Appendix No. 1 to the Resolution No. 91/2019 of the MUB Senate of 24.10.2019 (introduced by Resolution No. 127/2023 of the UMB Senate of 30.05.2023.)

**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 (MUB) 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. The Doctoral degree at the Medical University of Bialystok, 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 a Vice-Dean appointed by him/ her.
5. The 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 by the appropriate Council of the Scientific College, hereinafter referred to as “the Council", by issuing an appropriate opinion or recommendation in the form of a resolution.

 Resolutions of the Council and of the Committee referred to in Art. 192 of the Act, 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 MUB 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 Doctoral degree is conferred on the person, 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:
2. 1 research paper, referred to in Art. 186 sec. 1 point 3 let. a) of the Act, or
3. 1 the scientific monograph referred to in Art. 186 sec. 1 point 3 let. b) of the Act, or a chapter in such a monograph, whereby, in the case of multi-author publications, the confirmation of the Candidate's authorship is the mentioning of his/her name and surname in the place for authors of the work;
	* 1. met the requirements specified by the MUB in relation to the item(s) listed in section 1 point 3) let. a:
* in the discipline of medical sciences and pharmaceutical sciences: publication of an article in a scientific journal from the list of the Ministry of Science and Higher Education/Ministry of Education and Science with a score of ≥70 points or publication of articles in scientific journals from the list of the Ministry of Science and Higher Education/Ministry of Education and Science with a total score of ≥100 points (each ≥20 points);
* in the discipline of health sciences: publication of an article in a scientific journal from the list of the Ministry of Science and Higher Education/Ministry of Education and Science with a score of ≥40 points or publication of articles in scientific journals from the list of the Ministry of Science and Higher Education/Ministry of Education and Science with a total score of ≥70 points (each ≥20 points).
	+ 1. presented and defended their doctoral dissertation.
1. In order to verify the fulfilment of the requirement referred to in sec. 1 point 2, in case of a person applying for a Doctoral degree who does not have an appropriate certificate or diploma of graduation. MUB may conduct an exam confirming the knowledge of a modern foreign language at the B2 language proficiency level.
2. 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-cycle studies or a student who has completed the third year of uniform second-cycle studies. In such a case, the quality of the above achievements is assessed by the council of the competent college and recommendation is presented to the Senate.

**Consideration of the application for the preparation of a doctoral dissertation in English or the processing of individual stages of the procedure in English**

**§ 3a**

1. English is the only foreign language accepted to be used at the MUB for doctoral dissertation in a foreign language or the procedure of individual stages of the procedure in a foreign language.
2. 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.
3. Consent to proceeding with the individual stages of the procedure for conferring a Doctoral degree in English is issued by the dean of the relevant college, except for the consent to conduct an exam confirming the achievement of learning outcomes at the PQF 8 level in English, which is issued by the Director of the Doctoral School.

# Method of appointing and changing the supervisor, supervisors or assistant supervisor in extramural mode.

## § 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 to the Dean of the relevant college:
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), or the result of a foreign language exam conducted by the MUB Foreign Language Centre),
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 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, in the situation provided for in Art. 186 sec. 2 of the Act - a document confirming the completion of first-cycle studies or the completion of the third year of uniform second-cycle studies and a description of achievements justifying their highest quality,
5. the proposed topic and assumptions of the doctoral dissertation, indicating the field and discipline of study, accepted by the proposed supervisor,
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 topic,
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 (if applicable),
10. 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),
11. application for writing the doctoral dissertation in English (if applicable),
12. application for the processing of individual stages of the doctoral dissertation in English (if applicable),
13. personal questionnaire (constituting Appendix 1g).
14. If the application is incomplete, the Dean asks the Candidate to remove formal irregularities pursuant to Art. 64 § 2 of the Code of Administrative Procedure within the prescribed period, not shorter than seven days, with the instruction that failure to remove these irregularities shall result in leaving the application without recognition.
15. Should there be grounds for refusing to appoint a supervisor, the Dean, after consulting the Council, submits a motion to refuse to appoint a supervisor to the Senate.

## § 5

1. The supervisor in Doctoral proceedings may be a person holding the academic title of professor or the assistant professor degree and the assistant supervisor may be a person holding at least a Doctoral degree in a given or related scientific discipline.
2. The supervisor in Doctoral proceedings may be a person who does not meet the conditions set out in sec. 1, 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.
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. A candidate for a supervisor/assistant supervisor is obliged to submit a statement of consent to accept the function of a supervisor/assistant supervisor and a statement confirming that there are no circumstances indicated in Art. 190 sec. 6 of the Act.
5. In case of an interdisciplinary doctoral dissertation or a doctoral dissertation prepared in cooperation with another entity, after submitting substantively justified application along with the opinion of the Council, the second supervisor can be appointed.
6. Upon a justified request approved by the Council, an assistant supervisor may be appointed, to perform 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. The application should describe the tasks of the potential assistant supervisor in the process of preparing the doctoral dissertation, which cannot be performed by the supervisor.
7. Appointment of a person to act as an assistant supervisor excludes at the same time the appointment of more than one person to act as a supervisor.
8. A supervisor/assistant supervisor who is a member of the Senate is excluded from voting in matters relating to the procedure for conferring a Doctoral degree in which he or she serves as a supervisor.

## § 6

1. The application to the Senate for the appointment of a supervisor/supervisors, 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.
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.
8. The method of appointing the supervisor/supervisors/assistant supervisor of doctoral students of the Doctoral School is set out in the Regulations of the Doctoral School.

**Method of verification of learning outcomes for qualifications at PQF level 8 for persons applying for a Doctoral degree in extramural mode**

## § 7

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 8 level) prior to initiating the procedure for conferral of a Doctoral degree.
2. The achievement of learning outcomes for qualifications at the PQF 8 level, with the exception of learning outcomes in the field of a modern foreign language, is confirmed by a document confirming the completion of doctoral studies or doctoral school, or a document confirming graduation of the doctoral studies.
3. If the Candidate fails to submit the document referred to in sec. 2, he/ she is obliged to submit:
4. Protocol confirming the partial 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. Protocol with a positive result of the exam confirming the remaining learning outcomes for qualifications at PQF 8 level, in accordance with Appendix 1d.
6. Positive verification of obtaining learning outcomes for qualifications at PQF 8 level is the fulfilment of the following conditions in total:
	1. the confirmation by the promoter/supervisors of the implementation of the above-mentioned effects, contained in the attached statement referred to in section 3 point a)
	2. 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 8 level referred to in sec. 3 let. b),
	3. presenting document confirming knowledge of a modern foreign language at the language proficiency level of at least B2 (certificate or diploma, or
	protocol with positive result, referred to in §3 section 2).
7. The examination referred to in sec. 3 letter b) confirming the partial achievement of the learning outcomes for qualifications at the PQF 8 level shall be organized by the Director of the Doctoral School at the Candidate's request, submitted to the Doctoral School Office (application template available on the website of the Doctoral School)
8. 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 including supervisor(s) and three academic teachers from the Scientific College competent for the discipline, holding the title of professor or assistant professor, 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), above 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 - above 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 PQF 8 level is obtaining positive grades from the answers to each question.
2. The Committee draws up a report from the exam verifying the achievement of learning outcomes for qualifications at the PQF 8 level, the template of which is attached as Appendix 1d to this resolution.
3. Completed Commission’s protocol from the exam verifying the achievement of learning outcomes for qualifications at the PQF 8 level is transferred to the Candidate. A copy of the protocol remains in the Office of the Doctoral School.
4. The examination referred to in §3 section 2 are organized and conducted the MUB Foreign Language Centre at the Candidate's request, submitted to the FLC (application template is available on the MUB website).
5. The head of the Foreign Language Centre sets the date of the exam and the examiner(s) to conduct the exam confirming the knowledge of a modern foreign language at the B2 language proficiency level.
6. The condition for obtaining a positive result of the foreign language exam is obtaining positive grades in all parts of the exam
7. A report is drawn up from the exam verifying the achievement of learning outcomes for qualifications at the level of PQF 8 in the field of foreign language skills (Annex 1h to this resolution), which is provided to the Candidate.

# Doctoral dissertation, the procedure for submitting doctoral dissertation, verification of multi-author publications

## § 8

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. Doctoral dissertation prepared in the form of a collection of published and thematically related scientific articles:
* in discipline of medical sciences or pharmaceutical sciences: consists of at least 2 scientific articles, in which the Candidate is a first author (first equivalent authorship is not allowed) published in scientific journals from the list of the Ministry of Science and Higher Education/Ministry of Education and Science, of which no more than one is a review paper, and the other(s) are original paper(s), with a total score of ≥ 100 points. The value of the highest scoring article included in the publication series cannot be lower than 70 points
* in discipline of medical sciences or pharmaceutical sciences: consists of at least 2 papers, in which the Candidate is a first author (first equivalent authorship is not allowed) published in scientific journals from the list of the Ministry of Science and Higher Education/Ministry of Education and Science, of which no more than one is a review paper, and the other(s) are original paper(s), with a total score of ≥ 100 points. The value of the highest scoring article included in the publication series cannot be lower than 40 points
1. If the doctoral dissertation includes multi-author publications, the Candidate shall submit a statement confirmed by the supervisor, in which he defines his substantive contribution and statements of all co-authors specifying the individual contribution of each of them to its creation, which should enable the reviewers to clearly assess the Candidate's contribution to the original solution scientific problem. 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.
2. The doctoral dissertation prepared in Polish is accompanied by an abstract in English, and a doctoral dissertation prepared in English is also accompanied by an abstract in Polish. If the dissertation is not a written work, a description in Polish and English shall be attached.
3. The Candidate submits the doctoral dissertation in five copies together with an electronic copy in .PDF and .doc/.docx formats.
4. 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. In such case, the supervisor accepts and applies for admitting the dissertation to defence.
5. Within 2 months from the receipt of the result of verification in the Unified Anti-Plagiarism System, the supervisor/supervisors prepare an opinion on the dissertation prepared in extramural mode. A positive opinion of the supervisor(s) is a condition for initiation of the procedure for conferring the Doctoral degree.
6. A person preparing a doctoral dissertation in extramural mode is entitled to use the research and IT infrastructure on the terms set out in the regulations for the use of research infrastructure.

**Initiation of the procedure for conferring the Doctoral degree**

## § 9

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 § 3 sec. 3.
2. The application shall be accompanied by a dissertation with a positive opinion of the supervisor(s).
3. 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, f, l and also in § 9 sec. 2, and also attach a statement of the supervisor/supervisors on the compliance of the subject of the doctoral dissertation with the individual research plan of the doctoral student and a document on the appointment of a supervisor(s)/assistant supervisor by the Director of the Doctoral School.
4. Incomplete application shall not be considered.
5. If the application meets the formal requirements, the Dean or the Vice-dean appointed by the Dean submits the application to the council.
6. The Senate refuses to initiate procedure for conferring a Doctoral degree in the form of a resolution with justification, if the person who submitted the application for initiation of this procedure does not meet the requirements set out in § 3 sec. 1 items 1-3 or § 3 sec. 3 or the requirements referred to in sec. 2 of this paragraph. The decision on refusal to initiate the procedure may be appealed against to the Council of Scientific Excellence.

# Procedure for appointing and the scope of the Committee's activities

## § 10

1. The Council 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 assistant professot degree in the given or related scientific discipline.
2. The Committee is appointed by the Senate.
3. The following scope of activities of the Committee is established:
4. adopting a resolution on appointing three reviewers,
5. adopting a resolution on admitting the Candidate to public defence or refusing to admit the Candidate to defence of the doctoral dissertation,
6. conducting public defence of doctoral dissertation,
7. drawing a draft resolution on conferring or refusing to confer a Doctoral degree for presentation to the Senate,
8. on the basis of a resolution, submitting a motion to the Senate for the distinction of a doctoral dissertation.
9. The Chairperson of the Committee manages its work and sets the dates of its meetings.
10. 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
	3. providing necessary safety rules.
	4. ensuring secrecy of the vote.
11. In case of Committee meetings conducted with the use of electronic means of communication, the Chairperson of the Committee draws up and signs, on behalf of the Committee, the attendance list and the minutes of the meeting together with the resolutions of the Committee.
12. The minutes of the Committee meeting conducted in stationary form, together with the resolutions, are signed individually by the Committee Chairperson on behalf of the Committee. The minutes are accompanied by the attendance list signed by the persons present at the meeting.

**Appointing the reviewers.**

## § 11

* + - 1. After reviewing the application for the initiation of procedure for the conferment of the Doctoral degree, the Committee appoints three reviewers of the dissertation, who are not employees of the Medical University of Bialystok and 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 at least assistant professor degree.
			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 Chairperson 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 containing the assessment of the doctoral dissertation in the aspect specified in § 8 section 1 and 2, should be submitted to the Committee in paper and electronic versions.

After receiving the review, the Chairperson 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.

5. The Medical University of Bialystok makes available in the Public Information Bulletin (BIP) on its website, no later than by:

1. 30 days before the date of defence of the doctoral dissertation:
	1. a doctoral dissertation together with its summary or a description of a doctoral dissertation which is not a written thesis,
	2. reviews.

6. The documents referred to in sec. 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 Art. 186 sec. 1 point 5 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. The Medical University of Bialystok provides in the Public Information Bulletin (BIP) on its website, no later than 10 days before the date of the defence of the doctoral dissertation - information about the date, place and mode of its conduct.
2. The defence date may not be set earlier than within 30 days from the publication in the BIP 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 and 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.
5. The defence of the doctoral dissertation may be carried out outside the seat of the Medical University of Bialystok 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.

1. During the meeting:
2. the Candidate presents the main assumptions of the doctoral dissertation,
3. reviewers present their opinions (in the absence of a reviewer, his opinion is read out by the Chairperson of the Commission),
4. after that the Chairperson of the Commission opens a public discussion in which all present can take the floor - the discussion ends with the Candidate's statement,
5. at the request of the Chairperson or a member of the Committee, the Committee may meet in closed session,
6. 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 Chairperson shall immediately notify the Candidate and persons participating in the public defence of the outcome of the Committee vote.
2. The Committee or the Dean requests the Senate to distinct a doctoral dissertation consisting of scientific papers published in journals with a total impact factor of ≥6, according to JCR data in force on the date of publication, where no more than two original articles are taken into account for the calculation of the above-mentioned score, of which the Candidate is the first (not an equal) 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 assistant professor degree or qualifications equivalent to those resulting from holding the assistant professor 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.

# 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. In the event that the Candidate's employment at MUB ended or he/ she was removed from the list of doctoral students of doctoral studies, the costs incurred from that date shall be covered by the Candidate.
4. 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 PQF 8 level in the amount of PLN 1,200, if there is a need to conclude this exam,

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

- costs of the foreign language exam in the amount of PLN 300, if there is a need to conclude this exam,

- 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 livehood, the template of which is attached as Appendix 1b to this Resolution.
3. Fees should be paid to the University's bank account.
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. Fee for: the exam confirming the achievement of learning outcomes for qualifications at PQF 8 leveland for the exam confirming knowledge of a modern foreign language, must be paid before taking each of these exams.
5. 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 (RDN).
	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. Committees appointed by the Senate under Annex 1 to Resolution No. 91/2019 of 24 October 2019 in proceedings for conferring a Doctoral degree are Committees within the meaning of Art. 192 sec. 1 of the Act and are entitled to adopt resolutions indicated in § 10 sec. 3 of this Appendix.
3. Reviewers can be changed in the same procedure as they are appointed.
4. 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 promoter and reviewers, if they have been appointed.
5. In the procedure for the conferment of the academic Doctoral degree conducted on the basis of the provisions of the Act of 14 March 2003 on academic degrees and titles and degrees and titles in the field of art (Journal of Laws of 2017, item 1789, as amended ), Candidates are required to submit a doctoral dissertation by 12 June 2023 at the latest.
 In the event of extending the deadline specified in Art. 179 sec. 4 point 2 of the Act of 3 July 2018 - Regulations implementing the Act - Law on Higher Education and Science (Journal of Laws, item 1669, as amended) beyond the date of 31 December 2023 - the doctoral dissertation should be submitted at the latest 6 months before the statutory deadline.
6. 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 with the following deviations:
	1. the procedure for conferring of a Doctoral degree is initiated by submitting an application for the appointment of a supervisor or supervisors,
	2. the learning outcomes in the field of knowledge of a modern foreign language are confirmed on the hitherto rules.
7. 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 lit. 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 lit. 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 lit. 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 lit. 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, promoters 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 controller and undertake to keep the data confidential personal data to which they will have access during the procedure for conferring a Doctoral degree.

# Appendixes

# 1a. List of certificates confirming knowledge of a modern foreign language;

# 1b. Statement on family status, income and livehood ;

* 1c. Protocol confirming the achievement of learning outcomes for qualifications at the PQF 8 level.
in the field of social skills and competences of the person applying for a Doctoral degree,

# 1d. Committee protocol from the exam verifying the achievement of learning outcomes for qualifications at the level 8 of the Polish Qualifications Framework:

# 1e. Application for the appointment of the supervisor (s) or assistant supervisor of the doctoral dissertation (extramural mode);

# 1f. Application for initiation of the procedure for conferring the Doctoral degree;

# 1g. Personal questionnaire;

# 1h. Protocol from the exam confirming the achievement of learning outcomes for qualifications at PQF level 8 in the field of foreign language skills.

**President of the Senate**

**Rector**

**Professor Adam Krętowski**