

Resolution No 17/128/2023
of the Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry
Polish Academy of Sciences
of 29 June 2023

on detailed manner of the assessment processes for an award of the degree of doktor habilitowany, rules for determining the amount of the fee for the assessment process for an award of the degree of doktor habilitowany and for granting exemption from the fee, as well as manner of the appointment of members of the habilitation commission

Pursuant to Article 221 section 14 of Act of 20 July 2018 The law on higher education and science (Official Journal of Laws of 2018 item 1668 as amended), it is hereby adopted:

Chapter 1

General provisions

§ 1

Wherever this resolution refers to:

- 1) Institute – this means the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences;
- 2) Scientific Board – this means Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences;
- 3) Director – this means Director of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences;
- 4) Act – this means Act of 20 July 2018 The law on higher education and science (Official Journal of Laws of 2018 item 1668 as amended);
- 5) Act – Provisions introducing – this means Act of 3 July 2018 Provisions introducing act – The law on higher education and science (Official Journal of Laws of 2018 item 1669);
- 6) BIP – this means Public Information Bulletin;
- 7) RDN – this means the Council of Scientific Excellence referred to in Article 232 of the Act;
- 8) POL-on System – this means the Integrated System of Information on Higher Education and Science referred to in Article 342 of the Act.

§ 2

1. The Scientific Board awards the scientific degree of doktor habilitowany in the field of natural sciences, in the discipline of chemical sciences.
2. Resolutions of the Scientific Board with regard to assessment processes for an award of

the degree of doktor habilitowany are adopted in a secret ballot by a simple majority of cast votes, in the presence of not less than half of those having voting rights.

3. Members of the Scientific Board with the title of professor, the degree of doktor habilitowany, as well as persons who have acquired rights equivalent to those associated with the degree of doktor habilitowany pursuant to Article 226 of the Act are eligible to vote in the ballot referred to in section 2.
4. A resolution on the award of the degree of doktor habilitowany comes into force on its adoption.

Chapter 2

Initiation of the assessment process for an award of the degree of doktor habilitowany

§ 3

1. The assessment process for an award of the degree of doktor habilitowany is initiated at a request of a person applying for the award of the degree of doktor habilitowany, called hereafter 'candidate for the degree', submitted through RDN.
2. An application for the assessment process for an award of the degree of doktor habilitowany includes:
 - 1) indication of the field and discipline of science in which the candidate applies for the award of the degree;
 - 2) indication of an entity selected to conduct the assessment process for an award of the degree of doktor habilitowany;
 - 3) indication of a scientific achievement that is a basis for an application for the award of the degree of doktor habilitowany.
3. The candidate for the degree encloses, to the application referred to in section 2, in the form of separate appendices:
 - 1) personal data of the applicant;
 - 2) a copy of a document confirming that the candidate holds a doctoral degree;
 - 3) an account of the scientific career of the candidate;
 - 4) a list of achievements referred to in Article 219 section 1 point 2 of the Act, taking into account Article 179 section 6 of the Act – Provisions introducing;
 - 5) a statement on his/her individual, precisely established substantive contribution to the creation of each work if the achievement referred to in §3 section 2 point 4 is part of a collective work;
 - 6) statements of all the co-authors of the works describing their substantive (not expressed as a percentage) contributions to the creation of each work if the achievement referred to in §3 section 2 point 4 is a development of a separate issue which is part of a collective work;
 - 7) information on the course of assessment processes for an award of the degree of doktor habilitowany if the candidate for the degree has applied earlier for an award of the degree of doktor habilitowany.

4. The personal data of the applicant encompass:
 - 1) first names and surname;
 - 2) personal identification number (PESEL) and in the case of absence of a PESEL number – the number of a document confirming the identity and the name of the country of issue;
 - 3) contact information (postal address, telephone number, e-mail address);
5. An account of the scientific career of the candidate for the degree includes:
 - 1) information on diplomas, the scientific degrees the candidate holds – providing the name, place, and year in which each achievement was obtained as well as the title of the doctoral thesis;
 - 2) information on employment in research institutions to date;
 - 3) description of achievements referred to in Article 219 section 1 point 2 of the Act, taking into account Article 179 section 6 of the Act – Provisions introducing;
 - 4) information on significant research activity conducted in more than one higher education institutions, research institutions, or cultural institutions, in particular abroad;
 - 5) information on teaching and organizational achievements as well as achievements popularizing science or art;
 - 6) other significant information related to the professional career of the candidate for the degree.
6. A list of achievements referred to in section 3 point 4 divided between the periods before obtaining the doctoral degree and after obtaining this award, comprising in particular:
 - 1) information on scientific achievements referred to in Article 219 section 1 point 2 of the Act;
 - 2) information on scientific activity;
 - 3) information on cooperation with the social and economic environment;
 - 4) scientometric information (cumulative Impact Factor, sum of journal ratings by the Ministry of Education, Science, and Higher Education, number of citations, and Hirsch index held by the candidate on the day of initiation of the assessment process for an award of the degree of doktor habilitowany, according to databases WoS, Scopus).
7. The candidate for the degree is exempted from submission of the statement referred to in section 3 point 6 in cases of co-author's death, him or her deemed to be dead, or his/her permanent health impairment which makes obtaining the required statement impossible.
8. The candidate may enclose to the application for conducting the assessment process for an award of the degree of doktor habilitowany, a request that the habilitation commission adopts the resolution containing an opinion on the award of the degree of doktor habilitowany in a secret ballot.

§4

1. The documents referred to in §3 sections 2 and 3 points 1-4 shall be prepared in accordance with the models proposed by RDN.

§5

1. It is recommended that a candidate for the degree who intends to indicate the Institute as the entity to conduct the habilitation, prior to submission of the application for the assessment process, presents his/her achievements and research record in the form of a 45-minute lecture at an Institute's seminar.
2. It is recommended that a candidate for the degree who intends to indicate the Institute as the entity to conduct the habilitation, prior to submission of the application for the assessment process, presents the main propositions of his/her achievement indicated as a basis for the application, in the form of an oral presentation at a Scientific Board's meeting after which a scientific discussion of the candidate with Scientific Board's members regarding the presented achievement is foreseen.
3. Candidates for the degree who have not held a presentation referred to in section 2 prior to sending the application to the Council of Scientific Excellence, after the submission of their application to the Institute through RDN, will be invited to a Scientific Board's meeting to present the main propositions of their achievements indicated as a basis for the application after which a scientific discussion on the presented achievement is possible.

§6

1. The Scientific Board within four weeks from the day it received the application from RDN adopts a resolution on refusal to conduct the assessment process for the degree of doktor habilitowany. The resolution contains a justification. The Director transmits the resolution on the refusal to conduct the assessment process to RDN and returns the application to RDN if the application was sent to the Institute in paper form.
2. In cases where the Scientific Board has adopted a resolution on approval for conducting the assessment process for the degree of doktor habilitowany, the Director transmits it to RDN.

Chapter 3

Detailed manner of the assessment process for an award of the degree of doktor habilitowany

§7

The Scientific Board within 6 weeks from the day it received information on habilitation commission members appointed by RDN, appoints habilitation commission members referred to in Article 221 section 4 of the Act in the manner described in §14 of this Resolution and appoints the habilitation commission.

§8

The Director immediately forwards the candidate's application with appendices to members of the habilitation commission, together with the Scientific Board's resolution on the appointment of the habilitation commission and a request for preparation of a review assessing whether the scientific achievements of a person applying for the degree of doktor habilitowany meet the requirements set out in Article 219 section 1 point 2 of the Act.

§9

1. The habilitation commission adopts resolutions in the presence of not less than 6 members, including the chair and the secretary.
2. Proceedings of the habilitation commission may be conducted in the remote mode, making use of electronic communication means, ensuring in particular:
 - 1) transmission of the meeting in real time between the participants,
 - 2) multi-side communication in real time so that meeting participants may speak out in its course- while maintaining necessary safety rules.
3. In justified cases, proceedings of the habilitation commission may be conducted in the hybrid mode, The chair of the habilitation commission may agree to remote participation of a habilitation commission's member in a commission's meeting if technical means make it possible. The provision in section 2 applies accordingly. In this mode of conducting a meeting, not more than two habilitation commission members may participate remotely, excluding the chair and the secretary.
4. Resolutions adopted by the habitation commission making use of electronic communication means are signed by the commission's chair.
5. Resolutions of the habilitation commission are adopted in an open ballot by a simple majority of cast votes except for the case referred to in §3 section 8. A simple majority of cast votes means that the number of votes "for" must be at least by one larger than the number of votes "against". Abstentions are not added to votes "against".
6. The habilitation commission within 6 weeks from the day it received the reviews forwards a resolution referred to in Art. 221 section 10 of the Act to the Director together with a justification and documentation of the process for the award of the degree of doktor habilitowany.
7. On a basis of the resolution referred to in section 6, the Scientific Board within one month from the day the Board received it adopts a resolution on the award of the degree of doktor habilitowany. The Scientific Board adopts a resolution on the refusal to award the degree in cases where the opinion referred to in section 6 is negative.
8. The Director makes available in BIP on the Institute's page, the application of a person applying for an award of the scientific degree of doctor habilitowany, information on the composition of the habilitation commission, the reviews, the resolution containing opinion on the award of the degree of doktor habilitowany with the justification, the resolution on the award of the degree of doktor habilitowany or the refusal to award it, and not later than 10 days before the scheduled date of conducting the habilitation examination, information on the date, place, and manner of conducting the habilitation examination.
9. The Director introduces the application of a person applying for the degree of doktor habilitowany, information on the composition of the habilitation commission, and the reviews into the POL-on system immediately upon making them available in BIP.

Chapter 4

Habilitation examination

§10

1. The habilitation examination is conducted during a meeting of the habilitation commission which is divided into open and closed parts.
2. The habilitation examination is conducted during the open part of the meeting of the habilitation commission.
3. Persons who are not part of the habilitation commission can participate in the open part of the meeting.
4. Only members of the habilitation commission can participate remotely in the meeting of the habilitation commission conducted in the hybrid mode in the course of which meeting the habilitation examination is conducted.
5. In cases of a meeting conducted in the remote mode, persons intending to participate in the habilitation examination communicate this intention to the e-mail address provided in the announcement on the manner, place, and date of the habilitation examination, at least 2 working days before the scheduled date of the habilitation examination.
6. At least 1 hour before the start of the habilitation examination, persons who have communicated their desire to participate in the habilitation examination, receive, to the e-mail address from which the communication has been sent, a link enabling them to join the remote meeting of the habilitation commission. Joining the remote meeting by persons observing is possible only until 15 minutes before the scheduled time of the meeting.
7. The chair of the commission can reschedule the meeting owing to technical problems only if they affect members of the habilitation commission or the candidate for the degree.
8. The candidate for the degree is informed of the manner, place, and date not less than 14 days before the established date of conducting the habilitation examination.
9. In the course of the open part of the meeting referred to in section 1:
 - 1) after the opening of the meeting of the habilitation commission by its chair, the candidate for the degree presents his/her scientific achievements referred to in §3 section 5 point 3;
 - 2) the reviewers present their reviews (in the absence of a reviewer, the chair of the commission instructs that the review is read);
 - 3) the chair of the habilitation commission instructs that a discussion is held on the scientific achievements of the candidate in which all present at the meeting can speak out;
 - 4) the discussion is opened, directed, and closed by the chair of the habilitation commission.
10. Minutes of the habilitation examination are taken by the secretary of the habilitation commission. After the minutes have been prepared, the remaining members of the habilitation commission and the candidate for the degree may submit remarks in writing within 3 working days. The minutes are signed by the secretary of the habilitation commission after having been accepted by the chair. If the submitted remarks have not been accepted, these remarks are attached to the minutes.
11. The habilitation examination is recorded to make the minutes by the secretary of the habilitation commission unless the candidate for the degree does not give his/her consent. The recording is available to the members of the habilitation commission and the candidate for the degree with the consent of the chair. Having signed the minutes, the

secretary of the habilitation commission hands the recording to the secretary of the Scientific Board who keeps the recording at least for 3 months from the day of the habilitation examination but not longer than one year.

Chapter 4

Rules for determining the amount of the fee for the assessment process for an award of the degree of doktor habilitowany as well as for granting exemption from the fee

§12

1. The fee for conducting the assessment process for an award of the degree of doktor habilitowany is paid by:
 - 1) a candidate for the degree,
 - 2) in the case of an academic teacher or a researcher – a higher education institution, an institute of the Polish Academy of Sciences, a research institute, or an international institute employing him or her.
2. The fee is not required from persons who are members of the research staff of the Institute on the day of initiation of the assessment process for an award of the degree of doktor habilitowany;
3. The fee for conducting the assessment process for an award of the degree of doktor habilitowany consists of the following elements:
 - 1) remunerations of reviewers in the amount of 33% of a professor's salary;
 - 2) remunerations of habilitation commission members in the amount of 17% of a professor's salary and in cases he or she acts as its chair or secretary – 33% of a professor's salary;
 - 3) social security contributions related to the remunerations set out in points 1, 2 calculated following the laws in force;
 - 4) travel and accommodation costs of habilitation commission members in their actual amount established in line with reimbursement rules for costs of travel on official business;
 - 5) payment to cover the remaining costs of conducting the assessment process in the amount of 20% of amounts of remunerations and contributions referred to in points 1-3.
4. The fee is paid based on a written agreement between the Institute and a party referred to in section 1 after the assessment process for an award of the degree of doktor habilitowany is terminated.
5. The agreement referred to in section 4 is concluded before the Scientific Board grants approval for the initiation of the assessment process for an award of the degree of doktor habilitowany.
6. In justified cases, the Director may exempt a candidate applying for the degree from the fee for the assessment process, in whole or in part at his/her request.

Chapter 6

Manner of the appointment of members of the habilitation commission

§14

1. The Scientific Board, within 6 weeks from receipt of the information on habilitation commission members appointed by RDN, appoints by the way of a resolution:
 - 1) two habilitation commission members with the degree of doktor habilitowany or the title of professor, employed at the Institute, including the secretary;
 - 2) a reviewer with the degree of doktor habilitowany or the title of professor as well as current research or artistic record and recognized standing, including international, who is not an employee of the Institute.
2. A person about whom there are justified doubts as to his/her impartiality cannot be part of the habilitation commission.

Chapter 5

Granting an award for an outstanding habilitation achievement

§15

The Scientific Board may grant an award for outstanding achievements which have been a basis for the candidate's application for the award of the degree of doktor habilitowany if at least 2 reviewers state in their reviews that the candidate's scientific achievements merit the award in question and they will include a justification for such request in the reviews.

Chapter 6

Final provisions

§ 16

The doktor habilitowany diploma is handed out once a year at the last meeting of the Scientific Board in a given calendar year.

§ 17

The resolution comes into force on the day of adoption with effect from October 1, 2023.

§ 18

The resolution of the Scientific Board No 11/108/2019 of 26 September 2019 is repealed with effect from October 1, 2023.