



PROCEDURE FOR THE CONFERMENT OF THE POST-DOCTORAL DEGREE OF DOCTOR HABILITATED (DOKTOR HABILITOWANY)

in the field of natural sciences, discipline: chemical sciences

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



FULFILLMENT OF FORMAL REQUIREMENTS

a degree of doktor (doctor, PhD)	the scientific achievements required by law, constituting a significant contribution to the advancement of the discipline of chemical sciences, including at least: 1 scientific monograph published by a journal that in the year of publishing of the monograph in its final version was included in the list of journals of the Ministry of Education and Science, or 1 series of thematically related scientific articles published in scientific journals or reviewed international conference proceedings that in the year of publishing of the article in its final version were included in the list of journals of the Ministry of Education and Science, or 1 completed original achievement of a design, engineering, or technological nature
significant scientific activity carried out at more than one higher education institution or research institution, particularly abroad	
requirements specified by the habilitating entity	

It is recommended that, prior to submitting an application for habilitation proceedings, a candidate intending to designate the Institute as the habilitating entity:

- present their scientific achievements and overall academic record in the form of a 45-minute lecture delivered at an Institute seminar.
- present the principal theses of their habilitation achievement in an oral presentation at a meeting of the Scientific Council, followed by a scholarly discussion between the candidate and the members of the Scientific Council concerning the achievement presented

In the event that the candidate withdraws the application after the appointment of the habilitation committee:

- the same application may not serve as the basis for seeking the award of the degree of doktor habilitowany at another habilitating entity.
- the applicant shall not be eligible to apply for the award of the degree of doktor habilitowany for a period of two years

1.

APPLICATION TO INITIATE PROCEEDINGS

CANDIDATE

TO THE COUNCIL OF SCIENTIFIC EXCELLENCE (RDN)

submission of documentation

What the candidate does

prepares an application for the initiation of habilitation proceedings (award of the degree of doktor habilitowany), together with the required attachments, in both **Polish** and **English**, in accordance with the templates provided by the Council of Scientific Excellence (**RDN**). The application package should include:

- a cover application (*wniosek przewodni*) (PL, EN)
- personal data of the applicant (*dane wnioskodawcy*) (PL, EN)
- a copy of the document confirming the award of the doctoral degree; in the case of a recognized foreign degree (nostrified diploma), a copy of the recognition certificate together with a copy of the diploma or a certified true copy thereof;
- summary of professional accomplishments (*Autoreferat*) (PL, EN) presenting an overview of the applicant's professional career and significant scientific or artistic activity conducted at more than one higher education institution, research institution, or cultural institution, particularly abroad, together with copies of documents confirming the achievements described therein, especially those relating to research stays, research grants, and publications resulting from research conducted in collaboration with more than one scientific institution.
According to the recommendations of the Council of Scientific Excellence (RDN), the inclusion of scientometric (bibliometric) indicators is advised.
- a list of scientific or artistic achievements constituting a significant contribution to the advancement of the relevant academic discipline
 - for each scientific article included in the publication cycle, the candidate shall provide a statement specifying their individual and precisely defined contribution to the authorship of the work, as well as statements from all co-authors describing the individual contribution of each co-author to the preparation of the publication. The candidate shall be exempt from the obligation to submit such statements in the event of a co-author's death, a judicial declaration of death, or a permanent health impairment preventing the obtaining of the required statement.

The application shall be submitted to the Council of Scientific Excellence (RDN) by one of the following means:

- via the electronic registered delivery system (e-Doręczenia) (AE:PL-82349-32016-AJGEF-13)
 - The application and all attachments (in PDF format) must be signed using a qualified electronic signature, a trusted signature (*podpis zaufany*) or a personal signature (*podpis osobisty*).
- in person at the offices of the Council of Scientific Excellence (RDN) or by postal or courier service in paper form.
 - The application and all attachments must bear the applicant's handwritten signature. An electronic data storage device (e.g., a USB flash drive) containing scanned copies of all documents submitted in paper form must be enclosed. Copies of publications may be submitted exclusively on an electronic data storage device.

What the Council of Scientific Excellence does

- Registers the receipt of the application

2.

FORMAL ASSESSMENT

COUNCIL OF SCIENTIFIC EXCELLENCE (RDN)

VERIFICATION / SUPPLEMENTATION OF DOCUMENTATION

4 weeks from receipt of the application

What the candidate does

Upon request, remedies any formal deficiencies within the time limit specified by the Council of Scientific Excellence (RDN)

What the Council of Scientific Excellence does

- verifies the completeness of the application documentation:
 - Formal deficiencies:
 - requests that the documentation be supplemented
 - If the documentation is not supplemented within the prescribed time limit, the application shall be left unexamined
 - Valid application (complete documentation)
 - submission of the application together with attachments to the habilitating entity – ICSC PAS

3.

SUBSTANTIVE ASSESSMENT

SCIENTIFIC COUNCIL

VERIFICATION / SCIENTIFIC COUNCIL RESOLUTION

4 weeks from receipt of the application

What the candidate does

awaits the Scientific Council's decision on granting consent to conduct the habilitation proceedings.

**If the candidate has not previously presented their habilitation achievement before the submission of the application to the Council of Scientific Excellence (RDN), they shall be invited to attend a meeting of the Scientific Council to present the principal theses of the achievement, after which a scholarly discussion with members of the Scientific Council may take place*

What the Institute does

Upon receipt of the documentation from the Council of Scientific Excellence (RDN):

- The Director forwards the documentation to the appropriate standing committee of the Scientific Council,
- the documentation is reviewed for its compatibility with the Institute's scientific profile,
- ** the Director informs the candidate of the date of the Scientific Council meeting at which the candidate will deliver a 15-minute presentation*
- The Scientific Council adopts a resolution:
 - granting consent to conduct the habilitation proceedings
 - the resolution is forwarded to the Council of Scientific Excellence (RDN)
 - or refusing consent to conduct the habilitation proceedings
 - the resolution, together with its justification and the returned application, is forwarded to the Council of Scientific Excellence (RDN)

In the event that consent to conduct the habilitation proceedings is not granted, the Council of Scientific Excellence (RDN) shall designate another habilitating entity and forward the application thereto. The newly designated habilitating entity may not refuse to conduct the habilitation proceedings

4.

APPOINTMENT OF PART OF THE HABILITATION COMMITTEE

COUNCIL OF SCIENTIFIC EXCELLENCE (RDN)

ORGANIZATION OF THE PROCEEDINGS

12 weeks from the date of receipt of the application

What the candidate does

- awaits notification from the Council of Scientific Excellence (RDN) regarding the appointment of part of the habilitation committee.

What the Council of Scientific Excellence does

- appoints four members of the habilitation committee, including the chair and three reviewers, who possess:
 - the title of professor or the degree of habilitated doctor (doktor habilitowany)
 - current scientific or artistic achievements
 - recognised reputation, including international standing
 - selected from persons who are not employees of the Institute or of the institution employing the candidate
 - impartial
- informs the candidate and the habilitating entity of the selection

5.

APPOINTMENT OF THE HABILITATION COMMITTEE

SCIENTIFIC COUNCIL

ORGANIZATION OF THE PROCEEDINGS

6 weeks from receipt of part of the committee
from the RDN

What the candidate does

- checks whether any person appointed by the Council of Scientific Excellence (RDN) to the habilitation committee raises justified concerns regarding impartiality.
If so, a written request for a change in the composition of the Committee, stating the justification, shall be submitted to the Scientific Council (by email to the scientific secretariat).

What the Scientific Council does

- in justified cases, requests the Council of Scientific Excellence (RDN) to change the appointed composition of the habilitation committee
- appoints two members of the habilitation committee, including the secretary, holding the degree of doktor habilitowany or the title of professor, and employed at the Institute
- appoints a reviewer:
 - holding the title of professor or the degree of doktor habilitowany
 - with current scientific or artistic achievements
 - with a recognised reputation, including international standing
 - selected from persons who are not employees of the Institute or of the institution employing the candidate
 - impartial

The Director forwards information to the candidate regarding the resolutions adopted by the Scientific Council.

The Institute publishes in the Public Information Bulletin (BIP) of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences, and in the POL-on system:

- the application submitted by the candidate for the degree of doktor habilitowany
- information on the appointed members of the habilitation committee

6.

FORWARDING DOCUMENTATION TO THE HABILITATION COMMITTEE

INSTITUTE / COMMITTEE

ORGANISATION OF THE HABILITATION COMMITTEE'S WORK

immediately

What a member of the habilitation committee does

Submits:

- the necessary information for the conclusion of the agreement
- a signed declaration of impartiality

What the Institute does

- The Director forwards to the members of the habilitation committee:
 - the resolution of the Scientific Council on the appointment of the habilitation committee
 - the candidate's application together with attachments
 - the commission for preparing a review assessing whether the scientific achievements of the candidate for the degree of doktor habilitowany meet the requirements set out in Article 219(1)(2) of the Act (in the discipline of chemical sciences)

7.

APPLICATION REVIEWS

REVIEWERS

EVALUATION OF THE HABILITATION ACHIEVEMENT

reviews prepared within 2 months from the date
of delivery of the application

What the candidate does

awaits the submission of the reviews

What the reviewers do

- prepare a review containing an opinion on whether the requirements referred to in Article 219(1)(2) of the Act (in the discipline of chemical sciences) are met:
 - the review shall be prepared in accordance with the guidelines
 - it shall contain a clear positive or negative conclusion
 - if the candidate's scientific achievements merit distinction, the review shall include a justification of such a recommendation
- The review shall be submitted in paper form with a handwritten signature, together with a copy stored on an electronic data carrier, or in electronic form with an electronic signature.

The Director verifies the correctness of the prepared reviews. The Director may raise objections, request the reviewer to correct or supplement the review, and set a deadline for doing so

The Institute publishes the reviews in the Public Information Bulletin (BIP) of ICSC PAS, and in the POL-on system

8.

ESTABLISHMENT OF THE DATE OF THE HABILITATION COLLOQUIUM

HABILITATION COMMITTEE

after receiving the reviews

What the candidate does

oczekuje na termin publicznego kolokwium habilitacyjnego

What the habilitation committee does

- analyses the reviews (at least three positive reviews required)
 - sets the date of the public habilitation colloquium
 - determines the mode of the colloquium: on-site, remote, or hybrid
 - notifies the candidate

The Institute publishes in the Public Information Bulletin (BIP) of ICSC PAS:

- information on the date, place, and mode of the habilitation colloquium shall be communicated no later than 10 days prior to the scheduled date of the public colloquium
- In the case of at least 2 negative reviews
 - adopts a resolution containing a negative opinion on the award of the degree of doktor habilitowany
 - no habilitation colloquium shall be conducted (art. 221 (9c))
 - forwards to the habilitating entity the resolution together with its justification and the documentation of the proceedings

9.

PUBLIC HABILITATION COLLOQUIUM

CANDIDATE

HABILITATION COMMITTEE

6 weeks from the moment of receipt of the last review by the Committee

What the candidate does

- presents the principal theses of their habilitation achievement (summary of professional accomplishments /*autoreferat*)
- responds to questions from reviewers and participants in the discussion

What the habilitation committee does

The Chair of the committee conducts the meeting of the habilitation committee:

Public part – habilitation colloquium

- opening of the meeting
- presentation of the candidate's academic profile
- the candidate presents their main scientific achievements
- the reviewers present their reviews (in the absence of a reviewer, the Chair orders the review to be read aloud)
- the candidate responds to the reviews
- discussion, in which all participants in the meeting may take the floor (the discussion is opened, conducted, and closed by the Chair of the habilitation committee)

Closed session – meeting of the committee, during which:

- adopts, by open vote (or by secret ballot upon the candidate's request) a resolution containing an opinion on the award of the degree of doktor habilitowany, together with its justification
- prepares the minutes of the meeting of the habilitation committee
- informs the participants of the defence of the outcome of the closed session

10.

CONFERMENT OF OR REFUSAL TO CONFER THE DEGREE OF DOKTOR HABILITOWANY

SCIENTIFIC COUNCIL

FINAL RESOLUTION

- within 1 month from the receipt of the resolution of the habilitation committee

- conclusion of the proceedings

What the candidate does

- awaits the resolution of the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (ICSC PAS)
- in the event of a resolution refusing to award the degree of doktor habilitowany, the candidate has the right to appeal to the Council of Scientific Excellence (RDN) in accordance with the Act

What the Scientific Council / habilitation committee does

- The secretary of the habilitation committee presents the resolution of the habilitation committee at the meeting of the Scientific Council ICSC PAS
- The Scientific Council adopts a resolution on:
 - **the conferment of the degree of doktor habilitowany (doctor habilitated)**
 - or refusal of the degree of doktor habilitowany (doctor habilitated)
- The Scientific Council may adopt a resolution to distinguish the scientific achievements constituting the basis for the candidate's application for the degree of doktor habilitowany, provided that at least two reviewers state in their reviews that the candidate's scientific achievements merit distinction
- The Director informs the candidate of the decision taken.

The Institute publishes in the Public Information Bulletin (BIP) and in the POL-on system:

 - the decision on the conferment or refusal of the degree of doktor habilitowany

APPEAL

CANDIDATE

SCIENTIFIC COUNCIL

What the candidate does

If a decision is made to refuse the degree of habilitated doctor, the candidate shall have the right to file an appeal

- within 30 days from the date of delivery of the decision
- to the Council of Scientific Excellence (RDN), via the Scientific Council of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences

What the Scientific Council does

- The Scientific Council forwards the appeal to the Council of Scientific Excellence (RDN) together with its opinion and the case file within three months from the date of submission of the appeal

After considering the appeal, the Council of Scientific Excellence (RDN) shall, within a period not exceeding six months:

- annuls the contested decision and refers the case back for reconsideration, designating the habilitation entity
- uphold the negative decision

The candidate may submit a new application for the initiation of proceedings for the award of the degree after at least 2 years. This period may be reduced to 12 months in the case of a significant increase in scientific or artistic achievements.

THE MOST IMPORTANT FEATURES OF THE PROCEDURE AT ICSC PAN

- recommended presentation of the habilitation achievement before the Scientific Council prior to submitting the application
- possibility of conducting the habilitation colloquium in remote or hybrid mode
- possibility of distinguishing the habilitation achievement

Prepared on the basis of: Resolution No. 17/128/2023 of the Scientific Council of the Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (IKiFP PAN), concerning the detailed procedure for the award of the degree of doktor habilitowany, the principles for determining the fee for the habilitation procedure and fee waivers, and the method of appointing members of the habilitation committee. This document is for informational purposes only and constitutes a summary of the procedure; in formal matters, the binding provisions are those of the Resolution, the Act, and relevant internal regulations.