Appendix No. 2 to 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 Post-doctoral (habilitated doctor) degree at the Medical University of Bialystok**

# Legal framework

## § 1

Procedures for conferring the Post-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”.

# Introduction:

## § 2

1. The Senate confers, by way of an administrative decision, the post-doctoral degree in the field of medical sciences and health sciences in the following disciplines: medical sciences, pharmaceutical sciences, health sciences.
2. Academic teachers employed at the Medical University of Bialystok are obliged to conduct the procedure for the conferral 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 from the candidate

## § 3

1. The post-doctoral degree is conferred on the person, who:
2. holds the doctoral degree;
3. has scientific achievements, constituting a significant contribution to the development of a given 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 sec.2 item 2 (a) of the Act, or
   2. 1 series of thematically related scientific articles published in scientific journals or in peer-reviewed materials from international conferences, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 sec. 2 point 2 lit. b of the Act, or
   3. 1 completed original design, construction or technological achievement;
4. demonstrates significant scientific activity carried out at more than one university or scientific institution, in particular a foreign one.
5. The achievement referred to in sec. 1 point 2 may be part of a collective work, if the development of a separate issue is an individual contribution of the person applying for the post-doctoral degree.
6. The obligation to publish does not apply to achievements the subject of which is covered by the protection of classified information.

# Initiation of procedure

## § 4

* + 1. The procedure for conferring the post-doctoral degree shall be initiated upon an application submitted to the University through the Council of Scientific Excellence (hereinafter referred to as the CSE).
    2. Application includes:

1. career description;
2. list of achievements referred to in §3 section 1 point 2;
3. indication of the post-doctoral entity selected to conduct the procedure for conferring the post-doctoral degree.
   * 1. The application should meet the requirements set by the Council of Scientific Excellence.

# Proceedings

## § 5

1. The CSE performs a formal assessment of the application and submits it to the University within 4 weeks from the date of its receipt.
2. After the application is received by the University, the appropriate Council of the College, hereinafter referred to as the “Council", performs a preliminary assessment of the application and submits it, together with its opinion, to the Senate.
3. Within 4 weeks from the date of receipt of the application by the University, the Senate may refuse to consent to the conduct of the procedure for the conferring a post-doctoral degree, if the criteria applicable at the University, set out in Annex 2a, have not been met. If the Senate does not consent, the application is returned to the Council of Scientific Excellence, which immediately appoints another post-doctoral entity and forwards the application to that entity.
4. Within 12 weeks from the date of receipt of the application, the Council of Scientific Excellence appoints 4 members of the Habilitation Committee, including the chairman and 3 reviewers, from among persons with a post-doctoral degree or the title of professor and current scientific achievements and established reputation, including international, who are not employees of the post-doctoral entity or university, an 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 competent council, in a secret ballot, appoints candidates for members of the Habilitation Committee and presents them to the Senate for the purpose of appointing the Habilitation Committee.
6. The Senate, within 6 weeks from the date of receipt of information about the members of the Habilitation Committee appointed by the Council of Scientific Excellence, appoints the Habilitation Committee. The committee consists of:
7. 4 members appointed by the Council of Scientific Excellence;
8. 2 members with the post-doctoral degree or the title of professor, employed at the University, including the secretary;
9. a reviewer holding the post-doctoral degree or the title of professor and current scientific achievements and established reputation, including international, who is not an employee of the University.
10. A reviewer may be a person who does not meet the conditions set out in sec. 4 and 6, who is an employee of a foreign university or scientific institution, if the CSE or University considers that this person has significant achievements in the field of issues related to the achievements of the person applying for the post-doctoral degree.
11. A reviewer may not be a person who in the last 5 years has twice failed to meet the deadline referred to in section 9.
12. Within 8 weeks from the date of receipt of the application, reviewers assess whether the scientific achievements of the person applying for the post-doctoral degree meet the requirements set out in §3 section 1 point 2, and prepare reviews.
13. The resolution containing the opinion on conferring the post-doctoral degree is adopted by the Habilitation Committee in an open vote. At the request of the post-doctoral candidate, the committee adopts a resolution in a secret ballot. The opinion cannot be positive if at least 2 reviews are negative.
14. Within 6 weeks from the date of receipt of the review, the Habilitation Committee shall submit to the Senate the resolution referred to in sec. 10, along with the justification and documentation of the procedure for conferring the post-doctoral degree.
15. If the application is withdrawn after the appointment of the Habilitation Committee:
    1. the same application cannot be the basis for applying for the post-doctoral degree at another post-degree institution;
    2. the applicant may not apply for the post-doctoral degree for a period of 2 years.
16. The Habilitation Committee may meet with the use of technical devices enabling it to be conducted remotely with simultaneous direct transmission of image and sound.
17. Resolutions adopted by the Habilitation Committee using means of electronic communication and minutes of the proceedings held in the manner indicated in sec. 13 is signed by the Chairman of the Habilitation Committee.

# Conferring the degree

## § 6

1. On the basis of the resolution referred to in §5 sec. 10, within one month from the date of its receipt, the Senate shall confer the post-doctoral degree or refuse to confer it. The Senate refuses to confer the degree if the opinion referred to in §5 sec. 10 is negative.
2. The decision of the Senate to refuse to confer a post-doctoral degree may be appealed against to the Council of Scientific Excellence (CSE).

# Fees

## § 7

1. The procedure for conferring a post-doctoral degree is chargeable, subject to sec. 2.
2. In the case of academic teachers employed at the Medical University of Bialystok the fee is borne by the University.
3. The amount of the fee for the procedure is determined by the Rector's order.
4. 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 2b.
5. Fees should be paid to the University's bank account or at the University's payment desk in two instalments

* fee in the part corresponding to the administrative costs after the application is submitted to the University,
* fee in other part - after the appointment of the Habilitation Committee.

# Equivalent rights

## § 8

1. A person who obtained a doctoral degree in the Republic of Poland or abroad may acquire rights equivalent to those resulting from holding post-doctoral in a given discipline, if, while working in another country for at least 5 years, he/she independently managed research teams, has significant scientific achievements and is employed at the University in this discipline as a university professor.
2. The decision on the acquisition of rights is issued by the Rector.
3. The Rector submits the decision to the Council of Scientific Excellence together with a description of the professional career and a list of the person's achievements.
4. The acquisition of rights takes place after 4 months from the date of receipt by the CSE of the decision referred to in sec. 2, if within this period, the Council of Scientific Excellence, by way of an administrative decision, does not object and does not repeal this decision.

# Transitional provisions

## § 9

* + 1. Procedure for conferring of a doctoral, post-doctoral degree and the professor title initiated after 30 September 2019 shall be conducted pursuant to the provisions of the Act, except that in the procedures initiated by 31 December 2020, the achievements referred to in [Art. 186 sec. 1 point 3 let. a](https://sip.lex.pl/#/document/18750400?unitId=art(186)ust(1)pkt(3)lit(a)&cm=DOCUMENT) and [Art. 219, sec. 1 point 2 let. b](https://sip.lex.pl/#/document/18750400?unitId=art(219)ust(1)pkt(2)lit(b)&cm=DOCUMENT) of the Act, also include:
  1. scientific papers published:
  2. 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)](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 this list,
  3. 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](https://sip.lex.pl/#/document/17622733?unitId=art(44)ust(2)&cm=DOCUMENT) of the Act, dated 30 April 2010 on Rules for Financing of Science (Journal of Laws, 2018, point 87) 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;
  4. scientific monographs published by:
  5. 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](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 this list,
  6. 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](https://sip.lex.pl/#/document/18750400?unitId=art(267)ust(2)pkt(2)lit(a)&cm=DOCUMENT) of this Act.

1. Members of Habilitation Committee, Deans, members of the Senate, members of Councils, reviewers, promoters and other persons participating in the procedures for conferring a post-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 post-doctoral degree.