

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

Legal basis

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

The Act of 3 July 2018 Introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669), 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 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.

The procedure for awarding the habilitated doctor degree at the IHG PAS

§1

1. The degree of habilitated doctor at the Institute of Human Genetics, Polish Academy of Sciences (hereinafter referred to as IHG PAS) is awarded to a person who:
 - 1) is a PhD holder,
 - 2) has scientific achievements that constitute a significant contribution to the development of the medical science discipline, including at least:
 - a) one scientific monograph issued by a publishing house which in the year of publishing the final form of the monograph was included in the list drawn up in accordance with the regulations issued on the basis of art.267 para.2 point 2 lit. a of the Act 2.0 or
 - b) a set of thematically coherent scientific articles published in scientific journals or in peer reviewed materials from international conferences that in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued on the basis of art.267 para.2 point 2 lit. b of the Act 2.0 or
 - c) one implemented original project design or technological achievement;
 - 3) demonstrates significant scientific activity carried out in more than one university or scientific institution, in particular a foreign one.
2. At the Institute of Human Genetics PAS, the following habilitation requirements are as follows:
 - 1) Scientific achievement – a monograph or a set of thematically coherent publications (4-6 publications with a leading authorship with a total IF points above 15) in the last 8

- years (this period does not include maternity leave, leave on the terms of maternity leave, paternity leave and parental leave specified in the Act of 26 June 1974 – Labour Code);
- 2) Scientific achievements out of the main achievement with a total IF above 35;
 - 3) Total IF more than 50;
3. The achievement referred to in par. 1 point 2 may be part of a collective work if the development of a separate topic is an individual contribution of a person applying for the habilitated doctor degree.
 4. The achievement referred to in par. 1 point 3 may constitute organizational and teaching achievements on a scale beyond the IHG PAS (e.g. participation in international or national scientific conferences or participation in scientific or organizational committees of conferences, presenting papers at international or national scientific conferences, participation in scientific consortia and research networks; managing projects implemented in cooperation with researchers from other Polish and foreign centres; participation in editorial committees and scientific councils of journals; membership in international or national organizations and scientific societies; popularization of science; carrying out expert opinions and scientific studies; including participation in expert and competition teams and reviewing projects or scientific publications).
 5. The obligation to publish does not apply to the achievements, the subject of which is protected by classified information.

§2

1. The person applying for the award of the degree shall submit an application through the Council for Scientific Excellence (hereinafter referred to as the CSE) to the IHG PAS to initiate the habilitation procedure.
2. The application, in electronic and paper form, includes:
 - 1) career description;
 - 2) a list of achievements referred to in §1, para. 1, point 2);
 - 3) indication of the IHG PAS as the habilitation entity selected to conduct the procedure for awarding the habilitated doctor degree.
3. The CSE performs a formal assessment of the application and submits it to the IHG PAS within 4 weeks from the date of its receipt.
4. The candidate at the meeting of the Institute's Scientific Council, within 4 weeks from the date of receipt of the application by the IHG PAS, presents the main theses of his/her scientific achievement referred to in §1, para. 2. (up to 30 minutes).
5. The habilitation entity may refuse to accept the procedure for awarding the habilitated doctor degree and return the application to the CSE.
6. If consent is not given, the CSE immediately appoints another habilitation entity and forwards the application to that entity. The provision of paragraph 4 does not apply.

7. The CSE, within 12 weeks from the date of receipt of the application, appoints 4 members of the habilitation committee: the chair of the habilitation committee and 3 reviewers, and submits this information to the IHG PAS.
8. The Institute's Scientific Council, within 6 weeks of receiving information about the members of the habilitation committee indicated by the CSE, appoints a habilitation committee, including the fourth reviewer, secretary and a member of the committee.
9. The composition of the habilitation committee:
 - 1) The Committee consists of 7 members, including the chair, secretary and four reviewers .
 - 2) All members of the Committee must have the title of professor or the degree of habilitated doctor.
 - 3) The Chair of the Committee and the reviewers must have up-to-date scientific achievements and recognized reputation, including international, subject to point 4).
 - 4) A reviewer may be a person who does not meet the conditions set out in point 2). who is an employee of a foreign university or scientific institution, if the CSE or the Institute's Scientific Council deems that this person has significant achievements in the field of issues related to the achievements of the person applying for the habilitated doctor degree.
 - 5) A reviewer cannot be a person who has failed to meet the deadline referred to in para. 11 twice in the last 5 years.
 - 6) The Chair of the Committee and the reviewers cannot be employees of the IHG PAS.
 - 7) The Secretary and the seventh member of the Committee are employees of the IHG PAS.
10. If the application is withdrawn after the appointment of the habilitation committee:
 - 1) the same application cannot be the basis for applying for the award of the degree of habilitated doctor to a different habilitation entity;
 - 2) the applicant may not apply for the award of the degree of habilitated doctor for a period of 2 years.
11. Reviewers, within 8 weeks from the date of delivery of the application, assess whether the achievements of the candidate meet the requirements specified in the Act 2.0 and prepare reviews.
12. The habilitation committee, within 6 weeks from the date of receipt of the reviews, submits to the Institute's Scientific Council a resolution containing the committee's opinion along with the justification and documentation of the habilitation procedure. The committee's resolution is passed in an open voting or - at the request of the person applying for the degree – in a secret one. The opinion cannot be positive if at least 2 reviews are negative.
13. The Institute's Scientific Council, on the basis of a resolution of the habilitation committee, confers the degree of habilitated doctor or refuses to confer it within one month from the date of its receipt. The refusal takes place when the opinion contained in the committee's resolution is negative. The decision of the Institute's Scientific Council is made by secret ballot by an absolute majority of votes in the presence of at least half of the authorized members of the Council. Members of the habilitation committee who are not members of the Council, without

the right to vote, are invited to the meeting of the Council at which the resolution on awarding or refusing to confer the degree of habilitated doctor is to be adopted.

14. The Institute's Secretariat publishes in the Institute's Public Information Bulletin: the application of the person applying for the degree, information on the composition of the habilitation committee, reviews, a resolution containing an opinion on the award of the degree with justification, and a decision on awarding the degree or refusing to confer it.
15. The Institute's Secretariat publishes in the POL-ON system the application of a person applying for the degree of habilitated doctor, information on the composition of the habilitation committee and reviews immediately after they become available.
16. If a decision has been issued to refuse to confer the degree of habilitated doctor, the applicant for the degree may appeal, via the Institute's Scientific Council, to the CSE within 30 days of its receipt.
17. If the negative decision is upheld, the person applying for the degree of habilitated doctor may apply for the initiation of the procedure again after at least 2 years. This period may be shortened to 12 months if a significant increase in scientific achievements is observed.
18. A person who obtained a doctoral degree in the Republic of Poland or abroad may acquire rights equivalent to the rights resulting from holding of a habilitated doctor degree in a given discipline, if, while working in another country, for at least 5 years s/he has led research teams on her/his own, has significant scientific achievements and is employed at the IHG PAS as an institute professor.
19. The Director of the Institute takes the decision on acquiring the rights, which he submits to the CSE together with a description of the professional career and a list of achievements of a given person.
20. The rights are acquired after 4 months from the date of receipt by the CSE the decision of the Director of the Institute, unless in this period the CSE expresses an objection through an administrative decision and does not revoke the decision.
21. The decision of the CSE may be appealed against to the administrative court.
22. A person who has acquired rights equivalent to the rights resulting from the habilitated doctor degree shall be entitled to the rights of a habilitated doctor under the Act 2.0.

§3

1. Habilitation procedure initiated and not completed before the date of entry into force of the Act 2.0, are carried out according to the principles set out in 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) and in the Regulation of the Minister of Science and Higher Education of 19 January 2018 on the detailed procedure and conditions for carrying out 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), provided that the degree is given in the fields and disciplines specified in the regulations issued on the basis of art. 5 para. 3 of the Act 2.0.

2. Habilitation procedure initiated and not completed before the date of entry into force of the Act 2.0 or in the period from the entry into force of the Act 2.0 until 30 April 2019, not completed by 31 December 2021, redeems or closes, respectively.
3. If the procedure for the award of the degree of habilitated doctor has been commenced after 30 September 2019 the provisions of art. 179 para. 6 of the Introductory Provisions apply.

§4

1. The amount of the fee for the procedure for awarding the degree of habilitated doctor is set by the Director of the IHG PAS.
2. If the consent to the conduct of the habilitation procedure is given, the candidate shall pay the fee for the conduct of the procedure to the account of the IHG PAS.
3. The amount of the fee may not exceed the costs of the procedure taken into account in particular, the cost of salaries of the supervisor or supervisors, auxiliary supervisor and reviewers.
4. Exemptions from fees:
 - 1) The employees of the IHG PAS are exempt from the fee indicated in para. 1.
 - 2) Other persons may be fully or partially exempt from the fee indicated in para.1 on a basis of a justified request addressed to the Director of the Institute.
5. The documentation of the procedure for the award of the degree of habilitated doctor and the records of the awarded degrees are kept by the Secretariat of the IHG PAS.
6. A person to whom the Institute's Scientific Council has awarded the degree of habilitated doctor receives the diploma and its copy, in a form compliant with the relevant regulation of the Ministry of Science and Higher Education in force on the date of initiation of the procedure for awarding the degree of habilitated doctor. Copies of the diploma in a foreign language are issued at the request of this person. The template of the diploma in accordance with the Regulation on the diplomas is attached as Appendix 1 to this document.