

PROCEDURE FOR AWARDING THE DOCTORAL DEGREE
at the Institute of Human Genetics, Polish Academy of Sciences in Poznań

Legal basis

The Act of 14 March 2003 on academic degrees and academic title, degrees and title in the field of art (Journal of Laws of 2017, item 1789, as amended), hereinafter referred to as the "Act of 2003";

The Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2010, No. 96, item 619 as amended).

Regulation of the Minister of Science and Higher Education of 19 January 2018 on the detailed procedure and conditions for conducting tasks in the doctoral procedure, in the habilitation procedure and in the procedure for awarding the title of professor (Journal of Laws of 2018, item 261), hereinafter referred to as the "Regulation on degrees";

The Act of 3 July 2018 Introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), hereinafter referred to as the "Introductory Provisions";

The Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as "Act 2.0";

Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of science and scientific disciplines and artistic disciplines (Journal of Laws of 2018, item 1818), hereinafter referred to as the "Regulation on disciplines";

Regulation of the Minister of Science and Higher Education of 21 September 2018 on doctoral diplomas, habilitation diplomas and doctoral student ID cards (Journal of Laws of 2018, item 1837), hereinafter referred to as the "Diploma Regulation";

Regulations of the Scientific Council of the Institute of Human Genetics PAS.

§1

At the Institute of Human Genetics, Polish Academy of Sciences in Poznań, hereinafter referred to as the IHG PAS, there are three modes of procedures for awarding the doctoral degree:

Mode I applies to people who have an open doctoral procedure.

Basic legislation: the Act of 2003, Introductory Provisions, Regulation on degrees, Regulation on disciplines.

Mode II applies to people who started doctoral studies before the 2019/2020 academic year and did not open a doctoral procedure and people who want to obtain a doctoral degree on an extramural basis.

Basic legal acts: Introductory Provisions and the Act 2.0.

Mode III applies to doctoral students of the Doctoral School.

Basic legal acts: Introductory Provisions and the Act 2.0.

§2

Mode I

of the procedure for awarding the doctoral degree
(for people who have an open doctoral procedure).

Doctoral procedure

Doctoral procedure is carried out on the basis of the existing rules, however, the degree is appropriate in the field and discipline specified in the Regulation on disciplines. At the Institute of Human Genetics, Polish Academy of Sciences, it is possible to obtain a doctoral degree in the field of medical sciences and health sciences in the discipline of medical sciences.

§3

Mode II

of the procedure for awarding the doctoral degree

(applies to people who started doctoral studies before the 2019/2020 academic year and did not open a doctoral procedure and people who want to obtain a doctoral degree on an extramural basis).

Initiation of the procedure - appointment of a supervisor(s)

1. At least 2 weeks before the meeting of the Institute's Scientific Council, a person applying for the award of the doctoral degree, hereinafter referred to as the Candidate, submits to the secretariat an application addressed to the Institute's Director for the appointment of a supervisor(s) or supervisor(s) and an auxiliary supervisor. The Candidate must be the author or co-author of at least one scientific article or monograph referred to in Art. 186 para. 1 point 3 of the Act 2.0, including that to the procedures initiated before 31 December 2020 to the achievements referred to in Art. 186 para. 1 point 3 lit. a) of the Act 2.0 shall also include scientific articles or monographs referred to in Art. 179 para. 6 of the Introductory Provisions. At the Institute of Human Genetics, Polish Academy of Sciences, the Candidate should be the author of at least one experimental scientific article published in a journal indexed in the *Journal Citation Reports*.

Required documents

- 1) Candidate's application to appoint a supervisor(s), indicating the subject of the doctoral dissertation as well as its field and discipline;
- 2) opinion of the research supervisor;
- 3) academic CV;
- 4) list of publications;
- 5) consent of the persons indicated to perform the function of a supervisor or an auxiliary supervisor;
- 6) a copy of the document confirming the possession of a master's degree or an equivalent title, certified by the IHG PAS;

7) The Candidate who is a beneficiary of the 'Diamond Grant' programme shall enclose with the application a copy of the document confirming the status of a beneficiary of the "Diamond Grant" programme;

8) information on the course of the doctoral dissertation or the procedure for awarding the doctoral degree, if the Candidate has previously applied for the award of the doctoral degree.

2. The supervisor(s) referred to in point 1) shall be appointed at the meeting of the Institute's Scientific Council.

3. At the meeting of the Scientific Council when the supervisor(s) shall be appointed, the Candidate presents the main theses of the doctoral dissertation (presentation time - up to 10 minutes).

4. The Candidate may submit to the Institute's Scientific Council a justified request to change the supervisor or auxiliary supervisor. It is recommended that the request to change the supervisor is reviewed by the current (if possible) and the proposed supervisor. The request to change an auxiliary supervisor should be reviewed by the supervisor. If the supervisor resigns, the supervisor together with the proposed new supervisor provide their opinion on the request to change the supervisor.

Documentation requirements

5. At least 2 weeks before the date of the meeting of the Institute's Scientific Council, at which the opening of the doctoral procedure shall take place, the Candidate shall submit to the Institute's secretariat (subject to section 9):

1) an application for acceptance of the doctoral dissertation by the Institute's Scientific Council;

2) a certificate or diploma of graduation, confirming the knowledge of a modern foreign language at a language proficiency level of at least B2;

3) 4 copies of the printed doctoral dissertation and its electronic version in PDF format;

4) an electronic version of the thesis summary in Polish and English;

5) the supervisor's opinion (2 copies);

6) academic CV with a list of publications (2 printed copies and an electronic version in PDF format);

7) a statement that the submitted doctoral thesis has not been accepted in another entity;

8) a list of at least three proposed reviewers approved by the supervisor together with their affiliations and e-mail addresses;

NOTE: reviewers are appointed from among persons who are not employees of the doctoral entity whose employee is the person applying for the doctoral degree (Article 190 para.2 of the Act 2.0).

9) a statement of no conflict of interest with the proposed reviewers signed by the Candidate and the supervisor (conflict of interest includes in particular close relationship or affinity, partnership, professional relationship and joint research projects or publications within the last 10 years).

6. If the dissertation takes the form of a thematically coherent set of articles or a multi-author monograph, the Candidate shall enclose to the dissertation a statement of his/her contribution to each of the publications and correspondence statements of the authors about the Candidate's contribution. Contribution information should be descriptive, not numerical. A dissertation based on thematically coherent publications should contain, apart from publications, also an introduction, objectives of the dissertation, material and methods, discussion and conclusions, as well as summaries in Polish and English. If a doctoral dissertation is based on a set of publications, there should be at least 3 papers published in recognized journals (with IF), and at least in two the Candidate should be the first or corresponding author. One of the papers may be a review.

7. If the dissertation is in the form of a single-author monograph, no statements on the contribution of the co-authors of the publications referred to in Art. 186 para. 1 point 3 of the Act 2.0 and in art. 179 para. 6 of the Introductory Provisions are required.

8. Before being submitted to the Scientific Council, the written doctoral dissertation must be checked for compliance with the provisions on copyright and related rights.

1) The Secretariat checks the doctoral dissertation in the Unified Anti-plagiarism System (UAS), referred to in Art. 351 of the Act 2.0.

2) If any irregularities are found, the Candidate has the option to correct the dissertation, which is checked again in the UAS. This operation can be repeated only once.

3) The UAS results can be accessed by the supervisor who submits the statement together with a justification whether the doctoral dissertation is plagiarism or not.

4) If the doctoral dissertation is considered to be plagiarism, the secretariat notifies the Institute's Disciplinary Spokesman about this fact, who decides on further proceedings.

9. Tasks in the procedure for awarding the doctoral degree at the IHG PAS are conducted by the 7-person Committee for doctoral procedures of the Institute's Scientific Council, hereinafter referred to as the Doctoral Committee. It is appointed by the Institute's Scientific Council at the same meeting of the Scientific Council at which the supervisor is selected. The Committee operates in accordance with the regulations adopted by the Council. The Committee is composed of, inter alia, the Deputy Director for Research and the Head of the Doctoral Studies.

10. Tasks in the procedure for awarding the doctoral degree end with the resolution of the Doctoral Committee on:

a) accepting the doctoral dissertation and admitting it to public defense;

b) accepting the public defense of the doctoral dissertation.

11. The Institute's Secretariat, immediately after receiving the last review, publishes all reviews, the dissertation and its summaries in Polish and English in the Institute's Public Information Bulletin and in the POL-on system.

12. The tasks in the procedure for awarding the doctoral degree end with resolutions / decisions of the Institute's Scientific Council on:

a) changes of supervisors or auxiliary supervisors;

b) initiation of the procedure for awarding the doctoral degree;

c) appointment of reviewers;

- d) conferring a doctoral degree;
- e) distinctions of the doctoral dissertation.

Verification of learning outcomes for qualifications at 8th level of PFQ and admission to defense

13. The verification of learning outcomes for qualifications at 8th level of PQF is carried out in the scope of the basic discipline. It takes the form of an exam taken in front of the Doctoral Committee.

The Candidate is entitled to take up the exam if s/he has:

- 1) three positive reviews or;
- 2) two positive reviews and a declaration of the third reviewer confirming that the review will be positive and that it will be delivered to the IHG PAS at least 10 days before the planned date of the doctoral defense.

14. Failure to pass the exam in the basic discipline, the Scientific Council, at the Candidate's request, may agree to take it again, not earlier, however, than after three months from the date of taking the exam for the first time and not more than once. At the Institute of Human Genetics, Polish Academy of Sciences, there is an exam in the basic discipline, in the subject - human genetics.

15. After passing the exam in the basic discipline and after getting acquainted with the doctoral dissertation, supervisors' opinions and reviews, the Doctoral Committee adopts a resolution on the acceptance of the doctoral dissertation and admission to defense.

16. If one review is negative, consent to take the exam in the basic discipline and the resolution referred to in para. 13 is undertaken by the Institute's Scientific Council.

17. If the doctoral dissertation is not accepted and it is not allowed to be defended, the Doctoral Committee presents the case with justification to the Institute's Scientific Council, which adopts a resolution on this matter.

18. If two or three reviews are negative, the dissertation is not accepted to defense under the Act 2.0 (art.191 para.1). The resolution on refusal to admit the doctoral dissertation to the defense is taken by the Institute's Scientific Council.

19. The decision to refuse admission to defense may be appealed against to the Council for Scientific Excellence.

Conferring a doctoral degree

20. The defense of the doctoral dissertation takes place at the meeting of the Doctoral Committee and is public.

21. It takes place no earlier than 30 days after the dissertation and the review are available in the Institute's Public Information Bulletin.

22. During the closed part of the meeting, the Doctoral Committee adopts resolutions on:

- 1) accepting the defense and submitting a request to the Institute's Scientific Council to confer a doctoral degree in the field of medical sciences and health sciences, in the discipline of medical science,
 - 2) submitting a request to the Institute's Scientific Council to confer a doctoral degree with distinctions and award the dissertation (optional). The Doctoral Committee may also present its opinion on the review to the Council. On the basis of the resolutions of the Committee, the Institute's Scientific Council, at a plenary session, after reading the protocol from the defense, adopts resolutions on conferring a doctoral degree and awarding the dissertation (optional). At the Institute of Human Genetics, Polish Academy of Sciences, the award is considered when a request for distinction is submitted in at least two reviews.
23. Conferring the doctoral degree by the Institute's Scientific Council takes place by an administrative decision signed by the Chair of the Institute's Scientific Council.
24. The decision to refuse to award the doctoral degree may be appealed against to the Council for Scientific Excellence.
25. For the conduct of the procedure for awarding the doctoral degree, fees are charged, taking into account in particular the remuneration of reviewers and supervisors, the costs of their travel, accommodation and meals.
26. Exemptions from the fee referred to in paragraph 25 :
- 1) Employees of the IHG PAS and graduates of the Joint Doctoral Studies of the IBCH PAS or of the International Doctoral Studies at the IHG PAS, whose supervisor or auxiliary supervisor is an employee of the IHG PAS, are exempt from the fee.
 - 2) Other persons who have submitted a justified request in this matter to the Director of the IHG PAS may be partially or fully exempted from the fee.
 - 3) In case of an academic teacher or a researcher employed outside the IHG PAS, the costs of the procedure are borne by the institution employing him/her on the basis of an agreement concluded between the institutions.

§4

Mode III

of the procedure for awarding the doctoral degree
(applies to PhD students of the Doctoral School)

Appointment of a supervisor or supervisors

1. Within 3 months from the date of commencement of education at the Doctoral School run by the IHG PAS, the Institute's Scientific Council appoints the doctoral student's supervisor or supervisors or a supervisor or supervisors and an auxiliary supervisor, hereinafter jointly referred to as supervisors.
2. The supervisors provide scientific supervision over doctoral students during their education at the Doctoral School and in the course of the procedure for awarding the doctoral degree.

3. At least 2 weeks before the meeting of the Institute's Scientific Council, the doctoral student submits in the Institute's secretariat an application addressed to the coordinator of the medical science discipline or his/her deputy for the appointment of a supervisor or supervisors.

Required documents

- 1) Candidate's application for the appointment of a supervisor(s), indicating the subject of the doctoral dissertation as well as the field of medical sciences and health sciences in the discipline of medical science;
 - 2) academic CV;
 - 3) list of publications;
 - 4) consent of the persons indicated to perform the function of a supervisor(s) or an auxiliary supervisor;
 - 5) a copy of the document confirming the possession of the professional title of Master of Science or an equivalent title;
 - 6) The Candidate who is a beneficiary of the "Diamond Grant" programme shall enclose with the application a copy of the document confirming the status of a beneficiary of the "Diamond Grant" programme;
 - 7) information on the course of the doctoral dissertation or the procedure for awarding the doctoral degree, if the candidate previously applied for the award of the doctoral degree.
4. At the meeting of the Institute's Scientific Council, the discipline coordinator (or his/her deputy) from the Doctoral School presents a recommendation agreed with the Institute's Director regarding the appointment of a supervisor or supervisors referred to in para. 1.
 5. The coordinator or his/her deputy, on his/her own initiative or at the request of the doctoral student, may submit to the Institute's Scientific Council a justified request to change the supervisor or auxiliary supervisor. It is recommended that the request to change the supervisor is reviewed by the current (if possible) and the proposed supervisor. The request to change the auxiliary supervisor should be reviewed by the supervisor.

Initiation of the procedure

6. The Scientific Council of the IHG PAS may initiate a procedure for awarding the doctoral degree according to mode III to persons, hereinafter referred to as Candidates, who:
 - 1) graduated from the Doctoral School and
 - 2) are authors or co-authors of at least one scientific article or monograph, referred to in Art. 186 para. 1 point 3 of the Act 2.0, however, before 31 December 2020, it may also be a scientific article or a monograph referred to in Art. 179 para. 6 of the Introductory Provisions. It is recommended that the candidate includes at least one experimental scientific article published in a journal indexed in the Journal Citation Reports.
7. The candidate submits at least 2 weeks before the date of the meeting of the Institute's Scientific Council at the Institute's secretariat (subject to section 12):

- 1) an application for acceptance of the dissertation by the Institute's Scientific Council;
- 2) graduation diploma from the Doctoral School;
- 3) a certificate or diploma of graduation, confirming the knowledge of a modern foreign language at a language proficiency level of at least B2;
- 4) 4 copies of the printed doctoral dissertation and its electronic version in PDF format;
- 5) an electronic version of the summary in Polish and English;
- 6) the supervisor's opinion (2 copies);
- 7) academic CV with an attached list of publications (2 printed copies and an electronic version in PDF format);
- 8) a statement that the submitted doctoral thesis has not been accepted in another entity;
- 9) a list of at least three proposed reviewers with their affiliations and e-mail addresses approved by the supervisor

NOTE: reviewers are appointed from among persons employed in a entity other than the one whose employee or student of the Doctoral Study is or was the Candidate.

10) a statement of no conflict of interest with the proposed reviewers signed by the Candidate and the supervisor (conflict of interest includes in particular close relationship or affinity, partnership, professional relationship and joint research projects or publications within the last 10 years).

8. At the meeting of the Institute's Scientific Council at which the procedure will be initiated, the Candidate presents the main theses of the dissertation (presentation time - up to 10 minutes).

9. If the dissertation takes the form of a thematically coherent set of articles or a multi-author monograph, the Candidate shall enclose to the dissertation a statement of his / her contribution to each publication and correspondence statements of the authors about the Candidate's contribution.

10. If the dissertation is in the form of a single-author monograph, no statements on the contribution of the co-authors of the publications referred to in Art. 186 para. 1 point 3 of the Act 2.0 and in art. 179 para. 6 of the Introductory Provisions are required.

11. Before being submitted to the Institute's Scientific Council, the written doctoral dissertation must be checked for compliance with the provisions on copyright and related rights.

1) The Institute's Secretariat checks the doctoral dissertation in the Unified Anti-plagiarism System (UAS), referred to in art. 351 of the Act 2.0.

2) If any irregularities are found, the Candidate has the option to correct the dissertation, which is checked again in the UAS. This operation can be repeated only once.

3) The UAS results can be accessed by the supervisor who submits a statement together with a justification whether the doctoral dissertation is plagiarism or not.

4) If the doctoral dissertation is considered to be plagiarism, the Institute's secretariat notifies the Institute's Disciplinary Spokesman about this fact, who decides on further proceedings.

12. Tasks in the procedure for awarding the doctoral degree at the IHG PAS are conducted by the Committee for doctoral procedures of the Institute's Scientific Council, hereinafter referred to as the Doctoral Committee. It is appointed by the Institute's Scientific Council and operates in accordance with the regulations adopted by the Council. The Committee is composed of: the Deputy Director for Research and the person representing the Doctoral School.

1) Tasks in the procedure for awarding the doctoral degree end with resolutions of the Doctoral Committee on:

- a) accepting the doctoral dissertation and admitting it to public defense;
- b) accepting the public defense of the doctoral dissertation.

2) Tasks In the procedure for awarding the doctoral degree end with resolution/decisions of the Institute's Scientific Council on:

- a) change of the scientific discipline of the dissertation;
- b) changes of supervisors or auxiliary supervisors;
- c) initiation of the procedure for awarding the doctoral degree;
- d) appointment of reviewers;
- e) conferring a doctoral degree;
- f) distinctions of the doctoral dissertations.

13. The Institute's Scientific Council adopts resolutions on:

- 1) initiation of the procedure for awarding the doctoral degree;
- 2) appointment of 3 reviewers.

Verification of learning outcomes for qualifications at 8th level of PQF and admission to defense

14. The verification of learning outcomes for qualifications at 8th level of PQF is the diploma of completion of the Doctoral School.

15. The Institute's Secretariat, immediately after receiving the last review, publishes all reviews, the dissertation and its summaries in Polish and English in the Institute's Public Information Bulletin and in the POL-on system.

16. If all 3 reviews are positive, the dissertation is automatically accepted and admitted to the defense.

17. If one review is negative, a resolution on the acceptance of the doctoral dissertation and admitting it to the defense is undertaken by the Institute's Scientific Council.

18. If two or three reviews are negative, the dissertation is not accepted to defense under the Act 2.0, Art. 191 para. 1. The resolution on refusal to admit the doctoral dissertation to the defense is taken by the Institute's Scientific Council.

19. The decision to refuse admission to defense may be appealed against to the Council for Scientific Excellence.

Conferring a doctoral degree

20. The defense of the doctoral dissertation takes place at the meeting of the Doctoral Committee and is public. It takes place no earlier than 30 days after the dissertation and the reviews are available in the Public Information Bulletin.

21. During the closed part of the meeting, the Doctoral Committee adopts resolutions on:

- 1) accepting the defense and submitting a request to the Institute's Scientific Council to confer a doctoral degree;
- 2) submitting a request to the Institute's Scientific Council to confer a doctoral degree with distinctions and the award the dissertation (optional). The Doctoral Committee may also present its opinion on the review to the Council.

On the basis of the resolutions of the Committee, the Institute's Scientific Council, at a plenary session, after reading the protocol from the course of defense, adopts resolutions/decisions on conferring the doctoral degree and awarding the dissertation (optional). At the Institute of Human Genetics, Polish Academy of Sciences, the award is considered when a request for distinction is submitted in at least two reviews.

22. Conferring the doctoral degree by the Institute's Scientific Council takes place by an administrative decision signed by the Chair of the Institute's Scientific Council.

23. The decision to refuse to award the doctoral degree may be appealed against to the Council for Scientific Excellence.

24. No fees are charged from doctoral school graduates for the procedure for awarding the doctoral degree.

§5

1. Documentation of doctoral dissertations and procedures for awarding the doctoral degree as well as the records of awarded degrees are kept by the Institute's secretariat.

2. Persons to whom the Institute's Scientific Council has awarded the doctoral degree receive a diploma and a copy thereof, in a form consistent with the relevant regulation of the Ministry of Science and Higher Education. The template of the diploma is attached as Appendix 1 to this document.