

## **Rules and regulations of conferring a doctoral degree in the Institute of Organic Chemistry PAS**

The Scientific Council of the Institute of Organic Chemistry PAS in Warsaw based on:  
The Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668)  
hereinafter referred to as the "Act", and the Act on the Polish Academy of Sciences of 30 April  
2010 (Journal of Laws of 1996, item 619 as amended) adopts the following procedure for  
conferring the doctoral degree.

### **I. General provisions resulting from the Act**

#### **§ 1**

The Scientific Council of the Institute of Organic Chemistry PAS confers, by way of an  
administrative decision, the academic degree of doctor in field of sciences and natural sciences  
and in the discipline of chemical sciences.

#### **§ 2**

If the doctoral thesis covers scientific matters concerning more than one discipline, the  
discipline in which the doctoral degree is conferred shall be indicated.

#### **§ 3**

If the doctoral thesis covers scientific matters concerning more than one scientific discipline  
falling within the area of field of sciences and natural sciences and it is impossible to indicate  
the discipline referred to in § 2 above, the doctoral degree shall be conferred in the field.

#### **§ 4**

The doctoral degree may be conferred in a discipline also jointly by universities, institutes of  
the Polish Academy of Sciences, research institutes or international institutes in the discipline  
in which each of the above holds an academic rank A+, A or B+, including foreign entities  
entitled to confer the doctoral degree in the discipline in which the degree is to be conferred.

#### **§ 5**

The doctoral degree may be conferred on a person whose achievements include at least one  
article published in a journal listed in the Journal Citation Reports (JCR), describing the results  
of the doctoral Candidate's research.

## **II. Committee for the Proceedings on the Conferral of the Doctoral Degree**

### **§ 6**

The proceedings on the conferral of the doctoral degree shall be conducted by the Commission for the Proceedings on the Conferral of the Doctoral Degree, hereinafter referred to as the Commission, appointed by the Scientific Council. The Commission is composed of the deputy Director of the Institute of Scientific Affairs, a representative of the Institute in the Programme Board at Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD] and five persons selected from among the Board members holding the title of professor or the degree of habilitated doctor. The works of the Commission shall be directed by the Chairperson elected by its members at the first meeting of the Commission. The Commission in such a composition may carry out activities specified in § 7 and § 8 hereinbelow. After the Scientific Council selects a supervisor or supervisors and reviewers, the extended composition of the Commission appointed for given proceedings is approved by the Council.

### **§ 7**

Members of the Commission, having considered the submitted documents, opinion, in an open ballot, the submitted application for the Scientific Council to initiate proceedings to confer the doctoral degree.

### **§ 8**

The Commission passes documents received from the Candidate to the Chairman of the Scientific Council, along with their opinion, and the names of at least four candidates for reviewers of the submitted doctoral thesis.

## **III. Documents and procedure for submission of the doctoral thesis**

### **§ 9**

The doctoral thesis may be submitted in the form of a paper or a collection of published and thematically related scientific articles.

### **§ 10**

The doctoral thesis should be accompanied by an abstract in the Polish and English language.

## § 11

In the event that the doctoral thesis does not form a paper but a collection of articles, it should be accompanied by a concise description (10-20 pages) briefly presenting the Candidate's achievements and their relation to the current state of knowledge. If the thesis is accompanied by a review of the literature on the subject of the thesis, published by the Candidate, in which he or she is the primary author or correspondence author, the description may be abridged.

## § 12

It is recommended that a doctoral thesis consisting of a collection of publications should only be submitted in the case of unequivocal contribution of the Candidate to the research, a short list of co-authors and a leading role of the Candidate in both the research and the writing of the published papers.

## § 13

The Candidate applying for the conferral of the doctoral degree shall submit the following documents to the Chairperson of the Commission:

- the doctoral thesis in one copy,
- the doctoral thesis on an electronic carrier in one pdf file,
- copies of publications thematically related to the thesis, in pdf files,
- an application for the initiation of proceedings for conferring the degree of doctor, indicating the field and discipline, including, in the case of an extramural application for a doctoral degree, an application for the appointment of a supervisor, supervisors, or a supervisor and an assistant supervisor,
- in the case of doctoral students of Warsaw PhD School of Natural and BioMedical Sciences [Warsaw-4-PhD], an opinion of the supervisor appointed by the Scientific Council of the IOC PAS, who mentored the doctoral student during the preparation of the thesis at the PhD School,
- if there is no supervisor, the opinion of the scientific tutor under whose supervision the research was conducted by the Candidate,
- in the case when the doctoral thesis is a collection of publications, it should be accompanied by the Candidate's statements, certified by the supervisor(s) of the thesis, describing her/his contribution to the article and statements of all co-authors of the publication describing their contribution to the article,

- in the case of submitting an article approved for publication, a letter from the editor approving the article should be attached to the doctoral thesis.

#### **IV. Procedure**

##### § 14

A Candidate for a doctoral degree shall present at a meeting of the Scientific Council the main objectives of the doctoral thesis and the results of the conducted research. The presentation should be no longer than 10 minutes.

##### § 15

In the case of a Candidate for whom the Scientific Council of the IOC PAS has not appointed a supervisor, the Scientific Council appoints, in a secret ballot, a supervisor or supervisors in the proceedings for conferring the degree of doctor.

##### § 16

After reviewing the opinion formulated by the supervisor(s), the Scientific Council shall adopt, in a secret ballot, a resolution on conducting proceedings to confer the doctoral degree.

##### § 17

The Scientific Council appoints, in a secret ballot, three reviewers of the doctoral thesis.

##### § 18

In justified cases, the Scientific Council may, in a secret ballot, change the previously appointed supervisor(s).

##### § 19

In justified cases, including a reviewer's failure to meet set time limits, the Scientific Council may, in a secret ballot, appoint another reviewer of the doctoral thesis.

##### § 20

After obtaining all required reviews, the Chairperson of the Commission sets a date for the Candidate's oral examination in organic chemistry. During the examination, the Commission

verifies the Candidate's knowledge in the field of modern organic chemistry and the obtained educational results for qualification at the level 8 of the Polish Qualification Framework.

#### § 21

Having obtained a positive result of the examination, the Chairperson of the Committee appoints and announces the date of public defence of the doctoral thesis.

#### § 22

The defence of the doctoral thesis requires the attendance of the supervisor and at least two of the three reviewers appointed by the Scientific Council. Due to the prior publication of the thesis and review on the BIP website of the Institute, it is not necessary to cite the full content of the review.

#### § 23

The Commission, in a secret ballot, recommends to the Scientific Council that the degree be conferred.

#### § 24

In the event that at least two reviewers recommend distinguishing the thesis with honours, with appropriate justifications of high scientific level and significant contribution to the discipline, the Commission may apply to the Scientific Council for distinction of the doctoral thesis. The application for distinction may be considered provided that the Candidate obtained a grade at least 4.0 (good) during the examination in the discipline. Such an application to the Scientific Council shall be voted by the Commission in a by secret ballot.

### **V. Conferring the doctoral degree**

#### § 25

Information on the course of the defence of the doctoral thesis shall be presented to the Council by the Chairperson of the Committee or a member of the Committee appointed by them.

#### § 26

The academic degree of doctor is conferred, by way of an administrative decision, by the Scientific Council of the IOC PAS. The Council adopts a resolution on this matter in a secret ballot.

§ 27

At the request of the Commission, the Scientific Council may distinguish a doctoral thesis. The resolution on this matter is adopted by the Council in a separate secret ballot.

**VI. Fees**

§ 28

A person who applies for a doctoral degree shall pay to the Institute a fee for conducting the procedure in this matter.

§ 29

The amount of the fee is determined by the Director of the Institute in a relevant regulation, however, it may not exceed the costs of the procedure, including in particular the remuneration of the supervisor(s), assistant supervisor, and the reviewers.

§ 30

The fee is not charged on a doctoral candidate who has completed education at a doctoral school or a person employed at the Institute.

§ 31

In justified cases, the Director of the Institute, at the request of the Candidate, may waive the fee in whole or in part.

**VII. Final provisions**

§ 32

Regulations of the Scientific Council, including the decision on refusal to confer the doctoral degree, are appealable to the Council for Scientific Excellence.

§ 33

These Rule and Regulations were adopted by the Scientific Council of the Institute of Organic Chemistry PAS in Warsaw at the meeting held on 26<sup>th</sup> April 2019, and become effective on the date of signing of the relevant resolution by the Chairman of the Scientific Council of the Institute.