

PRINCIPLES AND MODE OF CONDUCT
CONCERNING THE CONFERRING OF THE DOCTOR'S DEGREE
AT THE NATIONAL CENTER FOR NUCLEAR RESEARCH IN ŚWIERK

GENERAL PROVISIONS

§1

1. The regulations and procedure for awarding the doctoral degree at the National Center for Nuclear Research (NCBJ), hereinafter referred to as the Regulations, define the activities and procedure for awarding the doctoral degree at NCBJ.
2. The National Center for Nuclear Research is authorized to confer doctoral degrees in exact and natural sciences, in the discipline of physical sciences. Obtaining a doctoral degree may take place in three modes:
 - 1) as part of education at the Doctoral School,
 - 2) as part of doctoral studies started before the 2019/20 academic year,
 - 3) as an extramural student.
3. The procedure for awarding the doctoral degree is conducted by the NCBJ Scientific Council, decisions and resolutions on this matter are taken by a simple majority of votes in a secret ballot, attended by more than half of the members of the Council with the habilitated doctor degree or the title of professor. Voting may take place via the ICT system, if the Chairman of the Supervisory Board so decides.

CANDIDATE FOR THE DOCTORAL DEGREE

§2

1. A candidate for the doctoral degree, hereinafter referred to as a candidate, may be a person who meets the following requirements:
 - 1) has the professional title of magister, magister engineer or an equivalent or:
 - a) holds a diploma confirming completion of studies abroad, which gives the right to apply for a doctoral degree in the country in which the higher education system is operated by the university that issued it,
 - b) has a diploma that has been recognized as equivalent to the Polish diploma and professional title, which allows the person to use the appropriate Polish professional title,
 - c) in exceptional cases, is a graduate of the first-cycle studies or a student who has completed the third year of long-cycle studies, with the highest quality of scientific achievements.
 - 2) obtained the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PQF),
 - a) where the learning outcomes in the knowledge of a modern foreign language are confirmed by a certificate or diploma of graduation confirming the knowledge of this language at a language proficiency level of at least B2,
 - 3) has at least:

a) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publishing the article in its final form were included in the ministerial list of scientific journals and peer-reviewed materials from scientific conferences, or

b) one scientific monograph published by a publishing house that was included in the ministerial list of publications in the year of publication of the monograph, or one chapter in such a monograph.

The results contained in the published materials are directly related to the topic of the planned doctorate.

In the case of multi-author publications, the candidate submits a declaration describing his contribution to the creation of the work and the opinion of the head of the team in which he works. Internal documents of the group in which they work (e.g. technical notes) are also considered as documentation on the candidate's contribution.

DESIGNATION AND CHANGE OF THE SUPERVISOR, SUPERVISORS OR SUPERVISOR AND AUXILIARY SUPERVISOR

§3

1. Designating and changing the supervisor, supervisors or supervisor and auxiliary supervisor for the candidate referred to in §1 sec. 2 point 1, takes place on the terms set out in the Regulations of the Doctoral School.

2. Designating the supervisor, supervisors or supervisor and auxiliary supervisor for the candidate referred to in §1 sec. 2 points 2 and 3, shall be made at the request submitted by the candidate, the request must be accompanied by the consent of the candidate for the supervisor/supervisors and possibly the auxiliary supervisor, and the candidate's work plan for the doctoral dissertation and the dissertation outline, as well as the candidate's list of achievements.

3. The application referred to in point 2 shall be submitted to the Scientific Council.

4. The Committee for Proceedings on awarding the doctoral degree, after formal verification of the submitted documents, submits the application to the Scientific Council.

5. The Scientific Council appoints the supervisor, supervisors or supervisor and auxiliary supervisor.

6. If necessary, a change of the supervisor or auxiliary supervisor is allowed. The decision to change the supervisor or auxiliary supervisor is made by the Scientific Council at the request of the candidate or at the request of the supervisor or auxiliary supervisor, after considering the merits.

7. In special cases, the application for appointment of another supervisor or auxiliary supervisor may be submitted by the Director of the Doctoral School or the Chairman of the Scientific Council.

VERIFICATION OF LEARNING OUTCOMES AT LEVEL 8 PQF

§4

1. The candidate who completed education at the Doctoral School is considered to have obtained the learning outcomes for the qualification at the level of PQF 8.

The Director of the Doctoral School issues a certificate confirming the receipt of 8 PQF, referred to in this section.

2. A candidate applying for the award of the doctoral degree referred to in §1 sec. 2 point 2, is subject to verification of compliance with the requirements for the possession of specific learning outcomes for qualifications at PQF level 8 as part of the Doctoral Study, and the certificate is issued by the Head of the Study.

3. A candidate applying for the award of the doctoral degree referred to in §1 sec. 2, point 3, is subject to verification of compliance with the requirements for obtaining learning outcomes for qualifications on level 8 of the PQF at the earliest 6 months before submitting the doctoral dissertation.

1) The verification of learning outcomes for qualifications at PQF level 8 is carried out by a commission appointed within the Doctoral School. The composition of the commission is established by the Director of the Doctoral School.

2) The Committee referred to in point 1 shall consist of at least 3 persons with the title of professor or the degree of habilitated doctor in the field of science corresponding to the subject of the planned doctoral dissertation. The supervisor, supervisors or supervisor and assistant supervisor may not be members of the Commission.

3) The Committee prepares a protocol of the conducted verification and issues an opinion on the candidate's achievement of learning outcomes for qualifications at the level of PQF 8.

4) The verification ends with a positive or negative result. The commission shall include information about the result in the issued certificate.

VERIFICATION OF A MODERN FOREIGN LANGUAGE AT LEVEL B2

§5

1. Learning outcomes in the field of modern foreign language knowledge are confirmed by a certificate or diploma of graduation, confirming the knowledge of this language at the language proficiency level of at least B2. A diploma that meets the above requirements is a philology diploma, applied linguistics or a diploma of graduation with a modern language of instruction, including a diploma from a foreign university.

2. In the case of the candidate referred to in §1 sec. 2 point 2, verification shall be made by means of a modern foreign language examination at a language proficiency level of at least B2.

3. The exam referred to in sec. 2, is carried out by the commission appointed by the Committee for the award of the doctoral degree at the candidate's request.

4. The committee referred to in para. 3, include at least 3 people, of which at least one teaches this language at a university, and the rest have at least a doctor's degree.

PROCEDURE FOR CONTRIBUTION OF THE DOCTOR'S DEGREE

§6

The procedure for awarding a doctoral degree at the National Center for Nuclear Research is carried out in three stages:

1) initiation of proceedings, in the manner specified in §7,

2) the main proceedings, as specified in § 8 to 12,

3) termination of the procedure, as specified in § 13 and 14.

INITIATING THE PROCEEDINGS FOR CONTRIBUTION OF THE DOCTOR'S
DEGREE AND THE PROCEDURE FOR SUBMITTING THE DOCTORAL
DISSERTATION

§7

1. The procedure for awarding the doctoral degree is initiated at the request of a candidate who meets the requirements set out in §2, addressed to the Chairman of the NCBJ Scientific Council.
2. A specimen of the application referred to in para. 1 is included in Appendix 1 to these Rules.
3. To the application referred to in par. 1, the following is added:
 - 1) a doctoral dissertation in 5 copies and in an electronic version in pdf format, saved on an IT data carrier,
 - 2) a summary of the doctoral dissertation in Polish and English, in hard copy and in an electronic version in pdf format, saved on an IT data carrier,
 - 3) positive opinion of the supervisor, supervisors or supervisor and auxiliary supervisor regarding the doctoral dissertation,
 - 4) a document confirming the candidate's achievement of learning outcomes for qualifications at the level of PQF 8,
 - 5) list of scientific achievements,
 - 6) curriculum vitae,
 - 7) declaration of acceptance of payment for conducting the procedure for awarding the doctoral degree, in the case of extramural applicants who are not NCBJ employees, Appendix 2,
 - 8) declaration on previous doctoral procedures / proceedings for awarding the candidate's doctoral degree, specimen in Appendix No. 3,
 - 9) candidate's declaration of the originality of the doctoral dissertation, specimen in Appendix 4,
 - 10) the original or a photocopy of the certificate confirming the knowledge of a foreign language at a language proficiency level of at least B2, or a photocopy of a certificate confirmed by an administrative employee of NCBJ, or a certificate of successfully passed the examination referred to in §5,
 - 11) a document confirming the possession of a master's degree, a master's degree in engineering or an equivalent degree, in accordance with Art. 186 sec. 1 point 1 of the Act (available for inspection).
4. A candidate may present a doctoral dissertation in Polish or English.
5. If the candidate has not been admitted to defend the doctoral dissertation or has been issued a decision to refuse to award the doctoral degree, in previous proceedings for the award of the doctoral degree, the same dissertation may not be the basis for re-applying for the award of the doctoral degree.
6. A complex doctoral dissertation, which is a written dissertation, is checked and verified in terms of the author's independence in its preparation with the help of the Unified Anti-plagiarism System.
7. In the event that the candidate does not meet the requirements or did not present the documents listed in sec. 2, or the doctoral dissertation does not constitute an independent work of the candidate, which was demonstrated in the procedure specified in sec. 6, the Scientific Council adopts a resolution refusing to initiate the procedure for awarding the doctoral degree.

On this basis, a decision refusing to initiate proceedings is issued in accordance with the procedure specified in the Code of Administrative Procedure.

BASIC PROCEDURE FOR CONTRIBUTION OF THE DOCTOR'S DEGREE

§8

1. The main procedure for awarding the doctoral degree consists of:
 - 1) admission to defense,
 - 2) doctoral examination in the basic and additional subject,
 - 3) defense of the doctoral dissertation.
2. The Scientific Council, after initiating the procedure for awarding the doctoral degree, appoints the Doctoral Committee to perform activities in the procedure for awarding the doctoral degree, hereinafter referred to as the Doctoral Committee, consisting of 3 members of the Committee for the awarding of the doctoral degree, Supervisor or Promoters, and at least 4 research workers of NCBJ or members of the Council with the degree of habilitated doctor or the title of professor in the field in which the doctoral dissertation is prepared. The Assistant Supervisor may participate in the meetings of the Doctoral Committee, without voting rights. The Doctoral Committee also includes Reviewers after their election by other members of the Committee.
3. A member of the Doctoral Commission may not be a person in relation to whom there are reasonable doubts as to their impartiality (including in particular: kinship or affinity, close cooperation with the candidate).
4. A separate Doctoral Committee is appointed for each procedure for awarding a doctoral degree.
5. The Doctoral Committee shall elect, in an open vote, one of its members for the award of the doctoral degree to perform the function of the Chairman. If necessary, the committee may, by voting, decide to change the chairman. Until the election of the Chairperson of the Doctoral Committee, this function is performed by the Chairperson of the Committee for the award of the doctoral degree. A promoter, an auxiliary promoter or a reviewer cannot become the chairman.
6. Scope of activities of the Doctoral Committee:
 - 1) proposing and selecting reviewers in the procedure for awarding the doctoral degree, in accordance with the procedure specified in §9,
 - 2) decision on admitting a doctoral dissertation to defend itself in the manner specified in §11,
 - 3) defense of the doctoral dissertation, in the manner specified in §12,
 - 4) issuing opinions on the award of the degree,
 - 5) examination of the application for the distinction of a doctoral dissertation in the manner specified in §15,
 - 6) other, ordered by the Chairman of the Scientific Council.
7. The resolutions of the Doctoral Committee are made by secret ballot, by an absolute majority of votes in the presence of at least half of its members, and are signed by the Chairman. In the event of an equal number of votes, the Chairman has the casting vote.
8. The meetings of the Doctoral Committee are minuted.

9. If necessary, meetings of the Doctoral Committee (including defense) may be organized remotely, with the use of tools ensuring the possibility of recording video and sound and secrecy of voting. In the case of a remote meeting, the notification is accompanied by information on how to join the meeting. The chairman of the Committee shall select the mode of the meeting. A member of the Committee is obliged to keep secret the data enabling remote voting.
10. In the event of the election of the chairman, the appointment of reviewers and the decision to admit the doctoral dissertation to defense (if all three reviews are positive), voting may be carried out by circulation, unless none of the members of the Doctoral Committee raises an objection. Voting should be open for at least one day.
11. It is permissible to organize meetings of the Doctoral Committee in a hybrid mode, ie when some members of the committee participate in the meeting remotely. In such a case, secret voting takes place remotely.
12. The minutes are signed by the Chairman of the Doctoral Commission and person drawing the minutes if it was not the Chairman.
13. The administrative and technical service of the Doctoral Committee is provided by the secretariat of the Scientific Council.

METHOD OF NOMINATING REVIEWERS, REVIEWS

§9

1. Proposals of candidates for reviewers in the procedure for awarding the doctoral degree are submitted by members of the Doctoral Committee. Candidatures may also be submitted by members of the Scientific Council during the meeting at which the resolution on the initiation of the procedure is adopted, or later individually to members of the Doctoral Committee.
2. The Doctoral Committee collects all candidacies and appoints 3 reviewers by voting. Oral or written consent of the candidate to take up this function is required.
3. The chairman of the Doctoral Committee informs the secretariat of the Scientific Council about the appointments reviewers.
4. A reviewer may be a person who is not an employee of the NCBJ or the institution employing the candidate, holding the habilitated doctor degree or the title of professor, who is a specialist in the field of scientific issues covered by the doctoral dissertation.
5. A reviewer may be a person who does not meet the conditions for the title or academic title referred to in para. 2, which is an employee of a foreign university, if the Scientific Council deems that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
6. A reviewer cannot be a person in relation to whom there are justified doubts as to their impartiality (including in particular: kinship or affinity, close cooperation with the candidate).
7. A review agreement is concluded with the reviewer. The agreement and the doctoral dissertation are sent by the secretariat of the Scientific Council to the reviewers immediately after receiving information about their appointment.
8. Reviewers are required to prepare a review of the doctoral dissertation within 2 months from the date of delivery of the documents and the doctoral dissertation, and to send the review in paper and electronic versions to the secretariat of the Scientific Council.

9. The received reviews in paper form and on an electronic data carrier shall be forwarded immediately, not later than within 7 days from the date of their receipt, to the Doctoral Committee in order to prepare a resolution on admitting the doctorate to the defense.

DOCTORAL EXAM

§10

1. The candidate takes the exam in the main subject for the discipline in which he or she submitted the doctoral dissertation. Exam is held before committee appointed by the Scientific Council after initiating the procedure for awarding the doctoral degree.
2. The commission that conducts the examination in the basic subject shall include at least 3 academic staff with the degree of habilitated doctor or the title of professor in the field in which the doctoral procedure is conducted, as well as a supervisor and, possibly, an auxiliary supervisor.

PERMITTED TO DEFENSE

§11

1. The Doctoral Committee, after receiving a complete set of reviews and protocols of doctoral examination, adopts a resolution on admitting the candidate to defend the doctoral dissertation.
2. The Doctoral Committee may admit to defend the doctoral dissertation of a candidate who has received positive reviews from at least 2 reviewers.
3. In the case of a resolution admitting the defense, the Doctoral Committee proceeds to further steps in the preparation of public defense (as in section 7).
4. In the event of a negative opinion, the Doctoral Committee shall present its resolution with justification at the next meeting of the Scientific Council, and provide all the case files, including the doctoral dissertation and reviews, to the Chairman of the Scientific Council. The Council adopts a resolution on admitting or refusing to admit a doctoral dissertation to the public defense.
5. The resolution referred to in sec. 4, is the basis for drawing up a decision to be signed by the Chairman of the Supervisory Board.
6. The candidate has the right to submit a complaint to the Council for Scientific Excellence against the decision to refuse admission to defense - within 7 days from the date of delivery of this resolutions.
7. In the case of admission to defense or positive consideration of the complaint referred to in par. 6, the Doctoral Committee, in consultation with the supervisor, supervisors or supervisor and auxiliary supervisor, reviewers and candidate applying for the award of the doctoral degree, sets the date of defense of the doctoral dissertation, in accordance with the procedure specified in §12.
8. Information about the date and place of defense is published on the NCBJ website and in announcements on the premises of the unit at least 10 working days before the planned date of the defense.

DOCTORAL DISSERTATION DEFENSE

§12

1. The defense of the doctoral dissertation takes place during the open part of the meeting of the Doctoral Committee. The meeting must be attended by at least half of the people entitled to vote, including the supervisor and at least two reviewers.
2. The course of defense of the doctoral dissertation:
 - 1) the defense of the doctoral dissertation is conducted by the Chairman of the Doctoral Committee,
 - 2) the supervisor presents the candidate's scientific activity,
 - 3) the candidate presents the main assumptions of the doctoral dissertation,
 - 4) reviewers submit their reviews (in the absence of the reviewer, his review is presented by a person appointed by the Chairman of the Doctoral Committee),
 - 5) the candidate responds to the comments contained in the reviews, reviewers may ask supplementary questions,
 - 6) The chairman opens a discussion in which everyone present at the meeting may speak and ask questions,
 - 7) the candidate answers the questions asked,
 - 8) The chairman of the Doctoral Committee closes the discussion.
3. After the end of the open part of the Doctoral Commission meeting, the closed part takes place. During the meeting, in the manner specified in §8 sec. 5, a resolution is adopted on the application of the Doctoral Committee to the Scientific Council on awarding or refusing to award the doctoral degree. The Chairman of the Doctoral Committee informs orally the candidate and persons participating in the public defense of the result of the defense of the doctoral dissertation.
4. A protocol shall be drawn up from the course of the defense of the doctoral dissertation, which shall be submitted along with the application referred to in para. 3, and all the case files, including the doctoral dissertation and reviews, to the secretariat of the Scientific Council within 7 days from the date of defense.

TERMINATION OF THE PROCEDURE

§13

The procedure for awarding the doctoral degree ends:

- 1) a resolution on awarding or refusing to award the doctoral degree,
- 2) the discontinuation of the procedure for granting the degree at the written request of the candidate, or in other cases specified in the law, by way of a decision.

CONTRIBUTION OF THE DOCTOR'S DEGREE

§14

1. The chairman of the Doctoral Committee shall present to the Scientific Council a report on the defense of the doctoral dissertation and the Commission's proposal to award or refuse to award the doctoral degree.
2. The Scientific Council adopts a resolution on awarding or refusing to confer the degree of doctor.

3. The resolution referred to in sec. 2 shall constitute the basis for issuing an administrative decision on granting or refusing to confer the doctor's degree, which is signed by the Chairman of the Scientific Council.

4. The candidate may appeal against the decision to refuse to award the doctoral degree to the Scientific Excellence Council via the Scientific Council, within 30 days from the date of delivery of the decision.

DISTINCTION OF THE DOCTORAL DISSERTATION

§15

1. The application for the distinction of a doctoral dissertation may be submitted by:

- 1) The reviewer in a written review,
- 2) at least one of the reviewers during the meeting of the Doctoral Committee.

2. The conditions for distinguishing a doctoral dissertation are:

- 1) very positive reviews of the dissertation and consent to award all reviewers,
- 2) publication of all or part of the dissertation results in a peer-reviewed scientific journal or, in special cases, their presentation by the author of the dissertation at a prestigious international conference,
- 3) very good grade in the doctoral examination in the leading subject.

3. A doctoral dissertation is distinguished by the Scientific Council at the request of the Doctoral Committee containing a justification. The resolution is passed in a secret ballot as for the award of the doctoral degree.

4. The author of the distinguished dissertation receives a congratulatory diploma of the NCBJ Director, which is presented during a ceremonial meeting of the Scientific Council. A prize may also be awarded for the awarded work.

FEES FOR THE PROCEDURE FOR CONTRIBUTION OF THE DOCTOR'S DEGREE

§16

1. Fees for conducting the procedure for awarding the doctoral degree are not collected from a candidate who:

- 1) completed education under the NCBJ at doctoral studies started before 2019/2020,
- 2) completed education at the Doctoral School,
- 3) is an employee of the National Center for Nuclear Research.

2. The National Center for Nuclear Research charges a fee from a candidate who applies for the award of a doctoral degree on an extramural basis and is not an employee of the NCBJ, the National Center for Nuclear Research charges a fee on the basis of the concluded contract. The costs of the procedure are borne by the research unit that employs them, or the candidate pays the fee to the NCBJ, and the contract template is specified in the order of the NCBJ Director.

3. In justified cases related to the candidate's financial situation, the NCBJ Director may, at the candidate's request, exempt from the fee in part or in full.

REPORTING AND INFORMATION OBLIGATIONS

§17

1. NCBJ, not later than 30 days before the designated day of defense of the doctoral dissertation, publishes in the BIP and on its website the doctoral dissertation which is a written dissertation with its summary and reviews.
2. In the case of a doctoral dissertation, the subject of which is a legally protected secrecy, only reviews are made available, excluding the content covered by this secrecy.
3. The documents referred to in sec. 1, immediately after they are made available, they are posted by an authorized NCBJ administrative employee in the Integrated Information System on Higher Education and Science POL-on.