

The procedure for conferring the degree of habilitated doctor at 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 (consolidated text, Journal of Laws 2022, item 574, as amended) 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 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 confers, by way of an administrative decision, the degree 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 matter of which is covered by the protection of confidential 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 conferring 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 conferring the degree of habilitated doctor

§ 7

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

§ 8

A researcher with a doctoral degree 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 conferring the degree and an indication of the Institute of Organic Chemistry of the Polish Academy of Sciences as the habilitation institution.

§ 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 conferring 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 Chairperson and 3 reviewers. Reviewers are selected from among persons holding the habilitation or the title of professor who are not employees of the

Institute, university, the Polish Academy of Sciences institute, research institute or international institute, where the person applying for the degree is employed.

§ 12

1. 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.

2. In particularly justified cases, the Scientific Council of the Institute may change a member of the habilitation commission.

§ 13

A reviewer may be a person who does not have the degree of habilitated doctor or the title of 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 or she 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 Chairperson of the Commission asks the reviewer to complete the review.

§ 16

1. After receiving all the required reviews, the Chairperson of the Commission sets the date of the habilitation colloquium.

2. The Commission conducts a habilitation colloquium on the scientific achievements of the person applying for the degree of habilitated doctor. The colloquium is public (with the exception of colloquia on achievements referred to in Article 219(3) of the Act) and takes the form of an interview during which the person applying for the degree of habilitated doctor may be asked questions about his/her scientific achievements.

3. Information about the date, place and manner of conducting the habilitation colloquium is published in the Bulletin of Public Information no later than 10 days before the designated date of the colloquium.

4. The habilitation colloquium is not conducted if at least 2 reviews are negative.

§ 17

A resolution containing an opinion on conferring the degree of habilitated doctor is adopted by the Commission in an open vote. At the request of the person applying for the degree, the Commission adopts a resolution by secret ballot. The Habilitation Commission adopts resolutions in the presence of at least six members, including the Chairperson and secretary. The resolution of the habilitation commission is passed by a simple majority of votes.

§ 18

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

§ 19

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 conferring the degree of habilitated doctor.

§ 20

On the basis of the resolution referred to in § 17, the Scientific Council of the Institute of Organic Chemistry of the Polish Academy of Sciences, within one month from the date of its receipt, confers the degree of habilitated doctor or refuses to confer it. Voting on this matter is carried out in the manner specified in the Regulations of the Scientific Council of the IOC PAS.

§ 21

The Scientific Council of the IOC PAS refuses to confer the degree if the Commission's opinion is negative.

IV. Fees

§ 22

1. A person applying for the conferment of the degree of habilitated doctor pays the Institute a fee for conducting the proceedings in this case.
2. In the case of an academic teacher or researcher, the costs of the proceedings shall be borne by the university, the Polish Academy of Sciences institute, a research institute or an international institute that employs them.
3. In the case of an academic teacher or researcher employed in more than one entity, the costs of the proceedings:
 - 1) shall be borne by the entity which is the primary place of work of the teacher or employee, unless the entities agree otherwise;
 - 2) are borne based on an agreement between the entities, if none of them has been designated as the primary place of work of the teacher or employee.

§ 23

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 Commission and reviewers.

§ 24

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

V. Final provisions

§ 25

Appeals to the decisions made by the Scientific Council may be filed to the Council of Scientific Excellence, if the law provides for it.

§ 26

The regulations were adopted by the Scientific Council of the Institute of Organic Chemistry PAS in Warsaw and come into force on the day of signing the relevant resolution by the Chairperson of the Scientific Council of the Institute.