



## **PROCEDURE TO CONFER THE DEGREE OF DOCTOR WITH HABILITATION AT THE UNIVERSITY OF GDAŃSK**

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## **Chapter 1. General provisions**

### *§ 1. [subject of regulation; glossary]*

1. This Procedure sets out the manner in which the academic degree of doctor with habilitation is to be awarded at the University of Gdańsk.
2. Wherever mention is made in this Annex of:
  - 1) summary – it should be understood as a summary of professional career and the list of accomplishments referred to in Article 219 section 1 point 2 of the Act of 20 July 2018 – Law on Higher Education and Science (with amendments), included in the application for the initiation of the procedure to confer the academic degree of doctor with habilitation;
  - 2) scientific discipline council – it should be understood as a scientific discipline council at the University of Gdańsk, competent with regard to the scientific discipline concerned with the scientific issues connected with the accomplishments of the person seeking to be awarded the academic degree of doctor with habilitation referred to in Article 192 section 1 point 2 of the Act of 20 July 2018 – Law on Higher Education and Science (with amendments);
  - 3) RDN – it should be understood as the Scientific Excellence Council (Rada Doskonałości Naukowej) within the meaning defined by the Act of 20 July 2018 – Law on Higher Education and Science (with amendments);
  - 4) Rector – it should be understood as the Rector of the University of Gdańsk;
  - 5) Senate – it should be understood as the Senate of the University of Gdańsk;
  - 6) Statute – it should be understood as the Statute of the University of Gdańsk of 13 June 2019 (with amendments);
  - 7) degree of doctor with habilitation – it should be understood as the academic degree of doctor with habilitation;
  - 8) University – it should be understood as the University of Gdańsk;
  - 9) Act – it should be understood as the Act of 20 July 2018 – Law on Higher Education and Science (with amendments).

### *§ 2. [body competent to confer the degree of doctor with habilitation]*

At the University of Gdańsk the degree of doctor with habilitation shall be conferred by the scientific excellence council (RDN) by means of an administrative decision.

### *§ 3. [voting method; reference]*

1. In matters related to:
  - 1) granting consent for the procedure to confer the degree of doctor with habilitation referred to in § 13 to be conducted;
  - 2) appointing the habilitation committees referred to in § 14;
  - 3) conducting the habilitation colloquia referred to in § 17;
  - 4) conferring the degree of doctor with habilitation referred to in § 22  
– the scientific discipline council or the habilitation committee shall adopt resolutions by secret ballot by an absolute majority of votes with a quorum of at least one half of the number of council members or 5 committee members eligible to vote.
2. Formal motions shall be resolved by the scientific discipline council or the habilitation committee in accordance with the Regulations on the Scientific Discipline Council at the University of Gdańsk adopted by the Decree of the UG Rector no. 95/R/19 of 31 October 2019 (with amendments).

**§ 4. [reference – conducting sessions, signing resolutions and minutes]**

The procedures by which the sessions of the scientific discipline council and of the habilitation committee are to be conducted, the rules for the signing of the resolutions adopted by the council and the committee, and of the minutes from their sessions shall be defined by:

- 1) Article 178 sections 1a and 2 of the Act – in the case of the council;
- 2) Regulations on the Scientific Discipline Council at the University of Gdańsk – in the case of the council and the committee.

**§ 5. [requirements for the conferment of the degree of doctor with habilitation]**

The requirements which must be met by the person seeking to be awarded the degree of doctor with habilitation are defined by Article 219 of the Act.

**Chapter 2. Rules for establishing the fee for the procedure to confer the degree of doctor with habilitation and for exemption from this fee**

**§ 6. [requirement to pay the fee and exemption from the fee under the law]**

The person seeking to be awarded the degree of doctor with habilitation should pay a fee to the University for the appropriate procedure to be conducted. University employees shall be exempt from the fee if they provide the appropriate dean with a least one month's written notice prior to the date of the submission of the application for the initiation of the procedure to be awarded the degree of doctor with habilitation.

**§ 7. [exemption from the fee on the basis of a decision]**

In justified circumstances, the Rector or Vice-Rector acting on the authorisation from the Rector may fully or partially exempt a person seeking to be awarded the degree of doctor with habilitation from the fee, should this person submit a request within 45 days from the date of the initiation of the procedure to be awarded the degree of doctor with habilitation.

**§ 8. [procedure costs covered by the fee]**

1. The fee for conducting the procedure to confer the degree of doctor with habilitation shall comprise, in particular:
  - 1) remuneration costs of:
    - a) chair of the habilitation committee,
    - b) members of the habilitation committee who are also reviewers,
    - c) secretary of the habilitation committee,
    - d) members of the habilitation committee other than those specified in letters a-c;
  - 2) costs of business trips of habilitation committee members incurred in connection with conducting the habilitation colloquium;
  - 3) indirect costs determined in the Decree of the Rector on the University of Gdańsk's rules of financial management.
2. The amount of the remuneration and the conditions for the payment of the remuneration of a reviewer and a member of the habilitation committee shall be regulated by the Act.

**§ 9. [covering some of the procedure costs]**

Should the scientific discipline council adopt a resolution to discontinue the procedure to confer the degree of doctor with habilitation or a resolution not to confer the degree of doctor with habilitation, the person seeking to be awarded the degree of doctor with habilitation or this person's employer should pay a partial fee, corresponding to the actual procedure costs regarding the conferment of the degree of doctor with habilitation incurred by the University of Gdańsk.

**§ 10. [agreement governing the amount of the fee and conditions for its payment]**

1. The amount of the fee and the conditions for the payment of the fee for conducting the procedure to confer the degree of doctor with habilitation shall be determined by an agreement concluded between the University and the person seeking to be awarded the degree of doctor with habilitation prior to the initiation of the procedure.
2. Should the fee for conducting the procedure to confer the degree of doctor with habilitation be paid by the employer of the person seeking to be awarded the degree of doctor with habilitation, the agreement governing the amount of the fee and the conditions for its payment should be concluded between the University and this person's employer.
3. Models of the agreements referred to in sections 1 and 2 shall be determined by the Rector's decree.

**§ 11. [division of procedure costs and revenue from the fee]**

The manner in which the costs of the procedure to confer the degree of doctor with habilitation and the revenue from the fee for conducting this procedure are to be divided amongst the University's organisational units shall be determined by the decree of the Rector on the University of Gdańsk's rules of financial management.

**Chapter 3. Initiating the procedure to confer the degree of doctor with habilitation**

**§ 12. [application for the initiation of the procedure to confer the degree of doctor with habilitation]**

1. The person seeking to be awarded the degree of doctor with habilitation should submit to the scientific discipline council and through the RDN, an application for the initiation of the procedure to confer the degree of doctor with habilitation.
2. The content of the application referred to in section 1 has been defined by the Act. Along with the application, the person seeking to be awarded the degree of doctor with habilitation should attach relevant information regarding the course of the habilitation procedure or the procedure to confer the degree of doctor with habilitation, should this person previously have sought to be awarded the degree of doctor with habilitation in the same field of science or scientific discipline.
3. Should the accomplishments of the person seeking to be awarded the degree of doctor with habilitation referred to in Article 219 section 1 point 2 of the Act constitute an individual and distinct part of a joint publication, the application should additionally include statements by all the other co-authors, specifying each individual contribution into the publication. Should the joint publication have more than five co-authors, the application should also include a statement specifying the individual contribution of the person seeking to be awarded the degree of doctor with habilitation into the publication as well as statements by at least four of the other co-authors. The person seeking to be awarded the degree of doctor with habilitation shall be exempt from the obligation to submit such a statement in the event of the death or presumed death of a co-author, or their having suffered permanent damage to their health, which makes it impossible for the required statement to be provided.

4. The application for the initiation of the procedure to confer the degree of doctor with habilitation, accompanied by attachments, if any, should be submitted in paper and electronic form on a data storage device.

§ 13. *[consent or no consent for the procedure to confer the degree of doctor with habilitation to be conducted]*

Within 4 weeks from the date of the University receiving the application for the initiation of the procedure to confer the degree of doctor with habilitation, the scientific discipline council:

- 1) may permit the procedure to confer the degree of doctor with habilitation to be conducted and communicate this to the RDN;
- 2) may refuse permission for the procedure to confer the degree of doctor with habilitation to be conducted and return the application to the RDN.

**Chapter 4. Conducting the procedure to confer the degree of doctor with habilitation**

§ 14. *[appointment and composition of the habilitation committee]*

1. Within 6 weeks from the date of receiving information regarding members of the habilitation committee designated by the RDN, the scientific discipline council shall:
  - 1) designate candidates of the scientific discipline council as members of the habilitation committee:
    - a) 2 committee members with the degree of doctor with habilitation or the title of professor, employed at the University, including the secretary,
    - b) one reviewer;
  - 2) appoint a habilitation committee with the composition specified in section 3.
2. The scientific discipline council shall designate the members of the habilitation committee referred to in section 1 point 1 letter a, and the reviewer referred to in section 1 point 1 letter b at the request of the chair of the scientific discipline council or at least five members of said council. Should the accomplishments of the person seeking to be awarded the degree of doctor with habilitation referred to in Article 219 section 1 point 2 of the Act cover scientific issues from more than one scientific discipline, the chair of the scientific discipline council shall designate the candidates in consultation with the chair of the scientific discipline council concerned with the issues included in the accomplishments of the person seeking to be awarded the degree of doctor with habilitation.
3. The habilitation committee shall comprise:
  - 1) 4 members designated by the RDN – chair and three reviewers;
  - 2) 3 members designated by the scientific discipline council, referred to in section 1 point 1 letters a and b.
4. Justifiable doubt as to their impartiality shall exclude a person from membership of the habilitation committee.

§ 15. *[requirements regarding the reviewer]*

1. The reviewer referred to in § 14 section 1 point 1 letter b and section 3 point 1 may be a person:
  - 1) who holds the degree of doctor with habilitation or the title of professor and who demonstrates current scientific or artistic achievement and wide recognition, also internationally, and who is not an employee of the University, or
  - 2) who does not meet the requirements specified in point 1 and who is an employee of a foreign university or research institution, should the scientific discipline council conclude that this

person demonstrates significant achievement with regard to the issues related to the scientific accomplishments of the person seeking to be awarded the degree of doctor with habilitation.

2. The reviewer referred to in § 14 section 1 point 1 letter b and section 3 point 1 may not be a person who in the previous 5 years has twice failed to observe the deadline specified in Article 221 section 8 of the Act.

*§ 16. [preparation and submission of a review]*

1. The reviewer should prepare a review within 8 weeks from the date of the submission of the application to initiate the procedure to confer the degree of doctor with habilitation, in accordance with Article 221 section 8 of the Act.
2. The review should contain:
  - 1) an extensively justified assessment of whether the academic accomplishments of the person seeking to be awarded the degree of doctor with habilitation meet the requirements defined in Article 219 section 1 point 2 of the Act;
  - 2) an unambiguously positive or negative conclusion to the assessment.
3. The reviewer should submit the review to the chair of the habilitation committee:
  - 1) in written form (and signed), accompanied by a copy in electronic form, or
  - 2) in the form of an electronic document signed with a qualified electronic signature, a trusted signature or a personal signature.

*§ 17. [requirement to hold a habilitation colloquium]*

1. Having read the reviews, the habilitation committee shall hold a habilitation colloquium on the scientific or artistic accomplishments of the person seeking to be awarded the degree of doctor with habilitation. Holding the habilitation colloquium shall require the habilitation committee to adopt a resolution on conducting the colloquium, indicating the date, place and method in which the colloquium is to be conducted.
2. The habilitation colloquium shall not be conducted in the case of at least two negative reviews.

*§ 18. [communicating the date, place and method of the habilitation colloquium]*

The habilitation committee should inform the person seeking to be awarded the degree of doctor with habilitation of the date, place and method of the habilitation colloquium at least 30 days prior to the scheduled date of the colloquium and taking account of the deadline referred to in § 21.

*§ 19. [conducting a public habilitation colloquium]*

1. The habilitation colloquium shall be public, with the exception of a habilitation colloquium regarding the accomplishments referred to in Article 219 section 3 of the Act.
2. The habilitation colloquium shall be held during a session of the habilitation committee. After the person seeking to be awarded the degree of doctor with habilitation has presented their summary, the chair of the habilitation committee shall open, conduct and conclude a discussion. During the discussion, the person seeking to be awarded the degree of doctor with habilitation should comment on the content of the review and provide answers to the questions posed during the discussion.
3. The habilitation colloquium may be held outside the University by electronic means of communication allowing for, in particular:
  - 1) live streaming of the colloquium among its participants,
  - 2) multilateral real-time communication in which colloquium participants may express opinions during the session

- in compliance with the necessary safety rules.

*§ 20. [opinion on conferring the degree of doctor with habilitation]*

1. The resolution containing the opinion on conferring the degree of doctor with habilitation shall be adopted by the habilitation committee by open ballot. At the request of the person seeking to be awarded the degree of doctor with habilitation, the committee may adopt the resolution by secret ballot. The opinion shall not be positive if at least 2 reviews are negative.
2. For the adoption of the resolution referred to in section 1, § 3 shall apply accordingly. The chair of the committee may decide that the resolution be adopted in a vote by the electronic means of communication referred to in § 19 section 3.

*§ 21. [submission of the resolution containing the opinion on conferring the degree of doctor with habilitation]*

Within 6 weeks from the date of receiving the review, the habilitation committee shall forward to the scientific discipline council the resolution referred to in § 20, accompanied by relevant justification and documentation of the procedure regarding the conferment of the degree of doctor with habilitation.

*§ 22. [resolution on conferment of the degree of doctor with habilitation]*

On the basis of the resolution referred to in § 20 and within one month of receiving the resolution, the scientific discipline council shall confer or not confer the degree of doctor with habilitation. The scientific discipline council shall not confer the degree when the opinion referred to in § 20 is negative. The resolution not to confer the degree of doctor with habilitation must contain appropriate justification.

*§ 23. [openness of the procedure to confer the degree of doctor with habilitation]*

1. The relevant organisational unit of the University, defined in the University's Organisational Regulations, shall:
  - 1) communicate the following in the Public Information Bulletin at the University's website:
    - a) the application of the person seeking to be awarded the degree of doctor with habilitation,
    - b) information on the composition of the habilitation committee,
    - c) reviews,
    - d) information on the date, place and method in which the habilitation colloquium is to be conducted,
    - e) the resolution containing the opinion on conferment of the degree of doctor with habilitation, together with relevant justification,
    - f) the decision to confer or not to confer the degree of doctor with habilitation;
  - 2) publish in the POL-on System the application of the person seeking to be awarded the degree of doctor with habilitation, the information on the composition of the habilitation committee and the reviews immediately after communicating this information in the manner referred to in point 1.
2. Information on the date and location of the habilitation colloquium and the manner in which it is to be conducted, referred to in section 1 point 1 letter d, should be communicated no later than within 10 days prior to the designated date of the habilitation colloquium.

*§ 24. [appeal procedure]*

An appeal against the decision of the scientific discipline council on the conferment of the degree of doctor with habilitation may be made to the RDN. The procedure for lodging and processing an appeal is specified by the Act.