

**THE REGULATIONS OF PROCEDURE FOR AWARDING
A DEGREE OF DOCTOR AND HABILITATED DOCTOR
AT THE INSTITUTE OF PLANT GENETICS POLISH ACADEMY OF SCIENCES**

Legal basis:

- Act of 3 July 2018 – Provisions Introducing the Act on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), hereinafter referred to as the “Introducing Provisions”;
- 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 Education and Science of 11 October 2022 on fields of science and scientific disciplines as well as artistic disciplines (Journal of Laws of 2022, item 2202, as amended), hereinafter referred to as the “Regulation on Disciplines”;
- Regulation of the Minister of Science and Higher Education of 30 July 2025 on the types of documents certifying proficiency in the language of instruction for degree programs;
- Regulations of the Scientific Council of the Institute of Plant Genetics of the Polish Academy of Sciences;
- Regulations of the Poznań Doctoral School of the Institutes of the Polish Academy of Sciences.

§ 1.

1. The Institute of Plant Genetics Polish Academy of Sciences (IPG PAS) applies:
 - a) two modes of procedure for awarding a degree of doctor:
mode I for PhD students of doctoral school,
mode II for candidates, who want to obtain a degree of doctor in an external mode,
 - b) one mode of procedure for awarding a degree of habilitated doctor.
2. The Scientific Council of the Institute of Plant Genetics Polish Academy of Sciences is hereinafter referred to as the ‘Scientific Council’.
3. A person applying for awarding a degree of doctor is hereinafter referred to as a ‘PhD student’ (Mode I) or a ‘doctoral candidate’ (Mode II).
4. A person applying for awarding a degree of habilitated doctor is hereinafter referred to as a ‘habilitation candidate’.

A.

**MODES OF PROCEDURE FOR AWARDING A DEGREE OF DOCTOR
at the Institute of Plant Genetics Polish Academy of Sciences**

§ 2.

MODE I

(PhD STUDENTS OF DOCTORAL SCHOOL)

I. Appointment of a supervisor or supervisors or a supervisor and an assistant supervisor

1. Within 3 months from the date a PhD student started the studies at a doctoral school, the Scientific Council of IPG PAS shall designate a supervisor (or supervisors) or a supervisor and an assistant supervisor for the student. The PhD student shall submit an application for the appointment of a supervisor (or supervisors) or a supervisor and an assistant supervisor to the Deputy Director for Scientific Affairs at IPG PAS — addressed to the Coordinator of the discipline ‘agriculture and horticulture’ — indicating therein the subject of doctoral dissertation.
2. Supervisors and an assistant supervisor provide academic supervision to PhD students during their education at the doctoral school and during the process for awarding a degree of doctor.
3. The PhD student shall attach the following documents to the application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor:
 - a) academic CV,
 - b) written consent of candidate(s) to serve as a supervisor and an assistant supervisor,
 - c) copy of document confirming the Master of Science degree, Master of Engineering or an equivalent title,
 - d) PhD student referred to in Art. 186 sec. 2 of the Act 2.0 who is a graduate of first-stage studies shall attach to the application a copy of the document confirming the completion of first-stage studies, or, in the case of a student who has completed the third year of uniform Master’s degree studies, a copy of the document confirming the completion of the third year of uniform Master’s degree studies; information on the course of previous doctoral process if PhD Student has previously applied for the award of doctoral degree,
 - e) application to conduct the doctoral process in English, if the process cannot be conducted in Polish.
4. At the meeting of the Scientific Council, the Discipline Coordinator or her/his Deputy presents a recommendation regarding the appointment of a supervisor or supervisors — or a supervisor and an assistant supervisor — as well as the application to conduct the process in English (at the request of PhD student).
5. The Discipline Coordinator or her/his Deputy may, on their own initiative or at the request of PhD student — and in consultation with the Deputy Director for Scientific Affairs — submit a justified proposal to the Scientific Council regarding a change of supervisor(s) or a change of a supervisor and an assistant supervisor. It is recommended that the proposal to change a supervisor be accompanied by the opinions of both the current and the proposed supervisor(s). A proposal to change an assistant supervisor should be accompanied by the opinion of the supervisor(s). A proposal to accept the resignation of a supervisor — following the provision of opinion by the remaining supervisor(s) and in consultation with the Deputy Director for Scientific Affairs — is submitted to the Scientific Council by the Discipline Coordinator or her/his Deputy. A proposal to accept the resignation of an assistant supervisor — following the provision of the opinion by the supervisor(s) and in consultation with the Deputy Director for Scientific Affairs — is submitted to the Scientific Council by the Discipline Coordinator or her/his Deputy.

II. Acceptance of doctoral dissertation and initiation of procedure for awarding a degree of doctor

6. The Scientific Council may initiate a procedure for awarding a doctoral degree under Mode I, upon the request of PhD student, who:

- a) has completed a doctoral school,
 - b) is an author or a co-author of at least one scientific article or monograph referred to in Art. 186 sec. 1 point 3 of the Act 2.0; provided that, prior to 31 December 2020, this may also be a scientific article or a monograph as referred to in Art. 179 sec. 6 of the Implementing Provisions. It is recommended that the PhD student be an author or a co-author of at least one scientific article published in a journal indexed in *Journal Citation Reports*.
7. At least 2 months prior to the scheduled date of the Scientific Council meeting, the PhD student submits the documents to the Scientific Secretary of IPG PAS; these are subsequently forwarded to the Discipline Coordinator:
- a) application for the acceptance of doctoral dissertation by the Scientific Council,
 - b) documents certifying proficiency in a modern foreign language — i.e., a certificate or university diploma confirming proficiency at a level of at least B2, or other documents specified in the Regulation of the Minister of Science and Higher Education of 30 July 2025, regarding the types of documents certifying proficiency in the language. A person who does not possess the aforementioned documents shall submit a request for the appointment of examination board to assess proficiency in a modern foreign language at the B2 level,
 - c) 5 copies of printed doctoral dissertation and its electronic version in PDF format, together with a statement from the supervisor(s) confirming a verification of dissertation using the JSA system, according to sec. 9 of this paragraph,
 - d) electronic version of abstract in Polish and English,
 - e) opinion of the supervisor(s) and the PhD student's academic CV, including a list of publications,
 - f) statement that the submitted doctoral dissertation has not been presented to another institution, nor submitted and rejected,
 - g) list of at least three proposed reviewers, approved by the supervisor or supervisors, along with their affiliations and e-mail addresses and research topics (NOTE: reviewers are appointed from among persons employed in institutions other than the one in which the person applying for a doctoral degree or the supervisor or supervisors is an employee or a PhD student),
 - h) statement signed by the PhD student and the supervisor(s) or the supervisor and the assistant supervisor, confirming the absence of conflict of interest with the proposed reviewers.
8. When the dissertation is prepared in the form of thematically coherent collection of articles or a multi-authored monograph, the PhD student shall attach to the dissertation a statement regarding her/his contribution to the publications, as well as statements from co-authors regarding their respective contributions. Publications by the PhD student related to the doctoral dissertation — whether authored independently or jointly — must indicate the institute with which the student is affiliated as the place of their origin.
9. Before being submitted to the Scientific Council, the doctoral dissertation must be checked for compliance with regulations concerning copyright and related rights.
- 1) Supervisor or supervisors shall check the dissertation using the JSA system, referred to in Art. 351 of the Act 2.0.
 - 2) If irregularities are detected, the PhD student may revise the dissertation, which is then re-checked in the JSA system. This procedure may be repeated only once.
 - 3) Access to the JSA analysis results is granted to the supervisor or supervisors, who shall submit a declaration to this effect.
 - 4) If the dissertation is deemed to constitute plagiarism, the supervisor or supervisors shall notify the Disciplinary Officer of IPG PAS, who shall decide on the further course of action.
10. Following the approval of doctoral dissertation, and no later than 14 days after its receipt, the Discipline Coordinator or her/his Deputy shall submit a request to the doctoral school for the issuance of certificate of

school completion. The date on which the doctoral dissertation is approved by the Discipline Coordinator or her/his Deputy constitutes the date of completion of doctoral school. The doctoral school shall issue the certificate of completion no later than 30 days after receiving the request from the Discipline Coordinator or her/his Deputy.

11. Upon acceptance, the documents referred to §2 sec. 7 — along with the doctoral school completion certificate, the proposed composition of the Doctoral Committee, referred to §2 sec. 12 and 13, and the proposed composition of the examination board for the modern foreign language proficiency test at the B2 level (unless the PhD student is exempt from this exam) — are forwarded by the Discipline Coordinator or her/his Deputy to the Committee for the Development of Scientific Staff, via the Scientific Secretary of IPG PAS. The Committee for the Development of Scientific Staff may propose alternative candidates for reviewers and members of the Doctoral Committee and the examination board for the modern foreign language proficiency test at the B2 level. The Committee's opinion is presented to the Scientific Council.
12. Procedural steps in the process of awarding a doctoral degree at IPG PAS are carried out by the Doctoral Committee. It is appointed by the Scientific Council upon the initiation of doctoral process for each PhD student and operates in accordance with regulations adopted by the Council.
13. The Doctoral Committee is appointed in a secret voting and consists of at least seven members holding a title of professor or a degree of habilitated doctor in the discipline of agriculture and horticulture or a related discipline. The Doctoral Committee also includes the reviewers of doctoral dissertation. Scientists representing a related discipline may not constitute a majority of the Doctoral Committee. The chair of Doctoral Committee may invite the supervisor(s) and the assistant supervisor to participate in the Committee's meetings. The supervisor(s) and the assistant supervisor do not participate in voting on the resolutions concerning the awarding of doctoral degree.
14. The actions of the Scientific Council in the doctoral degree awarding procedure consist of adopting the resolutions regarding:
 - a) appointing a supervisor or supervisors, or a supervisor and an assistant supervisor,
 - b) changing a supervisor or supervisors, or a supervisor and an assistant supervisor,
 - c) appointing an examination board to assess proficiency in a modern foreign language at the B2 level (unless the candidate is exempt from this examination),
 - d) granting consent, at the candidate's request, to conduct the doctoral degree awarding procedure in English,
 - e) accepting a doctoral dissertation and initiating the procedure,
 - f) appointing a Doctoral Committee,
 - g) appointing three reviewers,
 - h) awarding a degree of doctor,
 - i) distinguishing a doctoral dissertation.

III. Verification of learning outcomes for the qualification at Polish Qualifications Framework Level 8 and admission to the defense

15. The certificate of completion of doctoral school constitutes the verification of learning outcomes for the qualification at Polish Qualifications Framework Level 8.
16. The Scientific Secretary of IPG PAS, in consultation with the Secretary of the Scientific Council, shall — immediately upon receipt of the last review — publish all reviews, the dissertation, and its abstracts in Polish and English in the IPG PAS Public Information Bulletin (BIP) and in the POL-on system.
17. Once the PhD student has passed the examination in a modern foreign language at the B2 level (unless exempt from this requirement) and the reviews have been considered, the Doctoral Committee adopts the resolution admitting the doctoral dissertation to a public defense and sets the date for the defense.

18. If one review is negative, the Doctoral Committee can adopt the resolution on admitting the doctoral dissertation to the defense.
19. If more than one review is negative, the dissertation is not admitted to the defense, according to Art. 191 sec. 1 of the Act 2.0. The decision to refuse admission to the defense is made by the Doctoral Committee, which notifies the Scientific Council of the receipt of more than one negative review and completion of the process.
20. A complaint against the decision refusing admission to the defense may be submitted to the Council of Scientific Excellence.

IV. Awarding a degree of doctor

21. The public defense of doctoral dissertation takes place at a meeting of the Doctoral Committee no earlier than 30 days after the dissertation and the reviews have been made available on IPG PAS Public Information Bulletin (BIP) website, and no earlier than 10 days after information regarding the date, venue, and form of that defense has been made available on that website.
22. The doctoral dissertation defense may be conducted using electronic means of communication that ensure, in particular:
 - a) real-time transmission of the defense among the participants,
 - b) real-time multi-party communication allowing participants to speak during the process– while maintaining necessary security rules.
23. During the closed session, the Doctoral Committee adopts the resolutions:
 - a) to accept the public defense of doctoral dissertation and to submit the recommendation to the Scientific Council for awarding a degree of doctor,
 - b) to submit the recommendation to the Scientific Council for the distinction of dissertation (optional).
24. A proposal to award a distinction to a doctoral dissertation is considered if three reviews are positive and at least two of them include the recommendation — supported by a substantive justification for such a distinction. The Doctoral Committee votes on the recommendation regarding the distinction and presents the result of the secret voting to the Scientific Council.
25. Based on the resolutions of the Doctoral Committee, and after reviewing the protocol of defense course, the Scientific Council adopts the resolution to award the doctoral degree or refuses to award the degree.
26. The awarding a degree of doctor by the Scientific Council is effected by means of an administrative decision signed by the Chair of the Scientific Council.
27. A complaint against the decision refusing awarding the degree may be submitted to the Council of Scientific Excellence.

§ 3.

MODE II

(FOR CANDIDATES, WHO WANT TO OBTAIN A DEGREE OF DOCTOR IN AN EXTERNAL MODE)

I. Appointment of a supervisor or supervisors or a supervisor and an assistant supervisor

1. At least 1 month prior to the scheduled meeting of the Scientific Council, the doctoral candidate must submit the application to the Deputy Director for Scientific Affairs specifying the candidates for a supervisor (or supervisors) or a supervisor and an assistant supervisor, a topic of doctoral dissertation and confirming that this dissertation is being prepared within the agriculture and horticulture discipline. The candidate must be an author or a co-author of at least one scientific article or monograph referred to in Art. 186 sec. 1 point 3 of the Act 2.0, provided that, prior to 31 December 2020, this may also be a scientific article or a monograph as referred to in Art. 179 para. 6 of the Implementing Provisions. It is recommended that the PhD student be an author or a co-author of at least one scientific article published in a journal indexed in *Journal Citation Reports*.

2. The doctoral candidate shall attach the following documents to the application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor:
 - a) opinion of academic mentor,
 - b) academic CV,
 - c) list of publications,
 - d) written consent of candidate(s) to serve as a supervisor and an assistant supervisor,
 - e) copy of document confirming the Master of Science degree, Master of Engineering or an equivalent title, or a copy of the diploma referred to in Art. 326 sec. 2 point 2 or Art. 327 sec. 2 of the Act 2.0, entitling the holder to apply for awarding a degree of doctor in the country within whose higher education system the issuing institution operates,
 - f) candidate, referred to in Art. 186 sec. 2 of the Act 2.0 who is a graduate of first-stage studies shall attach to the application a copy of the document confirming the completion of first-stage studies, or, in the case of a student who has completed the third year of uniform Master's degree studies, a copy of the document confirming the completion of the third year of uniform Master's degree studies,
 - g) information on the course of previous doctoral process if PhD Student has previously applied for the award of doctoral degree,
 - h) application to conduct the doctoral process in English, if the process cannot be conducted in Polish.
3. The Deputy Director for Scientific Affairs forwards the application, together with the documentation, to the Committee for the Development of Scientific Staff via the Scientific Secretary of IPG PAS.
4. Upon reviewing the documentation submitted by the candidate, the Committee for the Development of Scientific Staff issues its opinion on the application for the appointment of a supervisor (or supervisors) or a supervisor and an assistant supervisor, as well as on the application to conduct the process in English, and submits this opinion to the Scientific Council.
5. The Scientific Council designates the supervisor(s) or the supervisor and assistant supervisor by way of resolution, and also adopts the resolution regarding the conduct of the procedure in English.
6. The doctoral candidate may submit a justified request to the Deputy Director for Scientific Affairs regarding a change of supervisor(s) or a change of a supervisor and an assistant supervisor. It is recommended that the proposal to change a supervisor be accompanied by the opinions of both the current and the proposed supervisor(s). A proposal to change an assistant supervisor should be accompanied by the opinion of the supervisor(s). A request submitted to the Deputy Director for Scientific Affairs to accept the resignation of one of the supervisors should be accompanied by the opinion of the remaining supervisor(s). A request submitted to the Deputy Director for Scientific Affairs to accept the resignation of an assistant supervisor should be accompanied by the opinion of the supervisor(s). The requests referred to this point are submitted to the Scientific Council after being reviewed by the Committee for the Development of Scientific Staff.

II. Acceptance of doctoral dissertation and initiation of procedure for awarding a degree of doctor

7. At least 1 month prior to the scheduled meeting of the Scientific Council, the doctoral candidate must submit the documents to the Deputy Director for Scientific Affairs:
 - a) application for the acceptance of doctoral dissertation and initiation of procedure for awarding a degree of doctor by the Scientific Council,
 - b) documents certifying proficiency in a modern foreign language — i.e., a certificate or university diploma confirming proficiency at a level of at least B2, or other documents specified in the Regulation of the Minister of Science and Higher Education of 30 July 2025, regarding the types of documents certifying proficiency in the language. A person who does not possess the aforementioned documents shall submit a request for the appointment of examination board to assess proficiency in a modern foreign language at the B2 level,
 - c) 5 copies of printed doctoral dissertation and its electronic version in PDF format,

- d) electronic version of abstract in Polish and English,
 - e) opinion of the supervisor(s),
 - f) doctoral candidate's academic CV, including a list of publications,
 - g) statement that the submitted doctoral dissertation has not been presented to another institution, nor submitted and rejected,
 - h) list of at least three proposed reviewers, approved by the supervisor or supervisors, along with their affiliations and e-mail addresses and research topics (NOTE: reviewers are appointed from among persons employed in institutions other than the one in which the person applying for a doctoral degree or the supervisor or supervisors, is an employee),
 - i) statement signed by the doctoral candidate and the supervisor(s) or the supervisor and the assistant supervisor, confirming the absence of conflict of interest with the proposed reviewers.
8. When the dissertation is prepared in the form of thematically coherent collection of articles or a multi-authored monograph, the doctoral candidate shall attach to the dissertation a statement regarding her/his contribution to the publications, as well as statements from co-authors regarding their respective contributions.
 9. Before being submitted to the Scientific Council, the doctoral dissertation must be checked for compliance with regulations concerning copyright and related rights.
 - a) supervisor or supervisors shall check the dissertation using the JSA system, according to Art. 351 of the 2.0 Act,
 - b) if irregularities are detected, the doctoral candidate may revise the dissertation, which is then re-checked in the JSA system. This procedure may be repeated only once,
 - c) access to the JSA analysis results is granted to the supervisor or supervisors, who shall submit a declaration to this effect,
 - d) If the dissertation is deemed to constitute plagiarism, the supervisor or supervisors shall notify the Disciplinary Officer of IPG PAS, who shall decide on the further course of action.
 10. Upon acceptance, the documents, along with the proposed composition of the Doctoral Committee (referred to the points 11 and 12), and the proposed composition of the examination board for the modern foreign language proficiency test at the B2 level (unless the doctoral candidate is exempt from this exam), are forwarded by the Deputy Director for Scientific Affairs to the Committee for the Development of Scientific Staff, via the Scientific Secretary of IPG PAS. The Committee for the Development of Scientific Staff may propose alternative candidates for reviewers, members of the Doctoral Committee and the examination board for the modern foreign language proficiency test at the B2 level. The Committee's opinion is presented to the Scientific Council.
 11. Procedural steps in the process of awarding a degree of doctor at IPG PAS are carried out by the Doctoral Committee. It is appointed by the Scientific Council upon the initiation of doctoral process for each doctoral candidate and operates in accordance with regulations adopted by the Council.
 12. The Doctoral Committee consists of at least seven members holding a title of professor or a degree of habilitated doctor in the discipline of agriculture and horticulture or a related discipline. The Doctoral Committee also includes the reviewers of doctoral dissertation. Scientists representing a related discipline may not constitute a majority of the Doctoral Committee. The chair of Doctoral Committee may invite the supervisor(s) and the assistant supervisor to participate in the Committee's meetings. The supervisor(s) and the assistant supervisor do not participate in voting on resolutions concerning the awarding of doctoral degree.
 13. The Scientific Secretary of IPG PAS, in consultation with the Secretary of the Scientific Council, shall — immediately upon receipt of the last review — publish all reviews, the dissertation, and its abstracts in Polish and English in the IPG PAS Public Information Bulletin (BIP) and in the POL-on system.
 14. The actions of the Scientific Council in the doctoral degree awarding procedure consist of adopting the resolutions regarding:
 - a) appointing a supervisor or supervisors, or a supervisor and an assistant supervisor,

- b) changing a supervisor or supervisors, or a supervisor and an assistant supervisor,
- c) appointing an examination board to assess proficiency in a modern foreign language at the B2 level (unless the candidate is exempt from this examination),
- d) granting consent, at the candidate's request, to conduct the doctoral degree awarding procedure in English,
- e) accepting a doctoral dissertation and initiating the procedure,
- f) appointing a Doctoral Committee,
- g) appointing three reviewers,
- h) awarding a degree of doctor,
- i) distinguishing a doctoral dissertation.

III. Verification of learning outcomes for the qualification at Polish Qualifications Framework Level 8 and admission of doctoral dissertation to the defense

15. Verification of learning outcomes for the qualification at 'Polish Qualifications Framework' Level 8 is conducted within the scope of primary discipline. It takes the form of examination conducted by the Doctoral Committee; the examination may be conducted using electronic means of communication, provided that necessary security protocols are applied.
16. If one review is negative, the Doctoral Committee can adopt the resolution on admitting the doctoral candidate to take the exam. In case of failure to pass the exam in the primary discipline, the Doctoral Committee may, at the candidate's request, grant permission to retake it - provided that at least 3 months have gone since the initial attempt. The exam may be retaken no more than once.
17. Once the doctoral candidate has passed the examination in the primary discipline and the examination confirming proficiency in a modern foreign language at the B2 level (unless exempt from the latter), and the reviews have been considered, the Doctoral Committee adopts the resolution admitting the doctoral dissertation to a public defense and schedules the date of the defense.
18. In case the doctoral dissertation is not admitted to the defense, the Doctoral Committee submits the resolution, together with a statement of reasons, to the Scientific Council.
19. If more than one review is negative, the dissertation is not admitted to the defense, according to Art. 191 sec. 1 of the Act 2.0. The decision to refuse admission to the defense is made by the Doctoral Committee, which notifies the Scientific Council of the receipt of more than one negative review and completion of the process.
20. A complaint against the decision refusing admission to the defense may be submitted to the Council of Scientific Excellence.

IV. Awarding a degree of doctor

21. The public defense of doctoral dissertation takes place at a meeting of the Doctoral Committee no earlier than 30 days after the dissertation and the reviews have been made available on IPG PAS Public Information Bulletin (BIP) website, and no earlier than 10 days after information regarding the date, venue, and form of that defense has been made available on that website.
22. The doctoral dissertation defense may be conducted using electronic means of communication that ensure, in particular:
 - a) real-time transmission of the defense among the participants,
 - b) real-time multi-party communication allowing participants to speak during the proceedings – while maintaining necessary security rules.
23. During the closed session, the Doctoral Committee adopts the resolutions:

- a) to accept the public defense of doctoral dissertation and to submit the recommendation to the Scientific Council for awarding a degree of doctor,
 - b) to submit the recommendation to the Scientific Council for the distinction of dissertation (optional).
24. A proposal to award a distinction to a doctoral dissertation is considered if three reviews are positive and at least two of them include the recommendation — supported by a substantive justification for such a distinction. The Doctoral Committee votes on the recommendation regarding the distinction and presents the result of the secret voting to the Scientific Council.
 25. Based on the resolutions of the Doctoral Committee, and after reviewing the protocol of defense course, the Scientific Council adopts the resolution to award the doctoral degree or refuses to award the degree.
 26. A complaint against the decision refusing awarding the degree may be submitted to the Council of Scientific Excellence.

§ 4.

1. Documentation regarding procedure for awarding a degree of doctor and the register of awarding degrees shall be maintained by the Scientific Secretary of IPG PAS in consultation with the Secretary of the Scientific Council.
2. Scientists awarded the doctoral degree by the Scientific Council receive the diploma and a certified copy thereof (for a fee, in accordance with the regulations in force on the date of the diploma's issuance), in a format compliant with the relevant regulation concerning diplomas applicable on the date of the diploma's issuance.
3. Applications for the distinction of doctoral dissertations defended in a given calendar year are reviewed, following the close of that year, by the Scientific Council Committee composed of: the chair - one of the Deputies of the Chair of Scientific Council; the Deputy Director for Scientific Affairs of IPG PAS; all chairs of the Doctoral Committees for the processes conducted during the calendar year to which the applications pertain; and one representative of members of the Scientific Council without a habilitation degree or a professor title.
4. The Committee referred to sec.3 shall be appointed by the Scientific Council at its last meeting in a given calendar year.
5. The chair of the Committee convenes a meeting of the Committee prior to the meeting of the Scientific Council at which the Institute's annual report is approved.
6. The Committee evaluates applications for the distinction of doctoral dissertations and ranks them based on: the substantive nature of the reviewers' justifications; the grade from the main examination or the grades from obligatory lectures within the primary discipline (which must be at least 4); the number of publications related to the doctoral dissertation (with at least a DOI); the nature of co-authorship and the bibliographic parameters of such publications; and the opinion regarding the doctoral dissertation defense as presented in the Doctoral Committee's protocol.
7. The chair of the Committee presents to the Scientific Council opinions on the applications for the distinction, whereby a positive opinion may be issued for no more than the number of applications equal to $0.3n$ rounded up, where n is the number of doctoral degrees awarded in a given calendar year.
8. The distinction is confirmed by an honorary diploma and a financial award, the amount of which is determined in each time by the Director of IPG PAS, taking into account the financial resources of IPG PAS.

B.

MODE OF PROCEDURE FOR AWARDING A DEGREE OF HABILITATED DOCTOR at the Institute of Plant Genetics Polish Academy of Sciences

§ 5.

1. A degree of habilitated doctor at IPG PAS is awarded to a person who:
 - 1) holds a doctoral degree,

- 2) possesses scientific achievements constituting a significant contribution to the development of a specific discipline, including at least:
 - a) one scientific monograph published by the publishing house that, in the year of the monograph's publication in its final form, was included in the list prepared in accordance with regulations indicated in Art. 267 sec. 2 point 2a of the Act 2.0,
 - or
 - b) one series of thematically related scientific articles published in the scientific journals or in peer-reviewed international conference proceedings that, in the year of the article's publication in its final form, were included in the list prepared in accordance with regulations indicated in Art. 267 sec. 2 point 2b of the Act 2.0,
 - or
 - c) one completed original design, engineering, or technological achievement.
- 3) demonstrates a significant scientific activity carried out at more than one university or scientific institution, particularly one located abroad.
2. The achievement referred to sec. 1 point 2 may constitute a part of collective work, provided that the elaboration of specific issue represents the individual contribution of the person applying for the degree of habilitated doctor.
3. The achievement referred to sec. 1 point 3 may be, in particular, an employment or an internship at other scientific institutions.
4. The obligation to publish does not apply to achievements the subject of which is covered by the protection of classified information.

§ 6.

1. The candidate submits an application to initiate habilitation process to IPG PAS via the Council of Scientific Excellence.
2. The application shall include:
 - 1) description of the professional career,
 - 2) list of achievements, according to § 5 sec. 1 point 2,
 - 3) indication of IPG PAS as the institution selected to conduct the process for awarding a degree of habilitated doctor.
3. The Council of Scientific Excellence conducts a formal assessment of the application and forwards it to IPG PAS within 4 weeks of its receipt. Within 4 weeks of IPG PAS receiving the application, the Scientific Council of IPG PAS may withhold consent to conduct the procedure for awarding a degree of habilitated doctor and return the application to the Council of Scientific Excellence. The application is first reviewed by the Committee for the Development of Scientific Staff.
4. Within 12 weeks of receiving the application, the Council of Scientific Excellence appoints four members of the Habilitation Committee, including the Committee chair and three reviewers, and communicates this information to IPG PAS.
5. Within 6 weeks of receiving information regarding the members of the Habilitation Committee designated by the Council of Scientific Excellence, the Scientific Council of IPG PAS shall appoint the Habilitation Committee, including a fourth reviewer, a secretary, and a committee member. The Deputy Director for Scientific Affairs shall submit a proposal regarding the fourth reviewer, the secretary, and the committee member to the Committee for the Development of Scientific Staff. This Committee may propose alternative candidates. The Committee's opinion shall be presented to the Scientific Council.
6. Composition of the Habilitation Committee:
 - a) Committee consists of 7 members, including a chair, a secretary, and 4 reviewers,

- b) all Committee members must hold a title of professor or a degree of habilitated doctor,
 - c) Committee chair and reviewers must have current academic achievements,
 - d) Committee chair and reviewers may not be employees of IPG PAS,
 - e) secretary and one Committee member must be employees of IPG PAS.
7. In case that the application is withdrawn after the Habilitation Committee has been appointed:
- a) the same application may not serve as the basis for awarding a degree of habilitated doctor at another institution,
 - b) applicant may not apply for a degree of habilitated doctor for a period of two years.
8. Within 8 weeks of the date of receipt of the application, the reviewers assess whether the habilitation candidate's achievements meet the requirements, according to the Act 2.0 and prepare their reviews.
9. Upon receipt of all reviews, the Habilitation Committee conducts the habilitation colloquium.
- a) habilitation colloquium is public in nature and takes place during an open part of the Habilitation Committee meeting. The colloquium comprises a 20–30-minute presentation by the habilitation candidate regarding her/his scientific achievements, followed by a discussion on these achievements. Upon completion of the colloquium, a closed part of the Committee meeting takes place, during which the resolution referred to § 6 sec. 10, is adopted.
 - b) habilitation colloquium may be conducted using electronic means of communication that ensure, in particular:
 - real-time transmission of colloquium among its participants,
 - real-time multi-party communication allowing participants to speak during the process, while maintaining necessary security rules.
 - c) decisions how to conduct the colloquium are made by the chair of the Habilitation Committee.
 - d) habilitation colloquium is not held if at least two reviews are negative.
10. Within 6 weeks of receiving the reviews, the Committee shall adopt and submit to the Scientific Council the resolution containing the Committee's opinion on awarding a degree of habilitated doctor, together with a justification and the documentation of habilitation process. The Committee may submit a recommendation to the Scientific Council to distinguish the habilitation candidate's scientific achievements. The Committee's resolution shall be adopted by an open voting or—at the candidate's request—by a secret voting, with at least six Committee members present, including the chair and the secretary. The Committee's resolution shall be adopted by an absolute majority of votes. The Habilitation Committee's opinion may not be positive if at least two reviews were negative.
11. Based on the resolution of the Habilitation Committee referred to sec. 10, the Scientific Council shall, within 1 month of receiving said resolution, award a degree of habilitated doctor or refuse to award it. The Scientific Council's decision is made by a secret voting with an absolute majority of votes, provided that at least half of the eligible members of the Scientific Council are present. The Scientific Council shall refuse to award the degree if the Habilitation Committee's opinion is negative. A resolution to distinguish the scientific achievements of the habilitation candidate is adopted using the same procedure as that for the application to award the degree of habilitated doctor. Such a distinction is confirmed by an honorary diploma. Members of the Habilitation Committee who are not members of the Scientific Council shall be invited to the meeting of the Scientific Council at which the resolution regarding the awarding or refusal to award a degree of habilitated doctor is to be adopted, though they shall have no voting rights.
12. The Scientific Secretary of IPG PAS, in consultation with the Secretary of the Scientific Council of IPG PAS, shall publish the following in the IPG PAS Public Information Bulletin (BIP):
- a) the application of habilitation candidate,
 - b) information on the composition of the Habilitation Committee,

- c) reviews,
 - d) information regarding the date, venue, and procedure for the habilitation colloquium, no later than 10 days prior to the scheduled date of the habilitation colloquium,
 - e) the resolution containing the opinion on the awarding a degree of habilitated doctor, together with the justification,
 - f) the decision to award or refuse to award a degree of habilitated doctor,
- and in the POL-on system:
- a) the application of habilitation candidate,
 - b) information on the composition of the Habilitation Committee,
 - c) reviews.
13. In case of decision to refuse to award a degree of habilitated doctor, the candidate may submit an appeal against that decision to the Council of Scientific Excellence via the Scientific Council of IPG PAS within 30 days of receiving the decision.
 14. If the decision to refuse is upheld, the habilitation candidate may submit a new application to initiate procedure after a period of at least two years. This period may be reduced to 12 months in case of significant increase in the candidate's academic achievements.

§ 7.

1. Documentation regarding procedure for awarding a degree of habilitated doctor and the register of awarding degrees shall be maintained by the Scientific Secretary of IPG PAS in consultation with the Secretary of the Scientific Council.
2. Scientists awarded a degree of habilitated doctor by the Scientific Council receive the diploma and a certified copy thereof (for a fee, in accordance with the regulations in force on the date of the diploma's issuance), in a format compliant with the relevant regulation concerning diplomas applicable on the date of the diploma's issuance.

C.

FINAL MATTERS

§ 8.

1. A supervisor, an assistant supervisor, and a reviewer in the procedure for awarding a degree of doctor and habilitated doctor, as well as a member of the Habilitation Committee, are entitled to a one-off remuneration.
2. The remuneration of a supervisor amounts to 83%, and that of an assistant supervisor to 50%, of a professor's salary. The remuneration is paid following the completion of the process for awarding a degree of doctor that resulted in the degree being awarded.
3. The reviewer's remuneration in the procedure for awarding a degree of doctor shall amount to 27%, and for a degree of habilitated doctor to 33%, of a professor's salary.
4. The remuneration of member of Habilitation Committee amounts to 17% of a professor's salary, or 33% of a professor's salary if the member serves as the committee's chair or secretary. The remuneration is paid upon the completion of the procedure of awarding the degree.
5. A person applying for the awarding a degree of doctor or a degree of habilitated doctor shall pay a fee to conduct the process.
6. The amount of fee may not exceed the costs of the process, taking into account, in particular, the costs of remuneration for supervisor(s), an assistant supervisor, and reviewers.
7. Fee waivers apply to:

- a) employees of IPG PAS,
- b) graduates of doctoral school run by IPG PAS or by IPG PAS jointly with other institutions,
- c) other persons, in whole or in a part, who have submitted a justified request to the Director of IPG PAS regarding this matter and have been granted a full or partial waiver.

§ 9.

1. These Regulations of procedure for awarding a degree of doctor and habilitated doctor at the Institute of Plant Genetics Polish Academy of Sciences were adopted by the Scientific Council on June 26, 2026, and enter into force on the date of their adoption.
2. The Regulations of procedure for awarding a degree of doctor, habilitated doctor and a title of professor at the Institute of Plant Genetics Polish Academy of Sciences in Poznań, dated 30 September 2019 (introduced by Resolution No. 5/K/2019), as amended, are hereby repealed.