

**Regulations
Governing the Procedure for Awarding the Doctoral Degree by
the Jerzy Haber Institute of Catalysis and Surface Chemistry,
Polish Academy of Sciences**

**Chapter 1
General Provisions**

§ 1

Whenever reference is made to:

- 1) Regulations – this shall be understood to mean the Regulations governing the procedure for awarding the doctoral degree at the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (ICSC PAS);
- 2) the Scientific Council – this refers to the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences;
- 3) Director – this refers to the Director of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences;
- 4) The Act – this refers to the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
- 5) The Act – Introductory Provisions – this refers to the Act of 3 July 2018 on Introductory Provisions to the Act – Law on Higher Education and Science (Journal of Laws 2018, item 1669);
- 6) candidate – this refers to a person who is applying for the award of the doctoral degree by the Scientific Council;
- 7) external candidate – this refers to a candidate who applies for the award of the doctoral degree by the Scientific Council under the external mode;
- 8) doctoral examination – this refers to an examination in a core discipline corresponding to the subject of the doctoral thesis;
- 9) Standing Committee of the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences – this refers to the Standing Committee of the Scientific Council responsible for proceedings concerning the award of the doctoral degrees;
- 10) BIP – this refers to the Public Information Bulletin;
- 11) JSA – this refers to the Unified Anti-Plagiarism System referred to in Article 351(1) of the Act;
- 12) PRK – this refers to the Polish Qualifications Framework;
- 13) RDN – this refers to the Council for Scientific Excellence referred to in Article 232 of the Act;
- 14) POL-on System – this refers to the Integrated Information System on Higher Education and Science referred to in Article 342 of the Act.

§ 2

1. The Scientific Council awards the doctoral degree in the field of Natural Sciences, in the discipline of Chemical Sciences.
2. The Scientific Council adopts resolutions on, in particular:
 - 1) the appointment and replacement of a supervisor, supervisors or an assistant supervisor in the case of candidates applying for the doctoral degree under the external mode;
 - 2) the appointment of reviewers;
 - 3) acceptance of the doctoral thesis and its admission to a public defence;
 - 4) acceptance of the public defence of the doctoral thesis;
 - 5) the award of the doctoral degree.
3. Resolutions of the Scientific Council on matters relating to proceedings for the award of the doctoral degree and, in the case of candidates applying for the doctoral degree under the external mode, the appointment and replacement of a supervisor, supervisors or an assistant supervisor shall be adopted by secret ballot and shall require an absolute majority of the votes cast, with at least half of the total number of persons entitled to vote participating.
4. Members of the Scientific Council holding the title of professor, the degree of habilitated doctor, and persons who have acquired qualifications equivalent to those of a habilitated doctor pursuant to Article 226 of the Act are entitled to vote in the ballot referred to in paragraph 3.
5. A member of the Scientific Council who is the supervisor or assistant supervisor of a person applying for the award of the doctoral degree shall be excluded from participation in the proceedings for the award of the doctoral degree initiated at that person's request.
6. The Scientific Council may delegate the authority to adopt the resolutions referred to in paragraph 2(3) and (4) to a committee appointed for this purpose. Where the defence of the doctoral thesis has taken place before a committee, that committee shall prepare a draft resolution on the award of the doctoral degree and submit it to the Scientific Council.
7. A resolution on the award of the doctoral degree shall become final upon its adoption.
8. Resolutions of the committee referred to in paragraph 6 shall be adopted by secret ballot and shall be passed by an absolute majority of the votes cast, with at least half of the committee members participating in the vote.

Chapter 2

Procedure for Appointing and Replacing a Supervisor, Supervisors or an Assistant Supervisor in the Case of Candidates Applying for the Doctoral Degree under the External Mode

§ 3

1. An external candidate shall submit an application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, in accordance with the template set out in Appendix 1 to this Resolution.
2. In the application, the external candidate shall specify:

- 1) a proposed topic and concept for the doctoral thesis, together with the planned scope;
 - 2) proposed candidates to serve as supervisor(s) or as a supervisor and an assistant supervisor;
3. The application shall be signed by the external candidate.
4. The external candidate shall attach the following to the application:
- 1) a copy of a document confirming possession of the professional title of Master of Science, Master of Engineering or equivalent qualification, or a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, entitling the holder to apply for the doctoral degree in the country whose higher education system includes the institution that issued it, unless the candidate meets the conditions set out in Article 186(2) of the Act, certified as a true copy of the original;
 - 2) a personal questionnaire drawn up in accordance with the template set out in Appendix 2;
 - 3) an academic CV containing a list of academic achievements;
 - 4) justification for the appointment of more than one supervisor or an assistant supervisor, including a description of the division of responsibilities between the supervisors, where the candidate requests the appointment of more than one supervisor or a supervisor and an assistant supervisor;
 - 5) a statement or statements by the proposed supervisor(s) or by the proposed supervisor and assistant supervisor confirming compliance with the requirements set out in Article 190 of the Act, which, in the case of persons not employed by the ICSC PAS, shall contain the data necessary to complete the register of persons applying for the doctoral degree in the POL-on system referred to in Article 345(1)(17) of the Act, drawn up in accordance with the template set out in Appendix 3.
5. An application submitted by a person preparing a doctoral thesis under the external mode, in which a person not employed by the ICSC PAS has been proposed to serve as supervisor or supervisors, or as supervisor and assistant supervisor, and for whom the statement referred to in paragraph 4(5) has not been submitted, shall not be considered.
6. If, within 4 years from the appointment of the supervisor or supervisors, the external candidate fails to submit the application referred to in § 9(1), the Scientific Council may, after obtaining the opinion of the supervisor or supervisors, revoke the resolution appointing the supervisor or supervisors, as appropriate. At the candidate's request, after obtaining the opinion of the supervisors, the Scientific Council may extend the deadline for submitting the application referred to in § 9(1), but by no more than 24 months.
7. The Standing Committee of the Scientific Council, on the basis of the documentation submitted by the external candidate, issue a written opinion concerning the candidate's application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, on the basis of which the Scientific Council shall appoint the supervisor or supervisors, or the supervisor and an assistant supervisor.

§5

1. A change of supervisor or assistant supervisor may take place upon a written and reasoned request from the external candidate.

2. A person acting as a supervisor or assistant supervisor may resign from that function upon a justified request, due to an inability to continue providing academic supervision of a doctoral thesis being prepared under the external mode.
3. In the event of the resignation of a supervisor or assistant supervisor, a change of supervisor or assistant supervisor may take place once the Scientific Council has determined that the reasons for resignation prevent the person from continuing to act as a supervisor or assistant supervisor.
4. A supervisor whose resignation has been accepted by the Scientific Council and who is the sole supervisor shall continue to perform that function until a new supervisor is appointed, but for no longer than 6 months. After that period, a person preparing a doctoral thesis under the external mode under the supervision of that supervisor shall be removed from the register of persons applying for the doctoral degree in the POL-on system referred to in Article 345 of the Act, unless that person has submitted an application for a change of supervisor.
5. The application referred to in paragraph 1 shall be submitted in accordance with the template set out in Appendix 4.
6. A resolution of the Scientific Council accepting the resignation of a supervisor and relieving them of that function shall enter into force upon the appointment of a new supervisor, provided that more than one supervisor had not previously been appointed for the candidate, or upon its adoption if more than one supervisor had previously been appointed.
7. A resolution of the Scientific Council accepting the resignation of an assistant supervisor and relieving them of the function of assistant supervisor shall enter into force upon its adoption.

Chapter 3

Rules for Determining the Fee for Proceedings for the Award of the Doctoral Degree under the External Mode and for Exemption from that Fee

§ 6

1. The fee for conducting proceedings for the award of the doctoral degree shall be paid by:
 - 1) the candidate;
 - 2) in the case of an academic teacher or research employee, the higher education institution, institute of the Polish Academy of Sciences, research institute or international institute employing that person.
2. No fee shall be charged to a person who:
 - 1) at the time of submitting the application to initiate proceedings for the award of the doctoral degree was employed as a research employee of the Institute;
 - 2) has completed education at the doctoral school operated by the Institute.

§7

1. The fee for conducting proceedings for the award of the doctoral degree consists of the following elements:

- 1) remuneration for persons acting as supervisors or assistant supervisors, which, in accordance with the Act, amounts respectively to: remuneration of a supervisor – 83% of a professor’s remuneration; remuneration of an assistant supervisor – 50% of a professor’s remuneration;
 - 2) remuneration of reviewers amounting to 27% of a professor’s remuneration;
 - 3) employer social security contributions (ZUS contributions) calculated on the remuneration referred to in points 1 and 2., calculated in accordance with the applicable regulations;
 - 4) travel and accommodation costs of reviewers, based on their actual costs determined in accordance with the rules governing the reimbursement of business travel expenses;
 - 5) a fee covering the remaining costs of conducting the proceedings amounting to 20% of the remuneration and related contributions referred to in points 1–3.
2. The fee shall be paid on the basis of a written agreement concluded between the Institute and the party referred to in § 6(1) following completion of the proceedings.
 3. The agreement referred to in paragraph 2 shall be concluded before the meeting of the Scientific Council at which the proceedings for the award of the doctoral degree initiated by the candidate’s application are to be considered for the first time.

§8

In exceptional circumstances, a person applying for the award of the doctoral degree may be exempted, in whole or in part, from the fee for proceedings for the award of the doctoral degree under the external mode. The decision on granting such an exemption shall be taken by the Director at the request of the person concerned.

Chapter 4

Procedure for Submitting a Doctoral Thesis (Doctoral Dissertation)

§9

1. The candidate shall submit an application to initiate proceedings for the award of the doctoral degree, in accordance with the template set out in Appendix 5.
2. The candidate shall attach the following to the application to initiate proceedings for the award of the doctoral degree:
 - 1) a copy of a document confirming possession of professional title of Master, Master of Engineering or an equivalent qualification, or a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, entitling the holder to apply for the award of the doctoral degree in the country whose higher education system includes the institution that issued it, unless the candidate meets the conditions set out in Article 186(2) of the Act; and, in the case of a recognised diploma, a copy of the certificate together with a copy of the diploma or a certified true copy of that diploma;
 - 2) information on at least one of the candidate’s publications meeting the requirements set out in Article 186(1)(2)(a) or (b) of the Act, and, where applicable, information on other publications;

- 3) a doctoral thesis that meets the requirements of Article 187(1)-(3) of the Act. The candidate shall submit five hard copies of the doctoral thesis, printed double-sided, including one reduced-size copy intended for the Archives of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (i.e. printed double-sided, with two pages of the thesis on one side of an A4 sheet, bound), together with a copy stored on a digital data storage medium. The title page of the doctoral thesis shall be prepared in accordance with the template set out in Appendix 6;
- 4) the statements referred to in Chapter 9, where the doctoral thesis constitutes a collection of published and thematically related scientific articles;
- 5) an abstract in English, and, where the doctoral thesis has been prepared in a foreign language, also an abstract in Polish, as referred to in Article 187(4) of the Act;
- 6) a positive opinion from the supervisor or supervisors regarding the doctoral thesis, confirming that the requirements set out in Article 187(1)-(3) of the Act have been fulfilled;
- 7) a statement that the submitted thesis is not the subject of any other proceedings for the award of the doctoral degree, in accordance with the template set out in Appendix 7 to the Regulations;
- 8) a statement that the submitted thesis has not been the subject of any other proceedings for the award of the doctoral degree or any doctoral procedure, in accordance with Form A set out in Appendix 8. If the candidate has previously applied for the award of the doctoral degree, Form B or Form C from Appendix 8 shall be attached, as appropriate, depending on the manner in which the proceedings or doctoral procedure were concluded;
- 9) information indicating whether the subject matter of the doctoral thesis is covered by legally protected confidentiality;
- 10) where the doctoral thesis was prepared during doctoral school education, a certificate issued by the doctoral school confirming completion of doctoral school education;
- 11) where the doctoral thesis was prepared under the external mode, a copy of a certificate or diploma confirming proficiency in a modern foreign language at a level of at least B2, certified as a true copy of the original, if available. The list of accepted certificates confirming proficiency in a modern foreign language is set out in Annex 1 to the *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 in higher education studies (Journal of Laws 2025, item 1045)*;
- 12) a report approved by the supervisor, confirming that the written doctoral thesis has been checked using the Unified Anti-Plagiarism System (JSA), together with the supervisor's assessment as to whether the doctoral thesis constitutes an original work;
- 13) a statement, in accordance with the template set out in Appendix 9, confirming that the electronic version of the doctoral thesis attached to the application is identical to the version covered by the report referred to in point 12 and to the attached hard copy of the thesis;
- 14) where more than one supervisor has been appointed in the proceedings for the award of the doctoral degree, the duties referred to in point 12 shall be performed by one of the supervisors authorised by the others. Such authorisation should, in the first instance, be granted to the supervisor who is employed by the ICSC PAS. In such a

- case, the written authorisations shall be attached to the signed report on the examination of the doctoral thesis using the JSA referred to in point 12;
- 15) a personal questionnaire drawn up in accordance with the template set out in Appendix 2;
 - 16) an academic CV containing a list of academic achievements;
 - 17) a description of the doctoral thesis prepared in accordance with Appendix 10;
 - 18) for a thesis subject to a confidentiality clause, the candidate may attach an electronic version of the thesis with those parts of the text that are subject to confidentiality removed;
3. The application and all declarations and authorisations shall be signed. The signature may be handwritten or electronic.
 4. The application together with its appendices, with the exception of hard copy versions of the doctoral thesis, may be submitted electronically.

Chapter 5

Doctoral Thesis Subject to a Confidentiality Clause

§10

1. A doctoral thesis may be subject to a confidentiality clause where its subject matter, within the meaning of Article 188(2) of the Act, is covered by a legally protected secret, in particular where the doctoral thesis contains information constituting a trade secret within the meaning of Article 11(2) of the Act of 16 April 1993 on Combating Unfair Competition (i.e. Journal of Laws of 2022, item 1233), classified data or confidential information.
2. If the subject matter of the doctoral thesis is covered by a legally protected secret, the candidate shall attach to the application for the initiation of proceedings for the award of the doctoral degree a statement approved by the supervisor and the Director, specifying the scope of the data covered by confidentiality (excerpts or the entirety of the doctoral thesis) in accordance with the template in Appendix 11. The statement shall be accompanied by a positive opinion of the supervisor or supervisors regarding the justification for classifying the thesis to a confidentiality clause and the scope of the data covered by confidentiality indicated by the author of the thesis, and, where the doctoral thesis contains information constituting a trade secret, by the consent of the authorised entity to the use of confidential data in the doctoral thesis.
3. A doctoral thesis may also be subject to a confidentiality clause if it contains content constituting the intellectual property of an invention disclosed at the Institute which has not yet been granted intellectual property protection. In such a case, the thesis or parts thereof may be made subject to a confidentiality clause on the basis of a statement by both the candidate and the supervisor, following approval by the Director. The statement shall specify a justification together with the scope of the thesis content subject to protection.
4. Members of the Standing Committee of the Scientific Council and the Doctoral Committee shall, prior to undertaking any activities in the proceedings for the award of the doctoral degree, sign a confidentiality declaration.
5. The defence of a thesis subject to a confidentiality clause shall take place at a closed meeting of the Doctoral Committee. During the defence, only members of the doctoral committee and guests invited by the author of the thesis and approved by the supervisor, the Director

and, where the doctoral thesis contains information constituting a trade secret, by the authorised entity, may be present. Invited guests shall sign a confidentiality declaration.

6. The Director shall determine the detailed procedure applicable to theses subject to a confidentiality clause.

Chapter 6

Procedure for the Appointment of Committees and the Scope of Their Activities in Proceedings for the Award of the Doctoral Degree

§11

1. Where the doctoral thesis has been prepared under the external mode, the Scientific Council shall, by resolution, appoint the following committees in the relevant proceedings for the award of the doctoral degree:
 - 1) an examination committee to conduct the doctoral examination, composed of five members of the Scientific Council entitled to vote in proceedings concerning the award of academic degrees, as referred to in §2(4), taking into account § 2(5), including the chair of the committee;
 - 2) a committee responsible for the acceptance of the doctoral thesis and its admission to public defence (hereinafter referred to as “the defence”), and for the acceptance of the defence (hereinafter referred to as “doctoral committee”), composed of:
 - a) members of the Scientific Council who are members of the examination committee for the doctoral examination;
 - b) reviewers of the doctoral thesis.
2. If a Chair of the Examination Committee has been appointed to conduct the doctoral examination in a given proceeding, that person shall also serve as the Chair of the Doctoral Committee in that proceeding.
3. The Scientific Council may, by resolution, appoint a committee for the verification of proficiency in a Modern Foreign Language, composed of at least two persons, including a person authorised to certify proficiency in a modern foreign language at B2 level.
4. Where the doctoral thesis has been prepared during doctoral school education, the Scientific Council shall, by resolution, appoint a Doctoral Committee composed of:
 - a) five members of the Scientific Council entitled to vote in proceedings concerning the award of academic degrees, as referred to in §2(4), taking into account § 2(5), including the Chair of the committee;
 - b) reviewers of the doctoral thesis.

§12

1. The Examination Committee shall conduct the doctoral examination and verify that the external candidate has achieved the learning outcomes required for a qualifications at level 8 of the Polish Qualifications Framework (PRK).

2. The Committee for the Verification of Proficiency in a Modern Foreign Language shall conduct the examination in a modern foreign language.
3. The Doctoral Committee shall be authorised to:
 - 1) adopt resolutions concerning the admission of a doctoral thesis to a public defence;
 - 2) conduct the public defence of the doctoral thesis;
 - 3) adopt resolutions containing an opinion on the acceptance of the doctoral defence.
4. Minutes shall be taken of the meetings of the Examination Committee and the Committee for the Verification of Proficiency in a Modern Foreign Language, in accordance with the template set out in Appendix 12. The minutes shall be signed by all members of the committee present at the meeting.
5. Minutes shall be taken of the meetings of the Doctoral Committee. Minutes of the meeting of the Doctoral Committee at which the defence took place shall be prepared in accordance with the template set out in Appendix 13.

§13

1. Examinations conducted by the committees referred to in §11(1), as well as the defence of the doctoral thesis, may be conducted outside the Institute's premises using electronic means of communication, ensuring in particular:
 - 1) real-time transmission of the defence between its participants,
 - 2) real-time multi-party communication enabling participants in the defence to speak during the proceedings, while ensuring compliance with the necessary security requirements.
2. Resolutions adopted by the committees referred to in § 11(1) using electronic means of communication shall be signed by the Chair of the Committee.
3. The minutes referred to in §12(3), in the case of meetings conducted using electronic means of communication, shall be signed by the Chair of the Committee.
4. An examination or defence may be conducted remotely either on the initiative of the Chair of the Committee or upon a written request of the person concerned. The Chair of the relevant Committee shall decide on the mode in which the examination or defence is conducted.

Chapter 7

Procedure for Appointing Reviewers

§14

1. The Scientific Council shall, by resolution, appoint three reviewers with significant achievements in the scientific areas to which the doctoral thesis relates.
2. A person in respect of whom there are reasonable doubts as to their impartiality may not act as a reviewer.
3. Upon a reasoned request from the Chair of the Doctoral Committee, the Scientific Council may, by resolution, replace a reviewer.

Chapter 8

Procedure for Verifying Learning Outcomes for Qualifications at Level 8 of the Polish Qualifications Framework (PRK) in the Case of Candidates Applying for the Doctoral Degree under the External Mode

§15

1. The verification of learning outcomes for qualifications at level 8 of PPK in the case of candidates applying for the doctoral degree by external mode shall be carried out by the Examination Committee responsible for conducting the doctoral examination.
2. The achievement of learning outcomes for qualifications at level 8 of PRK by an external candidate shall be verified on the basis of:
 - 1) the doctoral examination;
 - 2) a modern foreign language examination, where a Committee for the Verification of Proficiency in a Modern Foreign Language has been in the proceedings;
 - 3) the documentation submitted by the external candidate;
 - 4) the presentation referred to in § 17(2).

Chapter 9

Procedure for Verifying Compliance with the Requirement Referred to in Article 186(1)(3)(a) and (b) of the Act, in the Case of Multi-Authored Publications

§16

Where the doctoral thesis consists of a collection of published and thematically related scientific articles, the candidate shall submit, for each scientific article included in the collection, a statement specifying the candidate's individual and precisely defined contribution to the authorship of that article, together with statements from all co-authors describing the individual contributions of each co-author to its preparation. The candidate shall be exempt from the obligation to submit a statement in the event of a co-author's death, a judicial declaration of death, or a permanent health impairment preventing the required statement from being obtained.

Chapter 10

Requirements Referred to in Article 186(1)(5) of the Act, or Additional Conditions for Admission to the Defence

§ 17

1. A doctoral thesis (dissertation) may consist of a collection of published and thematically related scientific articles, provided that it meets the following criteria:
 - 1) the collection consists of at least 3 scientific articles published or accepted for publication in journals included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, or referred to in Article 179(6) of the Act – Introductory Provisions;

- 2) the candidate is the first author and/or corresponding author of at least two publications included in the collection;
 - 3) the collection bears a title and is accompanied by a description in which the candidate defines the research problem in the context of the current scientific literature, explains its originality and the manner in which it was addressed, discusses the results obtained and presents the main conclusions.
2. At the meeting of the Scientific Council at which the proceedings for the award of the doctoral degree to the candidate are to be considered for the first time, the candidate shall present, in the form of a 15-minute presentation, the main assumptions and results of the doctoral thesis and, where the doctoral thesis constitutes an individual contribution to a collective work, also a description of the candidate's individual contribution to the publications produced as part of the doctoral work.
 3. An external candidate may be admitted to the defence if they have passed the doctoral examination.

Chapter 11

Procedure for Awarding the Doctoral Degree

§ 18

1. The candidate shall submit an application to initiate proceedings for the award of the doctoral degree, together with the attachments specified in § 9, to the Institute's Secretariat.
2. The Director shall, within 30 days, verify the submitted documentation for formal compliance. The Director may designate a person to carry out the formal verification of the documentation.
3. The candidate shall rectify any formal deficiencies in the documentation within 30 days of receiving a request to supplement it. Failure to meet this deadline shall result in the application not being considered.
4. The date of submission of the doctoral thesis shall be the date on which a complete set of documents referred to in §9, compliant with the formal requirements, is delivered to the Institute's Secretariat.
5. The Director shall forward the application for the initiation of proceedings for the award of the doctoral degree, together with the doctoral thesis and accompanying documents, to the Chair of the Standing Committee of the Scientific Council immediately upon receipt.
6. Upon submission of the doctoral thesis, the Director or a person authorised by the Director shall inform the Candidate of the date of the next meeting of the Scientific Council at which the Candidate may deliver the 15-minute presentation referred to in §17(2).
7. At the meeting of the Scientific Council, the Candidate shall deliver the 15-minute presentation referred to in §17(2).
8. The Scientific Council, by resolution, appoint three reviewers and establish committees and their chairpersons.

9. The Director shall instruct the reviewers to prepare a reviews containing an opinion on whether the requirements referred to in Article 187(1)-(3) of the Act have been fulfilled and, where the doctoral thesis constitutes an independent and distinct part of a collective work, also an assessment of the candidate's individual contribution to its creation.
10. The review shall be submitted either in hard copy bearing a handwritten signature together with a copy stored on a digital data storage medium, or in electronic form bearing an electronic signature, within two months from the date on which the doctoral thesis was delivered.
11. Prior to the acceptance of the doctoral thesis, an external candidate shall sit a doctoral examination and, where applicable, an examination in a modern foreign language, if a committee has been appointed in the proceedings to conduct such an examination.
12. The doctoral examination shall be held within 8 weeks from receipt of the final review, provided that at least two reviews are positive.
13. The date of the examination shall be determined by the Chair of the relevant Committee.
14. In justified cases, the date of the doctoral examination may be postponed:
 - 1) on the initiative of the Chair of the Doctoral Committee, but by no more than 3 months;
 - 2) at the request of the external candidate.
15. If a person applying for the doctoral degree under the external mode fails to sit the doctoral examination or the examination in a modern foreign language on the scheduled date, the Scientific Council may adopt a resolution closing the proceedings for the award of the doctoral degree.
16. Examinations shall be graded according to the following scale:
 - 1) 90% and above – very good (5.0)
 - 2) 80% and above – good plus (4.5)
 - 3) 70% and above – good (4.0)
 - 4) 60% and above – satisfactory plus (3.5)
 - 5) 50% and above – satisfactory (3.0)
 - 6) below 50% – unsatisfactory (2.0)

- A positive examination result shall be obtained for grades referred to in points 1–5. The result shall be negative if the external candidate receives a grade of unsatisfactory (2.0)..
17. An external candidate may be admitted to the defence if they have obtained a positive result in the doctoral examination.
18. If an external candidate receives a negative grade in the doctoral examination in a core discipline, the Scientific Council may, at the candidate's request, grant permission to retake the examination, provided that the retake takes place no earlier than three months after the date of the first examination and no more than once.
19. In the case of candidates applying for the doctoral degree under the external mode, the Examination Committee shall, by resolution, verify the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PRK). Resolutions concerning the verification of learning outcomes for qualification at level 8 of the Polish Qualifications Framework (PRK) shall be adopted by secret ballot and shall require an

- absolute majority of the votes cast, with at least half of the total number of Committee members participating. The outcome of the verification may be positive or negative.
20. Acceptance of an external candidate's doctoral thesis and admission of that thesis to defence shall be possible only where the outcome of the verification is positive.
 21. Having examined the doctoral thesis, the opinions of the supervisor or supervisors, of the supervisor and assistant supervisor, the reviews, the result of the doctoral examination and, in the case of an external candidate, the result of the verification of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PRK), the Doctoral Committee shall adopt a resolution on the acceptance of the doctoral thesis and its admission to defence.
 22. Where the doctoral thesis is accepted and admitted to defence, the Chair of the Doctoral Committee shall determine the date and venue of the defence and shall inform the parties of the procedure to be followed. The defence shall take place before the Doctoral Committee at an open meeting of that Committee or, where the thesis is subject to a confidentiality clause, at a closed meeting.
 23. The date of the defence may not be set earlier than 30 days after the Doctoral Committee has adopted a resolution on the acceptance of the doctoral thesis and its admission to defence.
 24. The Institute shall make available in the Public Information Bulletin (BIP) on its website the documents relating to the doctoral proceedings referred to in Article 188 of the Act, within the time limits specified therein.
 25. In the event that the doctoral thesis is not accepted and is not admitted to the defence, the Doctoral Committee shall present the matter, together with its justification, at the next meeting of the Scientific Council, which shall adopt a resolution on the matter.
 26. At least two reviewers shall participate in the defence of the doctoral thesis and, where one of the reviews is negative, all reviewers of the doctoral thesis shall participate in the defence.
 27. During the meeting referred to in paragraph 26:
 - 1) after the Chair of the Doctoral Committee has opened the meeting and presented the candidate's academic profile, the candidate shall present the main assumptions and results of the doctoral thesis;
 - 2) the reviewers shall present their reviews (where a reviewer is absent, the Chair of the Committee shall order the review to be read aloud);
 - 3) after the candidate has responded to the reviews, the Chair of the Doctoral Committee shall open a discussion in which all persons present may participate;
 - 4) the discussion shall be opened and closed by the Chair of the Doctoral Committee.
 28. Following the defence, in a closed session:
 - 1) the Doctoral Committee shall adopt a resolution on the acceptance of the defence; however, a resolution refusing acceptance of the defence shall be submitted by the Doctoral Committee, together with a justification, to the Scientific Council, which shall adopt a resolution on the matter;
 - 2) the Doctoral Committee shall prepare a draft resolution of the Scientific Council on the award of the doctoral degree.

29. Minutes of the meeting of the Doctoral Committee shall be prepared in accordance with the template set out in Appendix 13.
30. The Scientific Council shall adopt a resolution awarding the doctoral degree to the candidate.

Chapter 12

Rules for the Joint Award of a Doctoral Degree

§ 18

1. The doctoral degree may be awarded by the Institute jointly with other higher education institutions, institutes of the Polish Academy of Sciences, research institutes or international institutes in a discipline in which each of these entities holds a scientific category of A+, A or B+, as well as with foreign entities authorised to award the doctoral degree in the discipline in which the degree is awarded.
2. The Institute shall conclude a written agreement with the entity with which the doctoral degree is to be awarded jointly. The agreement shall specify the rules of cooperation, including in particular: the manner of confirming learning outcomes, the composition of and procedure for appointing the Doctoral Committee and reviewers, the manner and venue of the defence, the entity responsible for entering the data referred to in Article 342(1) of the Act into the POL-on System, the diploma template where the agreement provides for the award of a joint diploma, and the method of covering the costs of the proceedings.

Chapter 13

Distinctions of Doctoral Theses

§ 19

1. The Scientific Council may adopt a resolution awarding a distinction to a doctoral thesis.
2. The rules governing the distinction of doctoral theses shall be set out in a separate resolution of the Scientific Council.

Chapter 14

Transitional and Final Provisions

1. In proceedings for the award of the doctoral degree commenced and not concluded before the entry into force of these Regulations, the provisions of Resolution No. 10/108/2019 of the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences of 26 September 2019 on the procedure for awarding the doctoral degree (consolidated text: *Appendix 1 to Resolution No. 12/132/2024 of the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences dated 7 March 2024*) shall apply.

2. In the case of persons applying for the doctoral degree who prepared their doctoral thesis during doctoral education at the doctoral school run by the Institute and whose mid-term evaluation was carried out before the entry into force of these Regulations, an Examination Committee and a Doctoral Committee shall be appointed in the manner specified in § 11(1) and (2), and a doctoral examination shall be conducted.

These Regulations shall enter into force on 12 March 2026.

.....
Place, date

.....
Profession title, academic degree

.....
First name(s) and surname of the applicant

**Jerzy Haber Institute of Catalysis and Surface Chemistry,
Polish Academy of Sciences**

APPLICATION

for the appointment of a supervisor / supervisors / a supervisor and an assistant supervisor for a candidate applying for the award of the doctoral degree under the external mode¹

I request the appointment of a supervisor / supervisors / a supervisor and an assistant supervisor¹ to provide academic supervision over the preparation of a doctoral thesis in the field of *natural sciences*, in the discipline of *chemical sciences*, under the external mode.

1. Proposed title of the doctoral thesis:

.....
.....

2. Concept of the doctoral thesis and planned scope of research;

3. Proposed supervisor:

.....

(Academic title, academic degree, first name and surname)

I agree to act as supervisor

.....
Date, legible signature of the person proposed as supervisor

4. Proposed supervisor¹:

.....

(Academic title, academic degree, first name and surname)

I agree to act as supervisor

.....
Date, legible signature of the person proposed as supervisor

5. Proposed assistant supervisor¹:

.....

(Academic degree, first name and surname)

I agree to act as assistant supervisor

.....

Date, legible signature of the person proposed as assistant supervisor

.....

Date, legible signature of the applicant

¹ delete as appropriate

Attachments:

- 1) A copy of a document confirming possession of the professional title of Master, Master of Engineering or an equivalent qualification, or a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act of 20 July 2018 – Law on Higher Education and Science, certified as a true copy of the original.
- 2) Justification for the appointment of more than one supervisor or assistant supervisor.
- 3) Personal questionnaire (Appendix 2).
- 4) Statement by the person proposed as supervisor / supervisors / assistant supervisor (Appendix 3).
- 5) Academic CV containing a list of academic achievements.

Personal questionnaire

Surname	
First name(s)	
PESEL No. ²	
ORCID ID	
Nationality	
Identity document no. ³	
Nationality ³	
Country of birth ³	
Information on holding a Polish Card (Karta Polaka) ³	
Correspondence address:	
Email address for correspondence ⁴ :	
Preferred form of address in correspondence and during conversation (optional field):	

¹ delete as appropriate

² If no PESEL number has been assigned, provide the number of the identity document and the name of the country that issued it.

³ To be completed by foreign nationals only.

⁴ Providing an email address also constitutes consent to be contacted via that address.

.....

(Date and signature of the applicant)

.....

Place, date

.....

Academic title, academic degree, first name(s) and surname

.....

PESEL no.¹ (Note: please do not enter)

.....

Place of employment

.....

Professional correspondence address

.....

Email address

STATEMENT BY THE SUPERVISOR

I hereby declare that I fulfil all the requirements for supervisors set out in Article 190 of the Act of 20 July 2018 – Law on Higher Education and Science.

.....

(Signature of the person proposed as supervisor)

¹ If no PESEL number has been assigned, please provide the name and number of the identity document confirming the supervisor's identity, and the name of the country that issued it.

PLEASE NOTE!

Persons not employed by the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (ICSC PAS) are required to contact Institute in person in order to provide their PESEL number. Failure to provide PESEL information shall result in the declaration being considered defective.

.....

Place, date

.....

Academic degree, first name(s) and surname

.....

PESEL no.¹ (Note: please do not enter)

.....

Place of employment

.....

Professional correspondence address

.....

Email address

STATEMENT BY THE ASSISTANT SUPERVISOR

I hereby declare that I fulfil all the requirements for co-supervisors set out in Article 190 of the Act of 20 July 2018 – “Law on Higher Education and Science.

.....

(Signature of the person proposed as assistant supervisor)

¹ if no PESEL number has been assigned, please provide the name and number of the identity document confirming the supervisor’s identity and the name of the country that issued it

PLEASE NOTE!

Persons not employed at the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (ICSC PAS) are required to contact Institute in person in order to provide their PESEL number. Failure to provide PESEL information shall result in the declaration being considered defective.

.....

Place, date

.....

Professional title (academic degree)

.....

First name(s) and surname of the applicant

.....

Scientific discipline in which the doctoral thesis is being prepared

**Jerzy Haber Institute of Catalysis and Surface Chemistry,
Polish Academy of Sciences**

Application for a change of supervisor / assistant supervisor

I hereby request the appointment of the following person to act as supervisor / assistant supervisor:

[Academic degree/title] [First name and surname]

Justification for the selection of the above-mentioned candidate:

[Justification]

.....

Signature of the applicant

Attachments:

- 1) Scientific /artistic achievements of the candidate for supervisor / assistant supervisor from the last 5 years;
- 2) Declaration by the candidate for supervisor confirming that they fulfil the requirements to act as a supervisor;
- 3) Written consent of the candidate to act as supervisor or assistant supervisor

.....

Professional title, academic degree, first name(s) and surname

**Jerzy Haber Institute of Catalysis and Surface Chemistry,
Polish Academy of Sciences**

APPLICATION

I hereby request the initiation of proceedings for the award of a doctoral degree in the field of *natural sciences*, in the discipline of *chemical sciences*

1. Title of the doctoral thesis:

.....
.....

2. Supervisor:

.....

(Academic title, academic rank, first name and surname)

3. Supervisor:¹

.....

(Academic title, academic rank, first name and surname)

5. Assistant supervisor:¹

.....

(Academic degree, first name and surname)

.....

/Place, date/

.....

/Signature of the applicant for the doctoral degree/

¹ delete as appropriate

Attachments:

- 1) a copy of a document confirming the possession of the professional title of Master, Master of Engineering or an equivalent title, or of a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, entitling the holder to

apply for the doctoral degree in the country whose higher education system includes the higher education institution that issued it, unless the candidate meets the conditions specified in Article 186(2) of the Act; and, in the case of a nostrified diploma, a copy of the certificate together with a copy of the diploma or a transcript thereof, certified as true copies of the original;

- 2) information on at least one publication authored by the candidate meeting the requirements set out in Article 186(1)(2)(a) or (b) of the Act, and, where applicable, information on other publications;
- 3) five copies of the doctoral thesis in paper form, printed double-sided, including one reduced-size copy intended for the Archives of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (i.e. double-sided, with two pages of the thesis printed on one side of an A4 sheet and bound), together with a copy stored on a digital data storage medium; title page in accordance with Appendix 6;
- 4) declarations of co-authorship, where the doctoral thesis constitutes a collection of published and thematically related scientific articles;
- 5) an abstract in English and, in the case of a doctoral thesis prepared in a foreign language, also an abstract in Polish;
- 6) a positive opinion of the supervisor or supervisors concerning the doctoral thesis, confirming that the requirements set out in Article 187(1)-(3) of the Act have been fulfilled;
- 7) a statement that the submitted doctoral thesis is not the subject of any other proceedings for the award of the doctoral degree, in accordance with the Appendix 7 to the Regulations;
- 8) a statement that the submitted doctoral thesis has not been the subject of any other proceedings for the award of the doctoral degree or doctoral procedure, in accordance with Form A set out in Appendix 8. If the candidate has previously applied for the award of the doctoral degree, Form B or C from Appendix 6 shall be attached, as appropriate, depending on the manner in which the proceedings or doctoral procedure were concluded;
- 9) information as to whether the subject matter of the doctoral thesis is covered by legally protected confidentiality;
- 10) if the doctoral thesis was prepared as part of a doctoral school education, a certificate issued by the doctoral school confirming completion of education at the doctoral school;
- 11) if the doctoral thesis was prepared under the external mode, a copy of a certificate or diploma confirming proficiency in a modern foreign language at a level of at least B2, certified as a true copy of the original, if available. The list of accepted certificates is set out in Appendix 1 to the 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 (Journal of Laws, item 1045);
- 12) a report approved by the supervisor confirming that the written doctoral thesis has been checked using the Unified Anti-Plagiarism System (JSA), together with the supervisor's assessment as to whether the doctoral thesis constitutes an original work;
- 13) a statement confirming that the electronic version of the doctoral thesis attached to the application is identical to the version covered by the report generated by the JSA system and to the attached hard copy of the thesis (Appendix 9);
- 14) where more than one supervisor participates in the proceedings for the award of the doctoral degree, written authorisations from the other supervisors;
- 15) a personal questionnaire (Appendix 2);
- 16) an academic CV containing a list of academic achievements;
- 17) a description of the doctoral thesis (Appendix 10);
- 18) where applicable, in the case of a thesis subject to a confidentiality clause, an electronic version of the thesis may be attached with the confidential parts of the text redacted.



HR EXCELLENCE IN RESEARCH

**INSTYTUT KATALIZY I FIZYKOCHEMII POWIERZCHNI
im. Jerzego Habera
POLSKIEJ AKADEMII NAUK**

Jan Kowalski

**Tytuł rozprawy doktorskiej, Tytuł
rozprawy doktorskiej, Tytuł rozprawy
doktorskiej, Tytuł rozprawy
doktorskiej**

Praca doktorska

promotor tytuł imię i nazwisko promotora

KRAKÓW ROK



Jerzy Haber

**INSTITUTE OF CATALYSIS AND SURFACE CHEMISTRY
POLISH ACADEMY OF SCIENCES**

Jan Kowalski

**Title the Doctoral Thesis, Title of the
Doctoral Dissertation, Title the
Doctoral Thesis, Title of the Doctoral
Dissertation**

PhD Thesis

**Supervisor, academic title, first name and surname of
the supervisor**

KRAKÓW YEAR

First name and surname of the person making the declaration:

Correspondence address:

Email address:

DECLARATION

I hereby declare that the doctoral thesis submitted by me, entitled:

.....

is not the subject of any other proceedings for the award of the doctoral degree.

Kraków, on

.....

/Signature of the person making the declaration/

Name and surname of the person making the declaration:

Correspondence address:

Email address:

DECLARATION *

Form A

regarding previous
proceedings for the award of a doctoral degree / doctoral procedure

I hereby declare that the doctoral thesis submitted by me, entitled:

.....

has not been the subject of any previous proceedings for the award of the doctoral degree or a doctoral procedure.

.....

/Place, date/

.....

/Signature of the person making the declaration /

* Please complete Declaration Form A, B or C , as applicable.

Name and surname of the person making the declaration:

Correspondence address:

Email address:

DECLARATION *

Form B

regarding previous
proceedings for the award of a doctoral degree/doctoral procedure

I hereby declare that, on the basis of my doctoral thesis entitled:

.....

previous doctoral proceedings / proceedings for the award of the doctoral degree were initiated
in the field of and in the discipline of
at: (name of institution).

Title of the doctoral thesis:

Date of initiation of the doctoral proceedings / proceedings for the award of the doctoral degree:
.....

Date and reference number of the resolution discontinuing the doctoral proceedings /
proceedings for the award of the doctoral degree:

Reason for discontinuation:

I hereby declare that the doctoral thesis referred to in the above-mentioned resolution is not
identical to the doctoral thesis that constitutes the basis for my application for the award of the
doctoral degree in the present proceedings.

.....

/Place, date/

.....

/Signature of the person making the declaration /

* Please complete Declaration Form A, B or C , as applicable.

Name and surname of the person making the declaration:

Correspondence address:

Email address:

DECLARATION *

Form C

regarding previous
proceedings for the award of a doctoral degree/doctoral procedure

I hereby declare that, in the previous doctoral procedure / proceedings for the award of the doctoral degree, initiated on the basis of my doctoral thesis entitled:

.....

in the field of science..... and in the discipline
of..... at: (name of institution),

I was not admitted to the defence of my doctoral thesis / I was issued a decision refusing the award of the doctoral degree*,

Title of the doctoral thesis:

Date of initiation of the doctoral procedure / proceedings for the award of the doctoral degree:
.....

Date and reference number of the resolution refusing admission to the defence / date and reference number of the resolution refusing the award of the doctoral degree / date and reference number of the decision refusing the award of the doctoral degree:

Reason for refusal of admission to the defence / refusal to award the doctoral degree:

I hereby declare that the doctoral thesis referred to in the above-mentioned resolution / decision is not identical to the doctoral thesis that constitutes the basis for my application for the award of the doctoral degree in the present proceedings.

.....

/Place, date/

.....

/Signature of the person making the declaration /

* Please complete Declaration Form A, B or C , as applicable

Name and surname of the person making the declaration:

Correspondence address:

Email address:

DECLARATION

I hereby declare that the electronic version of the doctoral thesis entitled: attached to my application for the initiation of proceedings for the award of the doctoral degree is identical to the version to which the report attached to the application relates, confirming that the written doctoral thesis has been checked using the Unified Anti-Plagiarism System, and to the paper version of the thesis attached to the aforementioned application.

.....

/place, date/

.....

/signature of the person making the declaration /

Description of the Doctoral Thesis

First name and surname of the author of the thesis	
First name and surname of the thesis supervisor	
First name and surname of the assistant supervisor	
Date of defence (leave blank)	
Title of the doctoral thesis in Polish	
Title of the doctoral thesis in English	
Language of the thesis	
Abstract of the thesis in Polish (max. 1400 characters)	
Abstract of the thesis in English (max. 1400 characters)	

Kraków, ...

.....
/Academic degree / profession title/ first name and surname of the person making the declaration/.....
/Academic degree/ title / first name and surname of the supervisor(s)* of the doctoral thesis/.....
/Academic degree/ title / first name and surname of the assistant supervisor of the doctoral thesis/*

DECLARATION

regarding the imposition of a confidentiality clause on the doctoral thesis

I hereby state that, as a candidate applying for the award of a doctoral degree at the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences, on the basis of the doctoral thesis prepared by me, entitled:

.....,
the subject matter of the above-mentioned thesis is covered by legally protected confidentiality within the meaning of Article 188(2) of the Act.

In particular, the doctoral thesis contains information:

- a) constituting a trade secret within the meaning of Article 11(2) of the Act of 16 April 1993 on Combating Unfair Competition (Journal of Laws of 2022, item 1233)*, **;
- b) classified information*;
- c) confidential information*.

The doctoral thesis is subject to a confidentiality clause in its entirety / in part (*please indicate the relevant sections*)*.

Confidentiality applies to the entire doctoral thesis / *the following parts of the text due to:

..... (*please indicate the relevant page range(s) and provide justification*)

(It should be demonstrated that the disclosed information constitutes a trade secret, i.e. technical, technological, organisational or other information of economic value which, as a whole or in a particular combination and set of its elements, is not generally known or is not readily accessible to persons concerned, and in respect of which measures have been taken to maintain confidentiality, or that it constitutes information protected by law..)

.....
(Signature of the person making the declaration)

OPINION OF SUPERVISOR 1

I confirm / do not confirm* the validity of imposing a confidentiality clause on the doctoral thesis in question.

Comments:.....

.....
 (supervisor's signature)

OPINION OF SUPERVISOR 2*

I confirm_/ do not confirm* the validity of imposing a confidentiality clause on the doctoral thesis in question.

Comments:.....

.....
 (supervisor's signature)

OPINION OF THE ASSISTANT SUPERVISOR*

I confirm/do not confirm* the validity of imposing a confidentiality clause on the doctoral thesis in question.

Comments:.....

.....
 (assistant supervisor's signature)

**Delete as appropriate.*

*** The consent of the authorised entity (enterprise/company) to the use of confidential data in the doctoral thesis must be attached.*

MINUTES OF THE EXAMINATION COMMITTEE

for conducting the doctoral examination /

for conducting the examination in a modern foreign language –..... language *

appointed by

the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry,
Polish Academy of Sciencesin the proceedings for the award of the degree doctoral degree in the field of natural sciences,
in the discipline of chemical sciences

.....

(academic degree / professional title, first name and surname of the candidate)

initiated on

at the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences /
outside the Institute's premises / remotelyOn, at the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish
Academy of Sciences / outside the Institute's premises / remotely*, the examination
in.....(*specify the type of examination*)
.....*(academic degree / professional title, first name and surname, date of birth and place of birth of the
candidate).....* was conducted.

before the Examination Committee composed of:

1.– Chair
2.– Committee member / specialist examiner*
3.– Committee member,*
4.– Committee member,*
5.– Committee member

Questions / Assessment of answers

Overall examination result

Signatures of the Committee members

1. _____
2. _____
3. _____

4. _____
5. _____

* • *Complete as appropriate.*

Template of the MINUTES
of the Doctoral Committee concerning the defence of the doctoral thesis of
.....

entitled:

held on

at the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences
(ICSC PAS) / outside the Institute's premises / remotely

After opening the public part of the meeting, the Chair of the Committee, ..., the supervisor, ..., presented the curriculum vitae and scientific achievements of....., and subsequently
(*academic degree / professional title, first name and surname of the candidate*) presented the main theses and results of the doctoral thesis.

Subsequently, ... (*academic degree / professional title, first name and surname of the candidate*) responded to the following comments contained in the reviews:

A public discussion of the doctoral thesis then took place, in which the following persons participated:

..... (*academic degree / professional title, first name and surname of the candidate*) answered the following questions raised during the discussion:

In a closed part of the meeting, the Committee, by secret ballot, adopted a resolution on accepting the defence of the doctoral thesis and decided to submit to the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences a motion to award / refuse to award the doctoral degree in the field of natural sciences, in the discipline of chemical sciences.

Voting results concerning the award of the doctoral degree:

Number of votes cast

Votes in favour against abstentions invalid votes

Voting results concerning the distinction of the doctoral thesis:

Number of votes cast

Votes in favour against abstentions invalid votes

Scrutineer:

.....
Chair of the Committee