferring the doctoral degree

## § 15

The academic doctoral degree is conferred or denied by the Senate.

# Joint procedures

## § 16

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 authorized to confer the doctoral degree in which the degree is awarded. The rules of cooperation are specified in the agreement concluded in writing between the entities.
2. In the case of procedure for conferring a doctoral degree conducted jointly, the defence shall take place before a joint Committee appointed by the senates or other authorized bodies from among academic teachers or researchers employed in organizational units that are parties to the agreement, unless the agreement provides otherwise.
3. The Committee shall be composed of at least nine persons holding the title of professor or the post-doctoral degree or qualifications equivalent to those resulting from holding the post-doctoral degree. In the case of procedure with the participation of foreign entities authorized to confer doctoral degrees in the discipline in which the degree is conferred, the number of Committee members is specified in a written agreement. In the case of persons representing foreign organizational units, the members of the Committee should hold at least a doctoral degree.
4. The Supervisor, the assistant Supervisor, if appointed, the Reviewers and the Candidate are invited to the meeting of the Committee for the defence of the doctoral dissertation.
5. The defence of the doctoral dissertation takes place at an open Committee meeting with the participation of at least 2 Reviewers, the Supervisor and the assistant Supervisor, if appointed.

# Fees for the procedure for conferring a doctoral degree in extramural mode and exemption from this fee§ 17

1. The procedure for conferring a doctoral degree is chargeable, subject to sec. 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 borne by the University.
3. The following fees are charged for conferring a doctoral degree in extramural mode:

- remuneration of the Supervisor, assistant Supervisor, three Reviewers - in the amount determined on the basis of the Act,

- costs of the exam confirming the achievement of learning outcomes for qualifications at level 8 of the PQF in the amount of PLN 1,200,

- travel and accommodation costs of Reviewers according to their actual amount, determined in accordance with the rules for settling business travel costs,

- administrative costs in the amount of PLN 1,000.

1. The amount of the fee corresponding to the costs of the procedure and the template of the contract for the chargeable conduct of the procedure for the conferring a doctoral degree concluded by the Candidate for the academic doctoral degree or his employer with the MUB is specified in the Rector's Order.
2. At the Candidate's justified request, the Rector, after consulting the Dean, may exempt the Candidate from the fee in whole or in part. The Candidate is obliged to attach to the application a statement on family status, income and livelihood, the template of which is attached as Appendix 1b to this Resolution.
3. Fees should be paid to the University's bank account or at the University's payment desk.
4. The fee for administrative activities should be paid before submitting the application for the appointment of a Supervisor in the procedure for conferring a doctoral degree. The confirmation of payment of the fee constitutes an obligatory attachment to the application. Other fees are to be paid after the Reviewers have been appointed.

# Appeal

## § 18

* 1. The Senate's decision to refuse to confer a doctoral degree may be appealed against to the Council of Scientific Excellence (CSE).
	2. The deadline for lodging an appeal is 30 days from the date of delivery of the decision.
	3. The Senate forwards the appeal to the Council of Scientific Excellence together with its opinion and case files within 3 months from the date of submission of the appeal.
	4. After examining the appeal, within a period not longer than 6 months, the Council of Scientific Excellence maintains the appealed decision or repeals it and submits the case for reconsideration to the Senate or the competent body of another entity conferring doctoral degrees.
	5. If the doctoral dissertation is not allowed to be defended or a decision on refusal to confer a doctoral degree is issued, the same dissertation may not be the basis for reapplying for a doctoral degree.

# Final and transitional provisions

## § 19

1. The composition of the Committee may be changed or supplemented at the Dean's request in the same manner as it was appointed. The Committee shall be dissolved when the doctoral degree is conferred or the procedure is closed or completed.
2. Reviewers can be changed in the same procedure as they are appointed.
3. The Senate discontinues the procedure at the Candidate's request or in the event of the Candidate's death, of which the Senate informs the council and the Supervisor and Reviewers, if they have been appointed.
4. Doctoral students who have not initiated the doctoral procedure on the basis of the provisions of the Act of 14 March 2003 on academic degrees and titles and on degrees and titles in the field of art (Journal of Laws of 2017, item 1789), in the proceedings for conferring of a doctoral degree, the extramural procedure applies - the procedure for conferring of a doctoral degree is initiated by submitting an application for the appointment of a Supervisor or Supervisors, with the provison that the learning outcomes in the field of knowledge of a modern foreign language are confirmed on the hitherto rules.
5. procedure for conferring of a doctoral degree initiated after 30 September 2019 shall be conducted pursuant to the provisions of the Act, except that in the procedures initiated by 31 December 2021, the achievements referred to in Art. 186 sec. 1 point 3 let. a of the Act, also include:
	1. scientific papers published:
* in a scientific journal or in peer-reviewed materials from an international conference included in the list drawn up in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 (b) of the Act, before the date of publication of this list,
* before 1 January 2019 - in scientific journals that were included in part A or C of the list of scientific journals established on the basis of regulations issued pursuant to Art. 44 sec. 2 of the Act repealed in Art. 169 point 4 and announced in the communication of the Minister of Science and Higher Education of 25 January 2017 or were included in part B of this list, with at least 10 points awarded to scientific articles published therein;
	1. article 186 sec. 1 point 3 let. b of this Act, also include scientific monographs issued by:
* a publishing house included in the list drawn up in accordance with the provisions issued on the basis of art. 267 sec. 2 point 2 let. a of this Act, before the date of publication of this list,
* organizational unit of the entity whose publishing house is included in the list drawn up in accordance with the provisions issued on the basis of art. 267 sec. 2 point 2 let. a of this Act.
1. Templates of application forms for the appointment of a Supervisor and initiation of the procedure for conferring a doctoral degree will be available on the website.
2. Members of Committee, Deans, members of the Senate, members of councils, Reviewers, Supervisors and other persons participating in the procedures for conferring a doctoral degree, process personal data of persons applying for a doctoral degree on the instructions and authorization of the data Administrator and undertake to keep confidential the personal data to which they will have access during the procedure for conferring a doctoral degree.