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Procedure and rules of conducting activities in the proceedings for the award of the degree of doktor at the Center for Theoretical Physics of the Polish Academy of Sciences

§1 Legal basis

The legal basis for the following regulations is as follows:

- a) Act of 20 July 2018. The Law on Higher Education and Science (Journal of Laws of 2018, item 1668), hereinafter referred to as the "Act".
- b) Act of 3 July 2018 - provisions introducing the Act – the Law on Higher Education and Science (Journal of Laws of 2018, item 1669) with further modifications.
- c) Act of 14 June 1960 – the Code of Administrative Proceedings (Journal of Laws of 2018, item 2096).

§2 Commencement of the proceedings

1. The proceedings for the award of the degree of doktor are initiated at the request of the person applying for the award of the degree of doktor, hereinafter referred to as the "Candidate", submitted to the Chairperson of the Scientific Council of the CTP PAS, hereinafter referred to as the "Scientific Council".
2. Candidates submit their applications at least 10 working days before the meeting of the Scientific Council at which they are to be considered. The Council may refuse to consider an application submitted at a later date.
3. The application should include:
 - a) Name and both the correspondence and the electronic address of the Candidate.
 - b) Title of the doctoral dissertation.
 - c) Indication of the discipline in which the degree of doktor is to be awarded.
 - d) Name, degree or academic title and affiliation of the supervisor or supervisors and their consent to act as a supervisor in the proceedings.
 - e) Statement that the attached doctoral dissertation has not been the basis for applying for the degree of doktor in any other proceedings.
 - f) Indication of the mode in which the dissertation has been prepared.
 - g) Consent to the processing of personal data for the purpose of conducting the proceedings for the award of the degree of doktor.
4. The Candidate shall attach the following documents to the application for the initiation of the proceedings:
 - a) A positive opinion of the supervisor(s) about the doctoral thesis.
 - b) Four printed copies of the doctoral dissertation, hereinafter referred to as the "Dissertation".
 - c) An electronic version of the doctoral dissertation in a format compatible with the Uniform Anti-Plagiarism System, hereinafter referred to as the "UAPS".
 - d) A summary of the dissertation in English, and, in the case of a dissertation written in English,

also a summary in Polish.

- e) An article or a scientific monograph fulfilling the requirements of Article 186(1)(3) of the Act.
 - f) A copy of the diploma certifying the qualifications specified in Article 186(1)(1) of the Act.
 - g) A copy of a certificate or graduation diploma certifying knowledge of English language at a language proficiency level of at least B2. The list of certificates certifying knowledge of English is specified in Appendix No. 4. In the event that the candidate cannot present the appropriate diploma or certificate, they apply to the director of CFT PAN for a referral to an exam confirming the knowledge of English at the B2 level. The costs of the examination are included in the costs of the proceedings.
 - h) Certificate of completion of training at a doctoral school, in the case of Candidates who have prepared a Dissertation in the mode of doctoral training.
 - i) A statement that the results presented in the Dissertation as the Candidate's own have not been used in other doctoral or postdoctoral proceedings.
 - j) In the case of Candidates applying for the degree of doktor in the extramural mode, a list of scientific works, creative professional works, and information on activities popularising science.
5. A Candidate applying for the initiation of the proceedings under Article 186(2) shall attach the following to the application for the commencement of the doctoral dissertation procedure:
- a) A certificate of the completion of first-cycle studies or the 3rd year of uniform master's studies.
 - b) An opinion confirming the highest quality of his or her scientific achievements, issued by the supervisor holding the title of professor or the degree of doktor habilitowany, or rights equivalent to those of doktor habilitowany.
6. In the event that the publication referred to in paragraph 4 e) has multiple authors, the Candidate shall submit a statement describing his or her contribution to the results presented therein.

§3

Consideration of the application to initiate the proceedings

- 1. The application to initiate the proceedings shall be immediately forwarded by the Chairperson of the Scientific Council to the Secretary of the Scientific Council, who shall verify whether the application is complete. In the case of an incomplete application, the Secretary of the Scientific Council shall request the Candidate(s) to complete the application within 7 days of the request.
- 2. If a Candidate applies for the award of a doctoral degree by extramural procedure, the Chairperson of the Academic Council shall forward the complete application to the Standing Committee. The method of appointment and operation of the Standing Committee is described below.
- 3. The Chairperson of the Scientific Council may refer the application to initiate the doctoral procedure to the Standing Committee when the Candidate applies for a doctoral degree in the doctoral training mode.
- 4. At the first meeting in a new term of office, the Scientific Council shall appoint a Standing Committee on the compliance of the Candidates with the requirements of the Act, hereinafter referred to as the "Standing Committee". The term of office of the Standing Committee shall be until the end of the current term of the Scientific Council.
- 5. The Committee shall consist of 3 members of the Council.
- 6. The Chairperson of the Standing Committee shall be elected by the Scientific Council.
- 7. In the event of the resignation of a member of the Standing Committee from his position, the Academic Council shall appoint a new member at its next meeting.
- 8. The Standing Committee's task is to verify the application's compliance with the requirements of the Act, including:

- a) Evaluation of the Candidate(s)' statement on the contribution to the publication referred to in §2(4)(e).
 - b) In the case of Candidates applying for the degree in the extramural mode, an invitation of the Candidate to deliver a talk on CTP PAS Colloquium. If the Candidate has delivered such a talk in the period of 6 months prior to the submission of the application, the Standing Committee may waive this requirement.
 - c) In the case of Candidates applying for the degree in the extramural mode, conducting a written examination in the field of Physical Sciences in order to fulfil the requirement of verifying the learning outcomes for knowledge and skills at level 8 of the Polish Qualifications Framework.
9. For the exam referred to in §3(8)(c), the following rules apply:
- a) the examination shall be in the form of a two-part written test. In the first part, the Candidate shall solve 4 tasks in general physics. In the second part, the Candidate shall solve 3 tasks in theoretical physics.
 - b) The tasks shall be prepared by the Standing Committee.
 - c) The tasks shall be checked by a commission of at least two members of the Standing Committee.
 - d) Candidates shall be awarded zero to ten points for the tasks in the first part of the test. Candidates shall be awarded zero to twenty points for the tasks in the second part of the test.
 - e) A minimum of 75 points is required to pass the test.
 - f) The scope of the material to be covered by the test is defined in Appendix No. 2 to the Resolution.
 - g) Minutes of the examination are drawn up.
 - h) In the case of a negative result of the test, the Candidate may take it again, but not earlier than within 3 months from the date of the first attempt. In total, the written test in the field of Physical Sciences may not be taken more than 2 times within one procedure for the award of the degree of doktor.
10. The Standing Committee may invite the Candidate to its meeting in order to obtain clarification of the documents submitted by the Candidate.
11. The Standing Committee may refer the Candidate for an exam in order to confirm the knowledge of the English language at the language proficiency level of at least B2. The cost of the examination is included in the costs of the proceedings.
12. Immediately after the completion of the work, the Standing Committee shall present a report to the Scientific Council, in particular:
- a) The manner in which the Candidate has prepared the dissertation.
 - b) Information on whether the Candidate meets the formal conditions laid down in Article 186(1)(1-3) or Article 186(2) of the Act.
 - c) Information on the Candidate's application for the appointment or change of the supervisor(s) or the assistant supervisor.
13. In the event that the Candidate applies for the degree of doktor in the extramural mode, the Standing Committee shall attach the minutes of the examination referred to in paragraphs 8(c) and 9 to the report.

§4

Appointment and change of the supervisor

1. In the case of a Candidate applying for the degree in the extramural mode, before submitting the application to initiate the proceedings for the award of the degree, the Candidate shall submit an application to the Chairperson of the Scientific Council for the appointment of a

- supervisor/supervisors or the assistant supervisor, indicating the candidate for a supervisor. The Candidate shall attach his or her doctoral dissertation to the application.
2. The Candidate has the right to apply for a change of the supervisor or supervisors. The application, submitted to the chairperson of the Scientific Council, shall be justified and indicate a candidate for a new supervisor.
 3. The application shall be accompanied by the consent of the candidate for a supervisor or supervisors.
 4. Applications for the appointment and change of a supervisor(s) are examined at the next meeting of the Scientific Council, which takes place at least 14 days after the date of submission of the application.
 5. Applications for the appointment and change of a supervisor(s) are reviewed by a panel consisting of: Chairperson of the Scientific Council, Deputy Director of the CTP PAS for Scientific and General Affairs and Coordinators of Doctoral Schools at the CTP PAS.
 6. The doctoral supervisor(s) is (are) appointed or changed by the Scientific Council after hearing the recommendation of the team referred to in item 5. The decision of the Scientific Council has the form of a resolution adopted in a secret ballot by a simple majority of votes.
 7. If the person indicated by the Candidate as a supervisor or a candidate for a supervisor does not receive support of the Scientific Council, the Chairperson of the Scientific Council shall immediately request the Candidate to resubmit an application for the appointment of a supervisor, indicating a candidate for a supervisor or including a request for a candidate to be indicated by the Scientific Council. Provisions of sections 3-6 apply accordingly.
 8. In the event of circumstances that make it impossible for a supervisor to continue performing their function, the Chairperson of the Scientific Council immediately requests the Candidate to submit a request for the appointment of a new supervisor. Provisions of sections 3-6 apply accordingly. If the doctoral dissertation has been supervised by two or more supervisors, the Candidate may resign from the application for the appointment of a supervisor.
 9. In exceptional circumstances, the appointed supervisor may resign from his or her function by submitting a written resignation with justification to the Chairperson of the Scientific Council. The Chairperson of the Scientific Council shall immediately request the Candidate to resubmit an application for the appointment of a supervisor, indicating a candidate for a supervisor or including a request for a candidate to be indicated by the Scientific Council. Provisions of sections 3-6 apply accordingly.
 10. In the event of a change of the supervisor, after the appointment by the Scientific Council, the supervisor completes, within 30 days, documentation of the proceedings for the award of the degree of doktor with the opinion referred to in §2(4)(a).
 11. Provisions of sections 1-8 apply also to the change and appointment of an assistant supervisor.
 12. The promoter candidate shall submit to the chairman of the Scientific Council a statement that there are no obstacles listed in Article 190(6) of the Law. The Secretary of the Council, through the system referred to in Article 342(1) of the Act, shall verify that the promoter candidate has not been subjected to the disciplinary penalty referred to in Article 276(1)(4) of the Act.

§5

Decision on the refusal to commence the proceedings for the award of the degree of doktor

1. In the cases referred to in §3 sections 2 and 3, the Scientific Council, after reviewing the report of the Standing Committee for checking the compliance of the Candidate's application with the Act and these regulations, adopts a resolution on accepting the report presented by the Standing Committee.
2. If the Candidate does not fulfil the conditions specified in Article 186(1)(1-3) or Article 186(2)

of the Act, the Chairperson of the Scientific Council shall issue a decision on the refusal to initiate the proceedings for the award of the degree of doktor. The decision shall be subject to the right to submit a request for reconsideration to the Chairperson of the Scientific Council within 7 days of the date of the decision. The decision of the Chairperson of the Scientific Council, made after reconsideration of the case, shall be final.

3. Supervisors and assistant supervisors do not participate in voting on the doctoral proceedings.
4. The resolution referred to in par. 1 shall be adopted in a secret ballot by a simple majority of votes.

§6

Doctoral dissertation

1. A doctoral dissertation may be written in Polish or in English.
2. Pursuant to art. 187(3) of the Act, a doctoral dissertation may be a written thesis. In particular, it may take the following form:
 - a) Scientific monograph.
 - b) A collection of published and thematically related scientific articles.
 - c) A hybrid work consisting of a part containing a collection of published scientific articles and a part containing unpublished, original scientific results, where the scientific results contained in both parts must be thematically related.
3. The collection of publications referred to in sec. 2, points b) and c) must consist of at least 2 original papers.
4. The doctoral dissertation in the form specified in sec. 2, b) and c) must be provided with a title and a summary and supplemented with a commentary in English or Polish with a length of at least 25,000 characters with spaces, without taking into account the bibliography, in which the Candidate presents the subject of research, explains the research problem(s), describes their own contribution to obtaining the results presented in the dissertation, and also presents conclusions.
5. The Candidate is required to submit a statement that the results presented in the Dissertation as their own have not been used in other doctoral or postdoctoral proceedings, and that he/she has the consent of all the co-authors for using the scientific results presented by the Candidate in the doctoral proceedings.

§7

Additional conditions for admission to the defence of a doctoral dissertation

1. The Scientific Council shall determine the following additional conditions for the Candidate to be allowed to defend their doctoral dissertation:
 - a) A positive result of the doctoral examination in physics.

§8

Appointment of reviewers, time limit for and form of reviews

1. The Scientific Council appoints three reviewers from among the candidates proposed by the Scientific Council members.
2. Reviewers are appointed from among persons who are not employees of the CTP PAS and the university, PAS institute, research institute, international institute of which the Candidate is an employee.
3. Candidates for reviewers can be proposed at the meeting of the Scientific Council by members of the Council having an academic title or the academic degree of doktor habilitowany.

4. The candidature of the reviewer(s) shall be substantiated.
5. Reviewers shall be selected by a secret ballot by a simple majority of votes.
6. The supervisor(s) and the assistant supervisor shall be excluded from voting on the selection of reviewers.
7. A review contract shall be drawn up with the reviewers.
8. The reviewer(s) shall submit the review of the dissertation in electronic and paper form to the Secretary of the Doctoral Commission within two months of the date of delivery of the dissertation.
9. The reviewer shall submit the review in Polish or English.
10. The review shall include a thoroughly justified assessment of the degree to which the doctoral dissertation meets the conditions specified in Article 187(1-2) of the Act. In the event that the doctoral dissertation is an independent and separate part of a collective work, the review shall include an assessment of the Candidate's individual contribution to the dissertation.
11. In the event the review concerns a dissertation that is interdisciplinary in nature, the reviewer shall identify the discipline to which the review relates.
12. The reviewer concludes a positive review with the phrase "Therefore I conclude that the presented dissertation meets the formal requirements for a PhD thesis and recommend admission of the Candidate to the subsequent stages of the procedure, including the public defence" in Polish or English. A review not containing this or an equivalent wording is treated as a negative review.
13. The review may include a request to distinguish the dissertation. In order to distinguish the dissertation, it is necessary to obtain three positive reviews, including at least two that contain a request to distinguish the dissertation.

§9

Doctoral Commission - appointment and composition

1. The activities in the proceedings for the award of the degree of doktor are conducted by a Committee, hereinafter referred to as the "Doctoral Commission", appointed by a resolution of the Scientific Committee separately for each procedure.
2. The Scientific Council may delegate certain powers to the Doctoral Commission to carry out activities related to the proceedings, in particular the acceptance of the doctoral dissertation, its acceptance for public defence and the conduct of the defence.
3. In cases referred to in §3 paragraphs 2 and 3, the Doctoral Commission is appointed at a meeting of the Scientific Council immediately after the Council adopts the resolution to accept the report of the Standing Committee.
4. The Committee shall be composed of at least 4 persons appointed by the Scientific Council, from among the members of the Council holding the title of professor or the degree of doktor habilitowany in the discipline of physical sciences or another discipline belonging to the field of sciences and natural sciences, and reviewers. The doctoral supervisor(s) and the assistant supervisor cannot be members of the doctoral commission.
5. The Scientific Council elects:
 - a) Chairperson of the Doctoral Commission.
 - b) Secretary of the Doctoral Commission.
6. Candidates for members of the Doctoral Commission can be appointed by any member of the Scientific Council who is a senior academic staff member.
7. Through the system referred to in Article 342(1) of the Act, the Secretary of the Scientific Council shall verify that no disciplinary penalty referred to in Article 276(1)(4) of the Act has been imposed on candidates for members of the Commission.
8. Members of the Doctoral Commission shall be selected by a secret ballot, by a simple majority of votes.

9. In the case of circumstances preventing any of the members of the Doctoral Commission from fulfilling their functions, the composition of the Committee is supplemented at the next meeting of the Scientific Council. Provisions of sections 4-5 apply accordingly.

§10

Operation of the Doctoral Commission

1. Meetings of the Doctoral Commission are minuted.
2. The Doctoral Commission takes decisions in open voting, by a simple majority. At the request of a member of the Doctoral Commission, secret voting is allowed.
3. Meetings of the Doctoral Commission are convened and chaired by the Chairperson of the Doctoral Commission.
4. The duties of the Secretary of the Doctoral Commission include:
 - a) Conducting anti-plagiarism proceedings with the use of the UAPS system.
 - b) Making the doctoral dissertation available to the members of the Doctoral Commission, in particular, submitting the dissertation to reviewers as soon as possible.
 - c) Preparing reports on conducted examinations and preparing reports on meetings of the Doctoral Commission.
 - d) Making reviews of the dissertation available in the Public Information Bulletin (BIP) of the CTP PAS immediately after receiving them.
5. The tasks of the Doctoral Commission include:
 - a) Conducting the examination in physics.
 - b) Evaluating the UAPS report. The report is assessed by the Chairman of the Committee and at least two other members of the Committee, indicated by the Chairman.
 - c) Preparing a motion to the Scientific Council to allow the Candidate to defend their doctoral dissertation.
6. The Doctoral Commission may ask for clarification or invite the Candidate to its meeting for clarification. In particular, the Candidate may be invited to provide explanations in the case of:
 - a) Negative UAPS report.
 - b) Doubts about the statements of the Candidate in the case of a dissertation in the form specified in § 6, sec. 2 (b,c).
7. The Doctoral Commission prepares a motion to the Scientific Council to allow the Candidate to defend their dissertation within 14 days after receiving all reviews, the UAPS report and the required examinations.
8. The Committee's proposal to allow the Candidate to defend their dissertation may include a request to the Scientific Council to distinguish the dissertation.
9. In the event of receiving two negative reviews of the dissertation, the Chairperson of the Doctoral Commission shall immediately notify the Chairperson of the Scientific Council, who shall issue a refusal to allow the Candidate to defend their dissertation.
10. In the event of an order refusing to accept the dissertation for defence, the Candidate may appeal to the Research Excellence Board. The candidate may lodge a complaint directly or through the Chairperson of the Scientific Council within 7 days of the date of the decision.

§11

Doctoral examinations

1. The examination in physics shall be conducted by a subcommission composed of at least 4

- members of the Doctoral Commission, including its chairman. The Subcommission is appointed by the Chairman of the Doctoral Commission.
2. Members of the Doctoral Commission may participate in the examination by means of videoconferencing links.
 3. The examinations shall be held on a date agreed with the Candidate, but no later than 90 days from the date of appointing the Doctoral Commission.
 4. The Chairperson of the Doctoral Commission designates persons to ask the Candidate questions.
 5. During the examination the Candidate answers 5 questions. The number of questions may be increased with the consent of the Candidate.
 6. The examination shall deal in detail with the Candidate's dissertation and in general with the whole field of theoretical physics.
 7. Minutes of the examination are drawn up.
 8. The result of the examination is evaluated by the Doctoral Commission on a grading scale: very good, good, sufficient, failing. A failing grade means a negative result of the examination.
 9. In the case of a negative result of the examination, it is possible, at the request of the Candidate, to repeat the examination once at a date agreed with the Candidate, but not earlier than after 30 days from the date of the first examination.
 10. In the case of two negative results of the examination, the Chairperson of the Doctoral Commission immediately forwards the examination reports to the Chairperson of the Scientific Council, who issues a decision on the refusal to allow the Candidate to defend their dissertation. Provisions of §10(10) apply accordingly.

§12

Admission to the defence

1. The Scientific Council shall take a decision to allow the Candidate to defend their doctoral dissertation within 14 days of the receipt of the motion of the Doctoral Commission by the Chairperson of the Scientific Council.
2. The Secretary of the Scientific Council shall distribute the motion of the Doctoral Commission to allow the Candidate to defend their dissertation among the Board members.
3. The decision whether to admit the Candidate to the defence shall be made by the Scientific Council in a secret ballot with a simple majority of votes. Voting can be done online.
4. If the motion of the Doctoral Commission to allow the Candidate to defend their dissertation contains a negative recommendation, admission to the defence requires a majority $\frac{2}{3}$ of all the members of the Scientific Council taking part in the voting.
5. The Chairperson of the Scientific Council shall notify the Candidate of their admission or refusal of admission to the defence by means of an administrative order. The provision of §10 (10) applies accordingly.

§13

Defense

1. The procedure for the public defence of the dissertation shall be determined by the Scientific Council adopting a resolution on the admission to the defence.
2. The date of the public defence shall be set not earlier than 30 days after the date of publication of the dissertation, its abstracts and all reviews in the Public Information Bulletin (BIP) of the CTP PAS.
3. Information about the date, place and manner of conducting the dissertation defense shall be posted in the BIP of CTP PAS and on the website of CTP PAS no later than 10 days before the

- scheduled date of the defense.
4. The dissertation defence is public.
 5. The dissertation defence may be conducted in Polish or English.
 6. The dissertation defence is conducted at an open meeting of the Scientific Council or the Doctoral Commission.
 7. The Secretary of the Scientific Council shall notify all members of the Scientific Council of the date of the defence.
 8. The dissertation defence shall be attended by the supervisor(s) and at least one reviewer. The presence of the supervisor(s) and the reviewer(s) via a videoconference links is allowed.
 9. The agenda of the defence is as follows:
 - a) Opening of the meeting by the Chairperson of the Scientific Council/Doctoral Commission.
 - b) Presentation of the profile of the candidate by the supervisor or supervisors.
 - c) Presentation by the supervisor(s) of their opinion on the doctoral dissertation. If the supervisor cannot present the opinion, the Chairperson of the Scientific Council appoints a person who reads the text prepared by the supervisor.
 - d) The presentation by the Candidate(s) of the main ideas and results of their dissertation.
 - e) The presentation of the reviews by the reviewers or, in the absence of a reviewer, the reading of their review in its entirety by the Chairperson of the Scientific Council or Doctoral Commission, or their designee.
 - f) Presentation of Candidate's response to the reviewers' comments.
 - g) Open discussion. Discussions are opened and closed by the Chairperson of the Scientific Council or Doctoral Commission.
 10. Where the defence takes place before the Scientific Council, upon completion of the defence, the Scientific Council, in a closed session, in a secret ballot, by a simple majority, shall pass a resolution to accept the defence.
 11. Where the defence takes place before the Doctoral Commission, upon completion of the defence, the Doctoral Commission shall, at a closed meeting, in a secret ballot, by a simple majority of votes in the presence of at least half the members of the Commission, adopt a resolution to submit, to the Scientific Council, a motion to accept the defence and award the degree of doktor, except that a motion to refuse the defence shall be submitted by the Commission to the Scientific Council, with a detailed statement of reasons.
 12. The Commission may, by means of a resolution adopted by a secret ballot, by a simple majority, declare the dissertation to be of outstanding merit and refer the relevant motion to the Scientific Council.

§14

The award of the degree of doktor

1. The motion of the Doctoral Commission to accept or refuse to accept the defence shall be considered at the next meeting of the Scientific Council following the date of the defence.
2. The Scientific Council shall adopt a resolution on the award of the degree of doktor immediately after the resolution on the acceptance of the defence has been adopted.
3. The resolutions referred to in sections 1 and 2 shall be adopted by a secret ballot and shall be adopted by an absolute majority of the votes cast, provided that at least half of the total number of persons entitled to vote are present.
4. In the case of a motion to distinguish the dissertation, the Scientific Council shall adopt a resolution on the distinction of the dissertation. A majority of $\frac{2}{3}$ of all the members of the Scientific Council present at the meeting is required to grant the distinction.
5. The members of the Scientific Council holding the title of professor or the degree of doktor

- habilitowany shall be entitled to the votes referred to in sections 1, 2 and 4.
6. In accordance with the decision of the Scientific Council, its Chairperson shall issue a decision to award the degree of doktor or an administrative decision to refuse to award the degree.
 7. The decision on the refusal to award the degree may be appealed to the Council of Scientific Excellence. The time limit for lodging the appeal is 30 days from the date of service of that decision.
 8. Following the adoption of the resolution on the award of the degree, the Candidate shall publicly take the doctoral oath, the text of which constitutes Appendix 3 to the Resolution.
 9. The person awarded the degree of doktor shall receive a doctoral diploma. A specimen of the diploma constitutes Annex No. 5 to the Resolution.

§15

Joint award of the degree

1. In the case of jointly conducted activities for the award of the degree of doktor with another higher education institution, institute of the Polish Academy of Sciences, another research institute, including foreign entities, the parties shall conclude a written agreement which may specify in particular:
 - a) Another composition and method of appointment of the Doctoral Commission referred to in §9.
 - b) Additional conditions for admission of the Candidate to the dissertation defence, other than those specified in §7.
 - c) A different course of the dissertation defence.
 - d) Another way of covering the costs referred to in §16 in accordance with the Act.

§16

Cost of the proceedings

1. A fee is charged for conducting the proceedings for the award of the degree of doktor in the extramural mode in an amount determined by the order of the Director of CTP PAS.
2. The fee comprises the remuneration of the supervisor(s) and reviewers as stipulated in the Act, as well as other costs incurred by CTP PAS in conducting the proceedings for the award of the degree of doktor.
3. The fee is not charged to an applicant for the degree of doktor who has completed the training at a doctoral school.
4. In the case of an academic staff member or researcher, the costs of the proceedings shall be borne by the higher education institution employing him/her, an institute of the Polish Academy of Sciences, a research institute or an international institute.
5. In the case of jointly conducted activities for the award of the degree of doktor with another higher education institution, an institute of the Polish Academy of Sciences, another research institute, including foreign entities, the method for the allocation of costs shall be determined by the agreement referred to in § 15(1).
6. The final amount of the fee, as well as the manner and time limit for payment, is contained in a civil-law agreement for the conduct of activities for the award of the degree of doktor, concluded with the Candidate or the institution employing him/her, within 14 days of the appointment of the Doctoral Commission. The commencement of work by the Doctoral Commission depends on the conclusion of the agreement.
7. Where the procedure ends with a distinction of the dissertation, the Director of the CTP PAS exempts the Candidate from the payment of half of the costs referred to in section 1.

8. The fee is not charged to a Candidate who is a researcher or scholarship holder at the CTP PAS.
9. In justified cases, upon the application of the Candidate, the Director of the CTP PAS may exempt the Candidate from a part or all of the fee.

§17

Transitional provisions

1. In the case of persons who commenced their doctoral studies before the 2019/2020 academic year and apply for the award of the degree of doktor according to the rules set out in the Act:
 - a) Proceedings for the award of the degree of doktor shall be initiated by the submission of an application to the Chairperson of the Scientific for the appointment of a supervisor or supervisors. Provisions of § 3(5-8) apply accordingly.
 - b) Learning outcomes in terms of knowledge of English language are confirmed according to the rules in force before the entry into force of the Act.
 - c) The conditions for admission to the defence of individuals who, within two years of the adoption of the resolution, completed their doctoral studies in fields related to those represented at the CTP PAS, or prepared a dissertation while working at the CTP PAS as an assistant, are identical to those for individuals who completed training at a doctoral school.
 - d) No fees are charged for conducting the proceedings for the award of the degree of doctor.

Wzór wniosku o wszczęcie postępowania w sprawie nadania stopnia doktora.

*miejsowość,
data*

*Imię i nazwisko
adres
korespondencyjny e-
mail*

Przewodniczący Rady Naukowej
Centrum Fizyki Teoretycznej
PAN *tytuł imię i nazwisko*

Zwracam się z prośbą o wszczęcie i przeprowadzenia postępowania w sprawie nadania stopnia doktora w dziedzinie **nauk ścisłych i przyrodniczych** w dyscyplinie naukowej **nauki fizyczne**.

Podstawą do nadania stopnia jest załączona rozprawa doktorska pod tytułem “*tytuł rozprawy*”. Promotorem/-ami rozprawy jest/są *tytuł imię i nazwisko* zatrudniony w *afiliacja promotora*.

Oświadczam, że załączona rozprawa, nie była podstawą do ubiegania się o nadanie stopnia doktora w innym postępowaniu.

W przypadku ukończenia kształcenia w szkole doktorskiej:

Rozprawa doktorska została przygotowana w trybie kształcenia doktorantów. Ukończyłam/-em kształcenie w szkole doktorskiej *pełna nazwa oraz adres szkoły*, prowadzonej przez *nazwa instytutu/uczelni*.

W przypadku przygotowywania rozprawy w trybie eksternistycznym:

Rozprawa doktorska została przygotowana w trybie eksternistycznym.

W przypadku ukończenia studiów doktoranckich:

Ukończyłam/-em studia doktoranckie w *nazwa i adres uczelni lub instytutu*.

Wyrażam zgodę na przetwarzanie moich danych osobowych w celu przeprowadzenia postępowania w sprawie nadania stopnia doktora.

Do wniosku załączam:

(załączniki obligatoryjne)

- ☐ pięć wydrukowanych egzemplarzy rozprawy doktorskiej
- ☐ rozprawę doktorską w formie elektronicznej
- ☐ zgoda promotora (lub promotorów) na pełnienie tej funkcji w postępowaniu
- ☐ pozytywną opinię promotora lub promotorów
- ☐ streszczenie rozprawy w języku angielskim
- ☐ artykuł lub monografię naukową spełniającą wymagania art. 186 ust. 1 pkt 3 ustawy Prawo o szkolnictwie wyższym i nauce
- ☐ kopię dyplomu poświadczającego kwalifikacje określone w art. 186 ust. 1 pkt 1 ustawy Prawo o szkolnictwie wyższym i nauce
- ☐ kopię certyfikatu lub dyplomu poświadczającego znajomość języka angielskiego na poziomie biegłości językowej co najmniej B2
- ☐ oświadczenie, że wyniki przedstawione w rozprawie jako własne nie były wykorzystane w innym postępowaniu doktorskim lub habilitacyjnym,

(załączniki dodatkowe, wybrać odpowiednio do formy przygotowania rozprawy, jej języka, trybu postępowania i formy rozprawy)

- ☐ streszczenie rozprawy w języku polskim,
- ☐ zaświadczenie o ukończeniu kształcenia w szkole doktorskiej,
- ☐ wykaz prac naukowych, twórczych prac zawodowych oraz informację o działalności popularyzującej naukę,
- ☐ oświadczenie kandydata dotyczące artykułu lub monografii naukowej spełniającej wymagania art. 186 ust. 1 pkt 3 ustawy Prawo o szkolnictwie wyższym i nauce, w którym opisuje swój wkład w otrzymanie przedstawionych w niej wyników.

imię i nazwisko
podpis

The scope of the examination conducted by the Examination Committee on the Compliance of Applications with the Act.

Part One: General Physics:

D. Halliday, R. Resnick, J. Walker, material covered by the 5th edition of V "Podstawy Fizyki", PWN.

or its English-language equivalent:

D. Halliday, R. Resnick, J. Walker „*Fundamentals of Physics*” 7th edition (June 14, 2004).

Part Two: Theoretical Physics, recommended literature:

- [1] Lew D. Landau, Jewgienij M. Lifszyc „*Mechanika*" PWN, wydanie 4, Warszawa 2012
- [2] Lew D. Landau, Jewgienij M. Lifszyc, „*Teoria pola*" PWN, wydanie 4, Warszawa 2009
- [3] Lew D. Landau, Jewgienij M. Lifszyc, „*Mechanika kwantowa: teoria nierelatywistyczna*" PWN, wydanie 3, Warszawa 2011
- [4] Władimir B. Bierestecki, Jewgienij M. Lifszyc, Lew P. Pitajewski "*Elektrodynamika kwantowa*" PWN, wydanie 2, Warszawa 2011
- [5] Lew D. Landau, Jewgienij M. Lifszyc, „*Fizyka statystyczna, Część I*" PWN, wydanie 2, Warszawa 2011

or their English-language equivalents:

- [1] L. D. Landau, E. M. Lifszyc „*Mechanics*" Butterworth-Heineman, (3rd ed.) 1976
- [2] L. D. Landau, E. M. Lifszyc „*The classical theory of fields*" Butterworth-Heineman, (4th ed.) 1975
- [3] L. D. Landau, E. M. Lifszyc „*Quantum Mechanics: Non-relativistic theory*" Pergamon Press (3rd ed.) 1977
- [4] V. Berestetskii, E. M. Lifshitz, L. Pitaevskii, „*Quantum Electrodynamics*" Butterworth-Heineman (2nd ed.) 1982
- [5] L. Landau, E. M. Lifshitz, „*Statistical Physics. Part I*" Butterworth-Heineman (3rd ed.) 1980

SOLEMN OATH

SUPERVISOR:

Dear Doctoral Student, you stand before us today, after having presented your dissertation and passing the examinations in which you have demonstrated the required level of knowledge and skills, to be awarded the title of Doctor of Physical Sciences.

Swear that you will always use the knowledge you have acquired here to pursue the truth, and that you will proclaim this truth and live by it.

Swear also that you will always work assiduously for the advancement of science and that you will use its results, not for unworthy gain or vain fame, but for the common good.

Swear also that you will not tarnish the dignity we are about to bestow on you.

Do you swear?

DOCTORAL STUDENT

I do solemnly swear.

.....
*signature of the
doctoral student*

Warsaw,

SUPERVISOR:

Under the resolution of the Scientific Council of the Center for Theoretical Physics of the Polish Academy of Sciences I award you:

full name

the title of Doctor and I grant you all the rights and privileges of a Doctor, in witness of which I present you with this diploma.

Warsaw,

Chairperson of the Scientific Council

.....
signature

Director

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signature

Supervisor

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List of certificates confirming knowledge of English at the level of language proficiency at least B2

1. Certificate of English language proficiency issued by the National School of Public Administration as a result of a linguistic examination.
2. Certificates confirming knowledge of English at least at the B2 level on the scale of global language proficiency according to the „Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Common European Framework of Reference for Languages - Language Education: learning, teaching, assessment (ESOKJ)":
 - 1) certificate issued by institutions affiliated to the Association of Language Testers in Europe (ALTE)
 - 2) Certificates from the following institutions:
 - a) Educational Testing Service (ETS) - in particular, certificates: Test of English as a Foreign Language (TOEFL)
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute,
 - d) Edexcel, Pearson Language Tests, Pearson Language Assessments Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board,
 - f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia
 - g) Coordinating Council for Teaching Foreign Languages and Certification of Language Proficiency of Warsaw University;
 - 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1;
3. Diplomas of completion of:
 - 1) University degree in foreign philology or applied linguistics;
 - 2) Teacher's college of foreign languages;
 - 3) National School of Public Administration.
4. Document issued abroad confirming the attainment of an academic degree or title or degree or title in art - shall be recognized the language of instruction of the institution providing education.
5. Document confirming the completion of higher education or postgraduate studies abroad or in the Republic of Poland - the language of instruction shall be recognized if the the language of instruction was exclusively a foreign language.
6. Document issued abroad recognized as equivalent to a high school diploma - the language of instruction shall be recognized;
7. An International Baccalaureate Diploma (International Baccalaureate Diploma).
8. The European Baccalaureate Diploma (European Baccalaureate).
9. Certificate of passing the departmental examination at:
 - a) The Ministry of Foreign Affairs;
 - b) The office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
 - c) Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
10. Certificate issued by the National School of Public Administration confirming the qualifications for a high government position.
11. Document confirming entry on the lists of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA) - a party to the agreement on the European Economic Area or in the Confederation of European Nations European Economic Area or in the Swiss Confederation.



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