

**Procedure for awarding the degree of habilitated doctor
at the Institute of Organic Chemistry of the Polish Academy of Sciences**

Scientific Council of the Institute of Organic Chemistry of the Polish Academy of Sciences on the basis of:

The Law on Higher Education and Science of July 20, 2018 (Journal of Laws of 2018, item 1668), hereinafter referred to as the Act and

The Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws 96, item 619 as amended) provides for the following procedure for awarding the degree of habilitated doctor.

I. General provisions resulting from the Act

§ 1

The Scientific Council of the Institute of Organic Chemistry of the Polish Academy of Sciences, by way of an administrative decision, grants the academic title of habilitated doctor in the field of sciences and natural sciences and in the discipline of chemical sciences.

§ 2

The degree of habilitated doctor is awarded to a person who:

- 1) holds a doctoral degree;
- 2) has scientific or artistic achievements that constitute a significant contribution to the development of a specific discipline, including at least:
 - a) 1 scientific monograph issued by a publishing house which in the year of publishing the final version of the monograph was on the list drawn up in accordance with the regulations issued under Art. 267 paragraph. 2 point 2 lit. a or
 - b) 1 series of thematically related scientific articles published in scientific journals or in reviewed materials from international conferences, which in the year of publication of the article in their final form were placed on the list drawn up in accordance with the regulations issued on the basis of art. 267 paragraph. 2 point 2 lit. b;
- 3) conducts research activities at more than one university, research unit, in particular a foreign one.

§ 3

The achievement may be part of a collective work, if the development of a separate issue is an individual contribution of the person applying for the habilitation degree.

§ 4

The obligation to publish does not apply to achievements the subject of which is protected by classified information.

II. Recommendations to candidates before submitting the application

§ 5

Before submitting the application for the initiation of the procedure, it is recommended that a candidate who intends to appoint the Institute of Organic Chemistry of the Polish Academy of Sciences as a habilitation unit should present orally the most important works related to their scientific achievements. presentation at the meeting of the Scientific Council of the IOC PAS, followed by a scientific discussion of the candidate with the members of the Scientific Council about the presented achievement. For this purpose, the candidate should inform the Director of the Institute of the intention to appoint the Institute of Organic Chemistry of the Polish Academy of Sciences as the entity awarding the degree of habilitated doctor within the time limit enabling the invitation to the next meeting of the Scientific Council.

§ 6

Candidates who, before submitting their application to the Council of Scientific Excellence, did not submit the presentation referred to in § 5, after submitting their application to the Institute by the Council of Scientific Excellence, will be invited to the meeting of the Scientific Council to present the most important habilitation theses, followed by a scientific discussion on the subject presented achievement.

III. Procedure for awarding the degree of habilitated doctor

§ 7

The activities in the procedure for awarding the degree of habilitated doctor are carried out by the Commission for awarding the academic degree of habilitated doctor, hereinafter referred to as the Commission, appointed by the Scientific Council of the Institute of Organic Chemistry Academy of Sciences.

§ 8

A researcher with a PhD title submits an application for initiation of proceedings through the Council of Scientific Excellence. The Council of Scientific Excellence performs a formal assessment of the application and submits it to the habilitation body.

§ 9

Pursuant to the Act, the application includes: a description of a professional career, a list of achievements that are to be the basis for awarding the degree and an indication of the Institute of Organic Chemistry of the Polish Academy of Sciences as the habilitation subject.

§ 10

Within 4 weeks from the date of receipt of the application by the Institute of Organic Chemistry of the Polish Academy of Sciences, the Scientific Council may refuse to consent to the procedure for awarding the habilitation degree. In such a case, the Director informs the Council of Scientific Excellence about it and returns the application to the Council of Scientific Excellence.

§ 11

Within 12 weeks of receipt of the application, the Council of Scientific Excellence appoints 4 members of the Commission, including the chairman and 3 reviewers. Reviewers are selected from among persons holding the habilitation or professor degree, who are not employees of the Institute.

§ 12

The Scientific Council of the Institute, within 6 weeks of receiving information about the members of the Habilitation Commission appointed by the Council of Scientific Excellence, appoints the Commission composed of:

- 1) 4 members appointed by the Council of Scientific Excellence;
- 2) 2 members with the degree of habilitated doctor or the title of professor employed in the habilitation unit, including a secretary;
- 3) a reviewer with the degree of habilitated doctor or the title of professor who is not an employee of the Institute of Organic Chemistry of the Polish Academy of Sciences.

The Commission is composed of members appointed by the Council, and the Commission is appointed in accordance with the Regulations of the Scientific Council of the IOC PAS.

§ 13

A reviewer may be a person who does not have the degree of habilitated doctor or professor, who is an employee of a foreign university or research institution, if the Council of Scientific Excellence or the Scientific Council of the IOC PAS deems that he has significant scientific achievements in the field of the candidate's achievements.

§ 14

The reviewers, within 8 weeks from the date of delivery of the application, assess whether the candidate's output meets the requirements specified in the Act and prepare reviews.

§ 15

The submitted reviews must end with an unequivocally formulated application to the Council to award the candidate with the degree of habilitated doctor or an unequivocally expressed lack of such recommendation. In the case of ambiguous conclusions, the Chairman of the Commission asks the reviewer to complete the review.

§ 16

The Commission may conduct a habilitation colloquium on the scientific achievements of a person applying for the award of the degree of habilitated doctor. The colloquium deals with the research topics and achievements presented as the basis for the application.

§ 17

After receiving all the required reviews, the Chairman of the Commission sets the date of the Commission meeting and decides to invite the candidate to the meeting. Each member of the Commission may submit an application to invite a candidate. In the case of an invitation, the candidate is informed about the place and date of the planned interview at least 7 days before the planned date of the Commission meeting.

§ 18

A resolution containing an opinion on awarding the degree of habilitated doctor is adopted by the Commission in an open vote. At the request of the person applying for the rank, the Commission adopts a resolution by secret ballot. The habilitation commission adopts resolutions in the presence of

at least six members, including the chairman and secretary. The resolution of the habilitation commission is passed by a simple majority of votes.

§ 19

Pursuant to the Act, an opinion cannot be positive if at least 2 reviews are negative.

§ 20

The Habilitation Commission, within 6 weeks from the date of receipt of the review, submits to the Director of the Institute a resolution with justification and documentation of the procedure for awarding the degree of habilitated doctor.

§ 21

On the basis of the resolution referred to in § 18, the Scientific Council of the Institute of Organic Chemistry of the Polish Academy of Sciences, within one month from the date of its receipt, awards the degree of habilitated doctor or refuses to grant it. Voting on this matter is carried out in the manner specified in the Regulations of the Scientific Council of the IOC PAS.

§ 22

The Scientific Council of the IOC PAS refuses to give a grade if the Commission's opinion is negative.

VI. Fees

§ 23

A person applying for the award of the degree of habilitated doctor pays the Institute a fee for conducting the proceedings in this case.

§ 24

The amount of the fee is set by the Director of the Institute in an appropriate ordinance, but may not exceed the costs of the procedure, taking into account in particular the costs of remuneration of members of the Committee and reviewers.

§ 25

No fees are charged for a person employed at the Institute.

§ 26

In justified cases, the Director of the Institute, upon the Candidate's request, may withdraw from the fee in whole or in part.

VI. Final Provisions

§ 27

The decision of the Scientific Council, including the decision to refuse to award the degree of habilitated doctor, may be appealed against to the Council of Scientific Excellence.

§ 28

The Regulations were adopted by the Scientific Council of the Institute of Organic Chemistry of the Polish Academy of Sciences in Warsaw at the meeting on September 27, 2019 and they enter into force on the date of signing the relevant resolution by the President of the Scientific council of IOC PAS.