

## **MODE OF CONDUCT FOR CONFERMENT OF THE DOCTORAL DEGREE at the Institute of Bioorganic Chemistry Polish Academy of Sciences in Poznań**

### *Legal grounds:*

- *Act of March 14th, 2003 on academic degrees and title and degrees and title in the arts (i.e. Journal of Laws of 2017, item 1789 as amended), further referred to as the “Act of 2003”;*
- *Decree of the Minister of Science and Higher Education of January 19th, 2018 on the specific mode and conditions for conducting actions under the conferment procedures regarding the PhD degree, PhD DSc degree and title of Professor (Journal of Laws of 2018, item 261), further referred to as the “Decree on degrees”;*
- *Decree of the Minister of Science and Higher Education of September 20th, 2018 on the fields of science and scientific disciplines, as well as artistic disciplines (Journal of Laws of 2018, item 1818, further referred to as the “Decree on disciplines”;*
- *Act of July 3rd, 2018 Rules for implementation of the act – Law on higher education and science (Journal of Laws of 2018, item 1669 as amended), further referred to as “Rules for implementation”;*
- *Act of July 20th, 2018 Law on higher education and science (Journal of Laws of 2018, item 1668 as amended), further referred to as “Act 2.0”;*
- *Decree of the Minister of Science and Higher Education of September 21st, 2018 on PhD and DSc diplomas, as well as PhD student cards (Journal of Laws of 2018, item 1837), further referred to as the “Act on diplomas”;*
- *Rules of the Scientific Board of the Institute of Bioorganic Chemistry, PAS;*
- *Rules of the Committee for doctoral degree conferment procedures of the Scientific Board of the Institute of Bioorganic Chemistry, PAS.*

### **§ 1.**

1. This document concerns the doctoral degree conferment procedures conducted at the Institute of Bioorganic Chemistry Polish Academy of Sciences in Poznan, further referred to as IBCH PAS (basic legal acts on doctoral degree conferment procedures are the following: Rules for implementation and Act 2.0).
2. The doctoral degree conferment procedures opened up to April 30th, 2019 are to be conducted according to previous rules, with the proviso that the degree is to be conferred in the fields and disciplines specified in the Decree on disciplines. The doctoral procedures not completed until December 31st, 2024 shall be closed (basic legal acts on doctoral degree conferment procedures are the following: Act of 2003, Rules for implementation, Decree on degrees and Decree on disciplines).

### **§ 2.**

The doctoral degree conferment procedures at IBCH PAS may be conducted under the following modes:

**Mode I, concerning persons who began their doctoral studies before the academic year 2019/2020 and apply for conferment of the doctoral degree pursuant to the principles stipulated in Act 2.0, and persons who apply for the doctoral degree under an extramural mode.**

**Mode II, concerning doctoral students of doctoral schools.**

### § 3.

#### **Mode I** of the doctoral degree conferment procedure

(concerning persons who began their doctoral studies before the academic year 2019/2020 and apply for conferment of the doctoral degree pursuant to the principles stipulated in Act 2.0, and persons who apply for the doctoral degree under an extramural mode)

#### ***Appointment of a supervisor or supervisors***

1. At least two weeks prior to the session of the IBCH PAS Scientific Board, the person applying for the doctoral degree, further referred to as the Candidate, shall submit to the Secretariat of the IBCH PAS Scientific Board a request addressed to the Chair of the IBCH PAS Scientific Board for appointing the supervisor or supervisors, or assistant supervisor or assistant supervisors. The candidate must be an author or co-author of at least one research article or monography, as stipulated in article 186 section 1 point 3 of the Act 2.0, with the proviso that for procedures opened between October 1<sup>st</sup>, 2019 and December 31<sup>st</sup>, 2021, the achievements shall also encompass research articles or monographs, as stipulated in article 179 section 6 point 1 of the Implementing Provisions. It is recommended that the Candidate's achievements include at least one experimental research article, published in a journal indexed in the *Journal Citation Reports*.
2. Required documents:
  - 1) request of the Candidate for appointing the supervisor/supervisors/assistant supervisor, featuring the subject matter of the doctoral dissertation, as well as its scientific field and discipline;
  - 2) recommendation of the scientific supervisor (concerning candidates who began doctoral studies);
  - 3) scientific resume;
  - 4) list of publications;
  - 5) consent of the persons appointed as supervisor or assistant supervisor;
  - 6) copy of the document confirming conferment of a Master's degree or equivalent (according to art.186 sec. 1 pkt 1 Act "2.0", with proviso in pkt 7 and 8);
  - 7) candidates who are beneficiaries of the "Diamond Grant" program shall attach to their applications a copy of the document confirming the status of a beneficiary of the "Diamond Grant" program;
  - 8) the candidate referred to in Art. 186 sec. 2 sec. 0, who is a graduate of first-cycle studies, attaches to the application a copy of the document confirming the completion of first-cycle studies, and in the case of a student who has completed the third year of long-cycle studies, a copy of the document confirming the completion of the third year of long-cycle studies
  - 9) information on the course of the doctoral degree conferment procedure or doctoral proceedings, if the candidate previously applied for conferment of the doctoral degree.

It is recommended that the persons who apply for conferment of the doctoral degree in an extramural mode attach to their applications opinion of a researcher, who previously supervised the candidate's research work (if possible).
3. Persons who began doctoral studies before the academic year 2019/2020 may file a copy of the certificate confirming proficiency in a modern foreign language, entitling to an exempt from the foreign language exam. The list of recognized certificates is included in Attachment 1 to the Decree on degrees.
4. In the case of persons who began doctoral studies before the academic year 2019/2020, filing request for appointing the supervisor or supervisors shall open the doctoral degree conferment procedure.
5. The supervisor or supervisors, or assistant supervisor or assistant supervisors, mentioned in section 1, are appointed by the IBCH PAS Scientific Board, through resolutions. 5a. The supervisor may be a person with at least the degree of habilitated doctor, and the assistant supervisor - a person with at least the degree of doctor.
6. During the session of the Scientific Board in which the supervisors are to be appointed, the Candidate presents the main theses of the dissertation (speaking time – ca. 5 minutes, the presentation may be delivered in Polish or English).
7. The Candidate may file to the IBCH PAS Scientific Board a justified request for changing the supervisor or assistant supervisor. The request is to be filed at the Secretariat of the IBCH PAS Scientific Board. It is recommended that the request for changing the supervisor or assistant supervisor be supported with the recommendation of the previous supervisor (if possible) and the proposed supervisor. The request for changing the assistant supervisor should be supported with the recommendation of the supervisor. The

change of the supervisor or assistant supervisor is executed by the IBCH PAS Scientific Board during its subsequent session, through a resolution.

8. The Candidate may file to the IBCH PAS Scientific Board a justified request for changing the scientific discipline, supported with a recommendation of the supervisor, provided that this discipline is compliant with the IBCH PAS entitlements to confer doctoral degrees. The change of the scientific discipline is executed by the IBCH PAS Scientific Board, through a resolution.

***Verification of the educational outcomes for qualifications at the 8 PRK level – modern language***

9. In the case of persons who began doctoral studies before the academic year 2019/2020, the educational outcomes when it comes to proficiency in a modern foreign language are to be confirmed in accordance with previous regulations, i.e. the Candidate is obliged to pass an exam before the Commission for doctoral exams in the foreign language, appointed by the IBCH PAS Scientific Board, or hold a certificate confirming proficiency in a modern foreign language, as stipulated in section 3.
10. In the case of persons who wish to acquire the doctoral degree in an extramural mode, the educational outcomes, concerning proficiency in a modern foreign language are to be confirmed with a certificate or graduation diploma, confirming at least B2 level of proficiency in modern foreign language, and in the absence of them, the Candidate is obliged to pass the exam before the Doctoral Commission in a foreign language appointed by the Scientific Board of the IBCH PAS.

***Submission of the dissertation and further actions before approval for defense***

11. Language of the dissertation:
  - 1) The dissertation may be prepared in Polish, English or other foreign language, subject to the provisions of points 2 and 3.
  - 2) Should the dissertation be prepared in a language other than Polish or English, the Candidate is obliged to submit its official translation into Polish or English, certified by a sworn translator.
  - 3) In the case when the dissertation is in the form of a thematically coherent collection of articles or a monograph by multiple authors, and one its components is drawn-up in a language other than Polish or English, the Candidate is obliged to attach its translation into Polish or English, certified by a sworn translator.
12. At least 2 weeks prior to the session of the IBCH PAS Scientific Board, the Candidate shall submit at the Secretariat of the IBCH PAS Scientific Board (subject to section 15):
  - 1) a) request for appointing reviewers and approval of the dissertation by the IBCH PAS Scientific Board (concerning persons who began their doctoral studies before the academic year 2019/2020) or  
b) request for opening the doctoral degree conferment procedure, appointing reviewers and approval of the doctoral dissertation by the IBCH PAS Scientific Board (concerning persons who apply for conferment of the doctoral degree in an extramural mode);
  - 2) documents confirming proficiency in a modern foreign language (see section 9 or 10);
  - 3) the appropriate number of copies of the printed doctoral dissertation, i.e. one for each supervisor, assistant supervisor, reviewer and to the library, and its electronic version in the PDF format;
  - 4) electronic version of the abstract in Polish and English;
  - 5) positive recommendation of the supervisor or supervisors (2 copies);
  - 6) scientific resume along with the list of publications (2 printed copies and an electronic version in the PDF format);
  - 7) declaration that the dissertation submitted was not previously rejected by another institution;
  - 8) request for the doctoral dissertation defense in English (optional).
13. In the case when the dissertation is in the form of a thematically coherent collection of articles or a monograph by multiple authors, the candidate shall enclose a statement on her/his contribution to each of the publications and statements of the corresponding authors on the candidate's contribution. The information on the contribution should be of descriptive, not quantitative character.
- 13a. If any of the scientific articles referred to 1 and 13 is accepted for publication, but not yet publicly available, it should be accompanied by a letter or e-mail from the editor confirming acceptance for publication.

14. In the case when the dissertation is in the form of a single-author monograph, the statements on the contribution of publication co-authors, as stipulated in article 186 section 1 point 3 of the Act 2.0 and art. 179 section 6 of the Implementing provisions, are not required.
15. Prior to submission to the IBCH PAS Scientific Board, the doctoral dissertation must be checked for compliance with the regulations on copyright and related rights.
  - 1) The Secretariat of the IBCH PAS Scientific Board performs checking of the dissertation in the Uniform Anti-Plagiarism System (JSA), as stipulated in article 351 of the Act 2.0.
  - 2) Should the dissertation be prepared in a language other than Polish or English, checking is performed both for the original version, and the one translated in compliance with the provisions of section 11 herein.
  - 3) In the event of finding irregularities, the Candidate may correct the dissertation, which shall then be checked in JSA again. In total, such corrections can be made twice.
  - 4) Access to the results of JSA checking shall be provided to the supervisor, who puts forth a written statement on non-infringement or infringement of the copyrights and related rights of third persons by the Candidate.
  - 5) In the event of infringement of copyrights and related rights of third persons by the Candidate, the Secretariat of the IBCH PAS Scientific Board informs the IBCH PAS Disciplinary Proceedings Representative, who decides on further actions accordingly.
16. The IBCH PAS Scientific Board shall appoint 3 reviewers. The Candidate and the supervisor are obliged to submit a written statement on the lack of conflict of interest with the reviewers (the conflict of interest is understood in particular as close kinship or affinity, partnership, professional subordination and mutual research projects or publications, within the last 10 years).
17. The actions associated with the doctoral degree conferment procedure at IBCH PAS are conducted by the Commission for doctoral degree conferment procedures of the IBCH PAS Scientific Board, further referred to as the Doctoral Commission. It is appointed by the IBCH PAS Scientific Board and acts in compliance with the rules passed by the aforementioned Board.
  - 1) The actions associated with the doctoral degree conferment procedure are finalized by the resolutions of the Doctoral Commission concerning:
    - a) acceptance of the doctoral dissertation and its approval for public defense;
    - b) submission of a request to the IBCH PAS Scientific Board for conferment of the doctoral degree.
  - 2) The actions associated with the doctoral degree conferment procedure are finalized by the resolutions of the IBCH PAS Scientific Board concerning:
    - a) appointment of supervisors or assistant supervisors;
    - b) change of the dissertation scientific discipline;
    - c) change of supervisors or assistant supervisors;
    - d) appointment of reviewers;  
REMARK: reviewers are appointed among the employees of an institution other than IBCH PAS and other than the institution where the Candidate is or was the participant of the Doctoral Program, or in which the Candidate or the supervisor are or were employed;
    - e) conferment of the doctoral degree;
    - f) distinction awarded to the dissertation.
18. Reviews shall be submitted to the IBCH PAS Director's Secretariat. They can be sent as hard copies with a handwritten signature, or in an electronic form with the qualified electronic signature. The Secretariat of the IBCH Scientific Board, immediately upon receipt of the last review, publishes all the reviews, the dissertation and its abstracts in Polish and English in the IBCH PAS Public Information Bulletin (BIP) (hereinafter referred to as BIP) and the POL-on system.

***Verification of the educational outcomes for qualifications at the 8 PRK level – primary discipline***

19. Verification of educational outcomes at the 8 PRK level, concerning the primary discipline, shall take the form of an exam conducted by the Doctoral Commission appointed by the IBCH PAS Scientific Board.
20. The exam shall be conducted upon request addressed to the Chair of the IBCH PAS Scientific Board, and filed at the Secretariat of the IBCH PAS Scientific Board. The request must be confirmed by the supervisor.
21. The exam shall be graded using the scale stipulated in the Regulations of the Partnership-based Doctoral Program of the Institute of Bioorganic Chemistry, Polish Academy of Sciences, and once it is dissolved – according the grading scale ranging from 2 to 5, every 0,5 points, where 3 is the lowest positive grade.

22. In the case of receiving a negative grade, the IBCH PAS Scientific Board may give consent to retake the exam, upon the candidate's request, though no sooner than after three months of the date of taking the exam for the first time, and no more than once.

### ***Approval for defense***

23. Approval of the dissertation by the IBCH PAS Scientific Board shall solely depend on positive evaluation of educational outcomes concerning the primary discipline, as stipulated in sections 19-22.
24. Having examined the doctoral dissertation, recommendations of the supervisors, and the reviews, the Doctoral Commission pass a resolution on acceptance of the doctoral dissertation and its approval for defense and sets a date. Not later than 10 days before the set date of defense, the Secretariat of the Scientific Board of the IBCH PAS publishes in the BIP information about the date, place and method of the defense.
25. In the event of non-acceptance of the doctoral dissertation and non-approval for defense, the Doctoral Commission presents the case, along with proper justification, to the IBCH PAS Scientific Board, which pass a resolution on this issue.
26. Should two or three reviews be negative, the dissertation shall not be approved for defense, under the Act 2.0 (article 191 section 1). The resolution on denying approval of the dissertation for defense shall be passed by the IBCH PAS Scientific Board.
27. The decision on denying approval for defense can be appealed against to the Council of Scientific Excellence.

### ***Conferment of the doctoral degree:***

28. The defense of the doctoral dissertation takes place during the session of the Doctoral Commission, and it is of public character. It shall take place no sooner than 30 days prior to publication of the dissertation and the reviews in BIP.

28a. Language of doctoral defense:

- 1) The defense of the doctoral dissertation is conducted in Polish or, in justified cases, at the request of the candidate, in English.
- 2) The defense of the doctoral dissertation may be held in English if the candidate or at least one of the reviewers present at the defense or the supervisor do not speak Polish fluently, as well as in other justified cases.

29. During the closed part of the session, the Doctoral Commission pass the following resolutions:

- 1) on filing a request to the IBCH PAS Scientific Board for conferment of the doctoral degree;
- 2) on filing a request to the IBCH PAS Scientific Board for awarding distinction to the dissertation (optional).

The Doctoral Commission may also present to the Council their own opinion on the reviews.

Pursuant to the resolutions of the Commission, the IBCH PAS Scientific Board, during a plenary session, having examined the protocol on the course of defense, shall pass resolutions on conferment of the degree and awarding distinction to the dissertation (optional).

30. Conferment of the doctoral degree by the IBCH PAS Scientific Board takes place through an administrative decision, to be signed by the Chair of the IBCH PAS Scientific Board.
31. The decision on denying conferment of the doctoral degree can be appealed against to the Council of Scientific Excellence.
32. Upon conducting the doctoral degree conferment procedure under mode I, the following fees are charged:
  - 1) remuneration of the reviewers and the supervisor or supervisors and assistant supervisor, in accordance with the rates of pay stipulated in article 184 of the Act 2.0;
  - 2) costs of business trips of the reviewers and the supervisor or supervisors and assistant supervisor;
  - 3) indirect costs of the procedure, in the amount of 30% of the costs stipulated in points 1 and 2.
33. Exempts from the fee stipulated in section 32:
  - 1) Employees of IBCH PAS and graduates of the IBCH PAS Partnership-based Doctoral Program, whose supervisor or assistant supervisor was an employee of IBCH PAS, are exempted from the aforementioned fees.
  - 2) Other persons may be partially or fully exempted from the fees, provided that they file a justified request regarding that matter to the Director of IBCH PAS.

- 3) In the case of an academic teacher or researcher, the costs of fees associated with the procedure are borne by her/his employer.

#### § 4.

**Mode II** of the doctoral degree conferment procedure (concerning doctoral students of doctoral schools).

##### ***Appointment of the supervisor or supervisors***

1. Within 3 months of the date of commencement of education at the doctoral school of IBCH PAS, the IBCH PAS Scientific Board shall appoint the supervisor or supervisors or the supervisor or supervisors along with an assistant supervisor of the doctoral student, further collectively referred to as supervisors.
  - 1a. The supervisor may be a person with at least the degree of habilitated doctor, and the assistant supervisor - a person with at least the degree of doctor.
2. The supervisors and assistant supervisor shall perform scientific supervision over doctoral students, during education at the doctoral school, and then during the course of the doctoral degree conferment procedure.
3. At least 2 weeks prior to the date of the session of the IBCH PAS Scientific Board, the doctoral student files at the Secretariat of the IBCH PAS Scientific Council a request addressed to the discipline coordinator or her/his deputy, for appointing the supervisor or supervisors, or supervisor or supervisors and assistant supervisor. Required documents:
  - 1) Request of the Candidate for appointing an supervisor/supervisors/assistant supervisor, specifying the subject matter of the dissertation and its field, as well as scientific discipline;
  - 2) scientific resume;
  - 3) list of publications;
  - 4) consent of the persons proposed as the supervisor/supervisors or assistant supervisor;
  - 5) copy of the document confirming conferment of a Master's degree or equivalent (as stipulated in article 186 section 1 point 1 of the Act 2.0, with the proviso in pkt 6 and 7);
  - 6) candidates who are beneficiaries of the "Diamond Grant" program shall attach to their applications a copy of the document confirming the status of a beneficiary of the "Diamond Grant" program;
  - 7) the candidate referred to in Art. 186 sec. 2 sec. 0, who is a graduate of first-cycle studies, attaches to the application a copy of the document confirming the completion of first-cycle studies, and in the case of a student who has completed the third year of long-cycle studies, a copy of the document confirming the completion of the third year of long-cycle studies;
  - 8) information on the course of the doctoral degree conferment procedure or doctoral proceedings, if the candidate previously applied for conferment of the doctoral degree.
4. During the session of the IBCH PAS Scientific Board, the discipline coordinator (or her/his deputy) from the doctoral school puts forth the recommendation, agreed with the Director of IBCH PAS, concerning appointment of the supervisor or supervisors, or supervisor or supervisors and assistant supervisor.
5. The Coordinator or her/his deputy may, from her/his own initiative or upon request of the doctoral student, put forth to the IBCH Scientific Council a justified request for changing the supervisor or assistant supervisor. It is recommended that the request for changing the supervisor or assistant supervisor be supported with the recommendation of the previous supervisor (if possible) and the proposed supervisor. The request for changing the assistant supervisor should be supported with the recommendation of the supervisor.
6. The doctoral student may file to the IBCH PAS Scientific Board a justified request for changing the scientific discipline, supported with a recommendation of the supervisor, provided that this discipline is compliant with the IBCH PAS entitlements to confer doctoral degrees.

##### ***Opening of the procedure***

7. The doctoral degree conferment procedure under mode II shall be opened in the case of persons, further referred to as Candidates, who:
  - 1) graduated from the doctoral school and
  - 2) are authors or co-authors of at least one research article or monography, as stipulated in article 186 section 1 point 3 of the Act 2.0, with the proviso that for procedures opened up to December 31<sup>st</sup>, 2021, and December 31<sup>st</sup>, 2021, the achievements may also encompass research articles or monographs, as

stipulated in article 179 section 6 point 1 of the Implementing Provisions. It is recommended that the Candidate's achievements include at least one experimental research article, published in a journal indexed in the *Journal Citation Reports*.

The doctoral degree conferment procedure shall be opened upon request of the Candidate.

8. At least 2 weeks prior to the date of the session of the IBCH PAS Scientific Board, the Candidate shall file at the Secretariat of the IBCH PAS Scientific Board (subject to article 13):
  - 1) requests for opening the doctoral degree conferment procedure, appointing the reviewers and acceptance of the dissertation by the IBCH PAS Scientific Board;
  - 2) doctoral school graduation diploma;
  - 3) certificate or graduation diploma confirming at least B2 proficiency in a modern foreign language, and in the absence of them, the Candidate is obliged to pass the exam before the Doctoral Commission in a foreign language appointed by the Scientific Board of the IBCH PAS.
  - 4) the appropriate number of copies of the printed doctoral dissertation, i.e. one for each supervisor, assistant supervisor, reviewer and to the library, and its electronic version in the PDF format;
  - 5) electronic version of the abstract in Polish and English;
  - 6) recommendation of the supervisor (2 copies);
  - 7) scientific resume along with the list of publications (2 printed copies and an electronic version in the PDF format);
  - 8) declaration that the dissertation submitted was not previously rejected by another institution;
  - 9) request for the doctoral dissertation defense in English (optional)
9. Language of the dissertation:
  - 1) The dissertation may be prepared in Polish, English or other foreign language, subject to the provisions of points 2 and 3.
  - 2) Should the dissertation be prepared in a language other than Polish or English, the Candidate is obliged to submit its official translation into Polish or English, certified by a sworn translator.
  - 3) In the case when the dissertation is in the form of a thematically coherent collection of articles or a monograph by multiple authors, and one its components is drawn-up in a language other than Polish or English, the Candidate is obliged to attach its translation into Polish or English, certified by a sworn translator.
10. During the session of the Scientific Board in which the supervisors are to be appointed, the Candidate presents the main theses of the dissertation (speaking time – ca. 5 minutes, the presentation may be delivered in Polish or English).
11. In the case when the dissertation is in the form of a thematically coherent collection of articles or a monograph by multiple authors, the candidate shall enclose a statement on her/his contribution to each of the publications and statements of the corresponding authors on the candidate's contribution. 11a. If any of the scientific articles referred to sec. 7 pkt. 2) and sec. 11 is accepted for publication, but not yet publicly available, it should be accompanied by a letter or e-mail from the editor confirming acceptance for publication.
12. In the case when the dissertation is in the form of a single-author monograph, the statements on the contribution of publication co-authors, as stipulated in article 186 section 1 point 3 of the Act 2.0 and article 179 section 6 of the Implementing provisions, are not required.
13. Prior to submission to the IBCH PAS Scientific Board, the doctoral dissertation must be checked for compliance with the regulations on copyright and related rights.
  - 1) The Secretariat of the IBCH PAS Scientific Board performs checking of the dissertation in the Uniform Anti-Plagiarism System (JSA), as stipulated in article 351 of the Act 2.0.
  - 2) Should the dissertation be prepared in a language other than Polish or English, checking is performed both for the original version, and the one translated in compliance with the provisions of section 11 herein.
  - 3) In the event of finding irregularities, the Candidate may correct the dissertation, which shall then be checked in JSA again. In total, such corrections can be made twice.
  - 4) Access to the results of JSA checking shall be provided to the supervisor, who puts forth a written statement on non-infringement or infringement of the copyrights and related rights of third persons by the Candidate.
  - 5) In the event of infringement of copyrights and related rights of third persons by the Candidate, the Secretariat of the IBCH PAS Scientific Board informs the IBCH PAS Disciplinary Proceedings Representative, who decides on further actions accordingly.

14. The IBCH PAS Scientific Board shall appoint 3 reviewers. The Candidate and the supervisor are obliged to submit a written statement on the lack of conflict of interest with the reviewers (the conflict of interest is understood in particular as close kinship or affinity, partnership, professional subordination and mutual research projects or publications, within the last 10 years).
15. The actions associated with the doctoral degree conferment procedure at IBCH PAS are conducted by the Commission for doctoral degree conferment procedures of the IBCH PAS Scientific Board, further referred to as the Doctoral Commission. It is appointed by the IBCH PAS Scientific Board and acts in compliance with the rules passed by the aforementioned Board.
  - 1) The actions associated with the doctoral degree conferment procedure are finalized by the resolutions of the Doctoral Commission concerning:
    - a) acceptance of the doctoral dissertation and its approval for public defense;
    - b) submission of a request to the IBCH PAS Scientific Board for conferment of the doctoral degree.
  - 2) The actions associated with the doctoral degree conferment procedure are finalized by the resolutions of the IBCH PAS Scientific Board concerning:
    - a) opening of the doctoral degree conferment procedure
    - b) change of supervisors or assistant supervisors;
    - c) appointment of reviewers;  
REMARK: reviewers are appointed among the employees of an institution other than IBCH PAS and other than the institution where the Candidate is or was the participant of the Doctoral Program, or in which the Candidate or the supervisor are or were employed;
    - d) conferment of the doctoral degree;
    - e) distinction awarded to the dissertation.

***Verification of the educational outcomes for qualifications at the 8 PRK level and approval for defense***

16. Verification of educational outcomes at the 8 PRK level shall be confirmed by the doctoral school graduation diploma.
17. Reviews shall be submitted to the IBCH PAS Director's Secretariat. They can be sent as hard copies with a handwritten signature, or in an electronic form with the qualified electronic signature. The Secretariat of the IBCH Scientific Board, immediately upon receipt of the last review, publishes all the reviews, the dissertation and its abstracts in Polish and English in (BIP) and the POL-on system.
18. Should all 3 reviews be positive, the Doctoral Commission, having examined the doctoral dissertation, the recommendations of the supervisors and the reviews, shall pass a resolution on acceptance of the doctoral dissertation and its approval for defense and sets a date.
19. In the event of non-acceptance of the doctoral dissertation and non-approval for defense, the Doctoral Commission presents the case, along with proper justification, to the IBCH PAS Scientific Board, which pass a resolution on this issue.
20. Should one review be negative, the resolution on acceptance of the doctoral dissertation and its approval for defense and setting a date of defense shall be passed by the IBCH PAS Scientific Board. 10a. The Secretariat of the Scientific Board of the IBCH PAS publishes in the BIP information about the date, place and method of the defense.
21. Should two or three reviews be negative, the dissertation shall not be approved for defense, under the Act 2.0 (article 191 section 1). The resolution on denying approval of the dissertation for defense shall be passed by the IBCH PAS Scientific Board.
22. The decision on denying approval for defense can be appealed against to the Council of Scientific Excellence.

***Conferment of the doctoral degree:***

23. The defense of the doctoral dissertation takes place during the session of the Doctoral Commission, and it is of public character. It shall take place no sooner than 30 days prior to publication of the dissertation and the reviews, and not later than 10 days before the set date of defense, in the BIP information about the date, place and method of the defense.

23a. Language of doctoral defense:

- 1) The defense of the doctoral dissertation is conducted in Polish or, in justified cases, at the request of the



candidate, in English.

2) The defense of the doctoral dissertation may be held in English if the candidate or at least one of the reviewers present at the defense or the supervisor do not speak Polish fluently, as well as in other justified cases.

24. During the closed part of the session, the Doctoral Commission pass the following resolutions:

- 1) on filing a request to the IBCH PAS Scientific Board for conferment of the doctoral degree;
- 2) on filing a request to the IBCH PAS Scientific Board for awarding distinction to the dissertation (optional).

The Doctoral Commission may also present to the Council their own opinion on the reviews.

Pursuant to the resolutions of the Commission, the IBCH PAS Scientific Board, during a plenary session, having examined the protocol on the course of defense, shall pass resolutions on conferment of the degree and awarding distinction to the dissertation (optional).

25. Conferment of the doctoral degree by the IBCH PAS Scientific Board takes place through an administrative decision, to be signed by the Chair of the IBCH PAS Scientific Board.

26. The decision on denying conferment of the doctoral degree can be appealed against to the Council of Scientific Excellence.

27. Graduates from the doctoral school shall not be charged with any fees for the doctoral degree conferment procedure.

## § 5.

1. The documentation of the doctoral proceedings and doctoral degree conferment procedures, as well as the record of the degrees conferred are held by the Secretariat of the IBCH PAS Scientific Board.

2. Persons, to whom the IBCH PAS Scientific Board conferred the doctoral degree, receive a diploma and its copy, in the form compliant with a relevant decree of the Ministry of Science and Higher Education, binding as of the date of the opening of the doctoral degree conferment procedure. Specimen diploma, compliant with the Decree on the diplomas, constitute Attachment 1 to this document, entitled “Mode of conduct for conferment of the doctoral degree at the Institute of Bioorganic Chemistry, Polish Academy of Sciences in Poznań”.

3. This document, entitled “Mode of conduct for conferment of the doctoral degree at the Institute of Bioorganic Chemistry, Polish Academy of Sciences in Poznań” was adopted by the IBCH PAS Scientific Board on June 30<sup>th</sup>, 2020 through the resolution No. 51/2020/Internet/RN-121, encompassing the changes implemented by the IBCH PAS Scientific Board in the following resolutions:

- No. 34/2021/Internet of April 16<sup>th</sup>, 2021,
- No. 5/2022/Internet of March 4<sup>th</sup>, 2022,
- No. 96/2022/Internet of June 8<sup>th</sup>, 2022.
- No. 125/2022/Internet of October 21<sup>st</sup>, 2022,
- No. 55/2023/Internet of March 29<sup>th</sup> 2023,
- No. 27/2024/Internet of March 20<sup>th</sup> 2024

and shall remain in force as of March 20<sup>th</sup>, 2024.