*Consolidated text taking into account the changes introduced by Resolution No. 787 of the UL Senate of 6 July 2020, Resolution No. 297 of the UL Senate of 25 April 2022, resolution No. 566 of the UL Senate of 29 September 2023.*

***Appendix to Resolution No. 660 of the UL Senate of 27 January 2020***

# Regulations

**outlining the specific procedure for awarding the title of Doktor and Doktor Habilitowany at the University of Lodz**

# Chapter I General Provisions

## § 1

The terms used in these Regulations shall be understood as:

1. UL - University of Lodz;
2. Act - the act of 20 July 2018 - Law on Higher Education and Science

*(uniformed text, Journal of Laws of 2023, , item 742, as amended);*

1. Statute - the Statute of the University of Lodz;
2. RDN - Council for Scientific Excellence;
3. BIP - Public Information Bulletin;
4. POL-on system - Integrated Information System for Higher Education and Science;
5. Committee - the Committee for scientific degrees referred to in § 33 (1) of the Statute;
6. Doctoral Committee - the Committee appointed to conduct the defence of a *doctoral* *dissertation*;

9) Habilitation Committee - the Committee established to conduct the activities within the habilitation procedure;

1. Administrative Secretary - an employee of the UL designated by the Committee chairperson to provide administrative support to the Committee;
2. Habilitation Committee Secretary - a designated member of the Habilitation Committee appointed in the proceedings for the conferral of the degree of habilitation;
3. Abstract in a proper language - the abstract of the doctoral dissertation in English, and in the case of a dissertation prepared in a foreign language, the abstract in Polish;  
   13) Defence - the defence of the doctoral dissertation.

## § 2

The following academic degrees are awarded at the UL:

1. doktor;
2. doktor habilitowany.

## § 3

1. The Committee is responsible for handling issues related to the awarding of degrees at the University of Lodz, excluding matters explicitly designated by laws, the Statute, or these Regulations as the responsibility of other bodies.
2. Specifically, the Committee's responsibilities encompass making decisions on:
3. the appointment and alteration of the doctoral advisor, advisors, or assistant advisors for students enrolled in extramural programs and those who commenced their doctoral studies at the University of Lodz prior to the 2019/2020 academic year;
4. appointments and changes of reviewers;
5. appointment of a Committee to conduct doctoral examinations;
6. admission to the defence of the dissertation;
7. appointment of the Doctoral Committee;
8. awarding the doktor degree;
9. appointment of the Habilitation Committee;
10. awarding the degree of the doktor habilitowany;
11. annulment of the decision to grant the degree.

1. The Committee's rulings are issued in the form of either decisions or orders. Article 178(2) of the Law shall apply mutatis mutandis to orders and decisions to discontinue proceedings.

1. Decisions of the Doctoral Committee are issued in the form of resolutions, which are signed by the chairperson of this Committee.

1. In the case referred to in Article 177, paragraph 6 of the Law, the Rector of the University of Lodz shall appoint a Committee to conduct the respective proceedings for the conferment of the degree of doktor. The Rector of the University of Lodz designates professors and university professors to represent the scientific fields relevant to the dissertation.

1. The Committee will establish, through an official order, a Doctoral Committee composed of: 1) At least seven members, drawn from the Committee's members, representing the field of study corresponding to the doctoral dissertation's subject or an associated discipline; 2) Reviewers of the doctoral dissertation; 3) a supervisor or supervisors.

1. The members of the Doctoral Committee as mentioned in paragraph 6 (1) will be chosen through a single vote, along with the concurrent selection of the Committee's chairperson and the designation of a substitute in the event of the chairperson's replacement.

1. The Committee and the Doctoral Committee issue rulings after deliberation, including discussion and voting on the ruling. To the extent not regulated by these Regulations, the provisions of Chapter III of the Statute shall apply to the Committee and the Doctoral Committee, respectively.

1. Decisions made by the committees described in paragraph 2, items 1-2, 4-9 are conducted through a secret ballot and require approval by an absolute majority of the votes, provided that at least half of the total eligible voters are present.

1. Decisions of the Doctoral Committee will be reached through a secret ballot and will be accepted with an absolute majority of the votes, provided that at least half of the total eligible voters, which should not be less than seven, are present.

1. The task of the Committee chairperson, subject to Article 178, paragraph 2 of the Law and § 3, paragraph 3, second sentence, is to organise the work of the Committee and conduct its meetings.

1. The chairperson of the Committee may delegate to the administrative secretary tasks related to the organisation of the procedure for granting the degree.

*12a. The Rector, by order, appoints deputy committee chairpersons.*

1. The provision of paragraphs 11 and 12 shall apply mutatis mutandis to the chairperson of the Doctoral Committee.

1. Specifically, the tasks of administrative secretaries include:
2. posting of the documents referred to in § 7(6) and (7a) and § 13(1) and (1a) in the Public Information Bulleting of the UL;
3. posting of the documents referred to in § 7(6) in § 13 section 2 in the POL-on System;
4. preparation of contracts for reviewers, supervisors and members of the Habilitation Committee; 4) performance of tasks referred to in paragraph 12.

# Chapter II Proceedings for the award of doktor degree

## § 4

1. Before commencing the proceedings, a candidate seeking a doktor degree must provide the supervisor(s) with a dissertation, along with a summary in the relevant language, or, in the case of design, construction, technology, implementation, or artistic works, a written description. Additionally, copies of these documents should be stored on a computer data storage medium for the purpose of preparing a written opinion. *The opinion is signed by the supervisor(s).*

1. In the case of a written doctoral dissertation, the advisor will assess the dissertation using an anti-plagiarism system prior to providing the opinion mentioned in paragraph 1. The report from the anti-plagiarism system is attached to the opinion.

*2a. The stipulation in § 4 (2) does not pertain to the components of the doctoral dissertation that have been approved for publication in scholarly journals or in publishing houses that publish peer-reviewed scientific monographs included in the list announced by the Ministry of Education and Science (MEiN).*

1. If the dissertation constitutes an independent and distinct section of a collective work, the doktor degree applicant must provide the supervisor(s) with statements from all co-authors, detailing the individual contributions of each co-author to its development, along with the dissertation. When a collective work involves more than five co-authors, the doktor degree applicant is required to submit a statement outlining their individual contribution to the work, along with statements from at least four other co-authors. The model statement is attached as Appendix 2 to the Regulations. The statements are attached to the opinion referred to in paragraph 1.

1. If it is impossible or excessively difficult to submit the statements of other co-authors referred to in paragraph 3, the applicant for the award of the doktor degree shall submit a statement in which he or she independently determines the individual contribution of each co-author.

## § 5

1. The procedure for appointing and altering the doctoral advisor, advisors, or assistant advisors for doctoral students is detailed in the regulations of doctoral schools.

1. The method of appointing and changing a supervisor, supervisors or assistant supervisors for extramural applicants for the doktor degree is specified in the regulations contained in § 9.

1. The supervisor and reviewer may be individuals who do not satisfy the criteria outlined in Article 190(4) of the Law and are affiliated with a foreign university or scientific institution, provided that the Committee concludes that the person has made substantial contributions in the scientific areas addressed in the dissertation.

1. The supervisor, prior to appointment to this function, shall submit a statement that the circumstances referred to in Article 190, paragraph 6 of the Law do not exist~~.~~ The model statement is attached as Appendix 4 to the Regulations.

1. In the proceedings for the conferral of the doktor degree, the Committee shall appoint, by order, three reviewers. The Committee may *select three reviewers from the four candidates presented.* *If a candidate receives the same number of votes, the chairperson of the Committee decides on the reviewer.*

1. A reviewer may not be a person with respect to whom there are reasonable doubts about their impartiality.

1. The review shall be prepared in paper form *or in an electronic version signed with a qualified electronic signature or trusted profile* within two months from the date of delivery of a copy of the dissertation to the reviewer. The review shall include a detailed reasoned evaluation of the dissertation with a clear conclusion as to whether the evaluation is positive or negative.

1. If the dissertation is an independent and separate part of a collective work, the review should include a detailed reasoned assessment of the individual contribution of the applicant for the doktor degree to the creation of this work, along with a clear conclusion as to whether this assessment is positive or negative.

1. In particularly justified cases, the Committee may decide ex officio to change the reviewer.

## § 6

1. The application for the initiation of proceedings for the conferment of a doktor degree shall be submitted on the official form, which is attached as Appendix 5 to these Regulations.

1. The application referred to in paragraph 1 shall be accompanied by:
2. the dissertation, together with an abstract in the appropriate language, in at least four copies with their recording on an electronic storage medium;
3. a positive opinion of the supervisor or supervisors;
4. a certificate in a modern foreign language or a university diploma, certifying knowledge of this language at a language proficiency level of at least B2, *subject to point3a;*

*3a) in the absence of a certificate or diploma of graduation referred to in paragraph 2, item 3, at the request of the applicant for the award of a doktor degree, the Committee shall, by order, appoint a Committee to conduct an examination in knowledge of a modern foreign language at the B2 language proficiency level and determine its composition;*

1. information on scientific achievements;
2. a copy or photocopy (certified as a true copy by the entity issuing the document) of a diploma confirming the possession of a professional degree of Master of Science, Master of Engineering or equivalent, or a diploma referred to in Article 326(2)(2) or Article 327(2) of the Law,

giving the right to apply for a doktor degree in the state,

where the higher education system the university that issued it operates;

1. personal questionnaire, the model of which is attached as Appendix 6 to these Regulations;
2. *repealed*
3. a statement of having read and understood the GDPR information clause. The model declaration is attached as Appendix 11 to the Regulations.

1. An individual who has previously sought a doktor degree should include, in the application mentioned in paragraph 1, details regarding the progress of the doctoral dissertation or the procedures for obtaining a doktor degree from the institution where they were pursued.

1. The list of certificates proving knowledge of a modern foreign language is attached as Appendix 1 to these Regulations.

1. A foreign applicant may submit, with the application mentioned in paragraph 1, a certificate issued by the Study of the Polish Language for Foreigners at the University of Lodz, validating their proficiency in the Polish language at a minimum level of B2.

1. Upon receipt of the application referred to in paragraph 1, the chairperson of the Committee shall appoint an administrative secretary.

1. Should the application described in paragraph 1 fail to comply with the legal requirements, the chairperson of the Committee will request the applicant to rectify the deficiencies within a specified period, which should not be less than 7 days, and inform the applicant that failing to address the deficiencies will lead to the application being left unprocessed.

1. If, due to valid reasons as *outlined in Article 189, paragraph 2 of the Law*, it is impossible to commence proceedings, the Committee will issue a decision to decline the initiation of proceedings. *The decision to refuse to initiate proceedings may be appealed to the RDN.*

*§ 6 a*

1. *Before commencing the proceedings, and to fulfill the requirements of the doctoral school, the candidate seeking a doktor degree must provide the supervisor(s) with a doctoral dissertation, including a summary in the relevant language, or, in the case of design, construction, technology, implementation, or artistic works, a written description. Additionally, copies of these documents should be stored on a computer data storage medium to facilitate the preparation of a written opinion.*

1. *For graduates of the doctoral schools of the UL, the process for awarding a doktor degree will be initiated in accordance with the regulations outlined in § 4 and § 6 of these Regulations right after their completion of the UL Doctoral School.*

1. *To the application referred to in § 6 (1), the graduate of the doctoral school shall attach:*
2. *a certificate of completion of a doctoral school, which is equivalent to the achievement of study effects at PQF level 8, as referred to in Article 186(1)(2);*
3. *a statement confirming the identity of the dissertation submitted at the end of training at the doctoral school with the dissertation attached as Appendix 14 to the application for initiation of proceedings for the award of the doktor degree;*
4. *statement of the supervisor(s) and assistant supervisor(s) who performed these functions at the stage of the doctoral student's training at the doctoral school about the continuation of this function during the procedure for granting the doktor degree. The model statement is attached as Appendix 13 to the Regulations.*

1. *If the supervisor designated by the doctoral school during the doctoral student's training is unwilling or unable to continue as the supervisor, it is permissible to designate another individual or individuals to take on the role of the supervisor(s). In the event of the death of the supervisor or long-term incapacity, the above rules shall apply accordingly. They also apply accordingly to the assistant supervisor.*

1. *In cases where doktor degree proceedings start more than 2 years after completing doctoral school training, the Committee may conduct doctoral examinations to assess the attainment of study effects at PQF level 8 if there has been a significant change in scientific knowledge within the relevant discipline, especially concerning the doctoral dissertation topic.*

## § 7

1. A person who has received positive reviews from at least two reviewers and has met the requirements referred to in Article 186, paragraph 1, item 5 of the Law may be admitted to the defence.

1. Before being admitted to the defence, the applicant for the doktor degree is required to:

1) deposit the electronic version of the dissertation in pdf format with an abstract in the appropriate language and reviews and make a proper description of the dissertation; *2) submit two copies of a signed statement on the release of the dissertation deposited in* *the UL Repository. The model statement is attached as Appendix 3 to the Regulations. The administrative secretary forwards one copy of the statement to the UL Library for archiving;*

1. After reviewing the case file, in particular the dissertation and reviews, the Committee shall issue a decision on admission to the defence of the dissertation.

1. In the decision on admission to the defence of the dissertation, the Committee may: 1) appoint a Doctoral Committee; 2) set a date for the defence.

1. If no defence date is set in the order referred to in paragraph 4, the date shall be set by the chairperson of the Committee.

1. The administrative secretary shall, no later than 30 days before the scheduled defence day, make available in the BIP of the University of Lodz the dissertation that is a written thesis, together with its abstract in the appropriate language, or a description of the dissertation that is not a written thesis and reviews.

1. In the case of a doctoral dissertation, the subject of which is covered by a legally protected secret, only reviews are made available, excluding the contents covered by this secret. Reviews excluding the contents of legally protected secrets are forwarded to the administrative secretary by the supervisor.

*7a. The administrative secretary shall, no later than 10 days before the scheduled date of the defence, make available in the BIP of the UL information on the date, place and manner of its defence.*

1. The documents referred to in paragraph 6 shall be uploaded by the Administrative Secretary to the POL-on System immediately after they are made available in the BIP of the UL.

## § 8

*1. The defence is held at a meeting of the Doctoral Committee. The defence is of a public nature, with the exception of achievements that are not required to be published due to the fact that their subject matter is a legally protected secret*

The meeting is attended by at least one reviewer. *The supervisor may participate in the meeting of the Doctoral Committee without taking part in the votes.*

1a. The Doctoral Committee meeting, including the closed session mentioned in paragraph 6, will be documented through the use of an audio recording device, and participants in the meeting will be informed in advance.

1b. The meeting of the Doctoral Committee specified in Article 191, paragraph 1a of the Law will be recorded using a device or software that records at least sound, and participants in the meeting will be informed in advance.

1c. The chairperson of the Committee will designate an individual responsible for creating the record as mentioned in paragraph 1a-1b and for the permanent deletion of the recorded record following the conclusion of the period specified in the second sentence of paragraph 1d. Recording will be documented using digital technology, including devices and technical means that enable the storage of this recording on a computer data storage medium. The equipment, technical means and computer data storage media referred to in the second sentence shall provide: 1) integrity of the record;

1. copying of the record between devices, technical means and IT data carriers;
2. safeguarding the record, in particular against loss or unwarranted alteration;
3. playback of the recording also with the use of devices and technical means that correct or amplify the recorded sound or image;
4. making the record available on a computer data carrier; 6) the possibility of ongoing control of the record made.

1d. The captured record described in paragraph 1a-1b will be kept in the ICT system to facilitate the preparation of the minutes for the Doctoral Committee meeting and to make it available for review by the appeal body or administrative court. With the exception of the conditions outlined in the second sentence of paragraph 1e, the recorded record will be erased from the information and communication system after a period of 3 months from the issuance of the decision marking the conclusion of the proceedings for the conferral of the doktor degree.

1e. The combined record described in paragraph 1a-1b will be accessible to an individual seeking a doktor degree, either through their account in the information and communication system or via a copy stored on a computer data storage medium. If an individual applying for a doktor degree lodges an appeal against the decision to deny the doktor degree, the recorded record will be provided to the Regional Disciplinary Officer (RDN) within the timeframe specified in Article 193(3) of the Law.

*1f. During the appointment of the Doctoral Committee, the Committee may designate a language other than Polish for the dissertation defence. This especially applies if the doctoral dissertation was composed in a foreign language or if the candidate for the doctor degree is not a Polish citizen.*

1. The meeting of the Doctoral Committee may be attended, without voting, by an assistant supervisor.

1. Following the presentation of the primary concepts and findings of the dissertation by the candidate (self-reference), the chairperson of the Doctoral Committee directs the presentation of the review and subsequently initiates the discussion. In the absence of the reviewer, the review is presented by the chairperson of the Doctoral Committee or a member of the Committee designated by him.

1. During the defence, the right to ask questions of the applicant for the doktor degree is given to all those present at the meeting. The chairperson of the Doctoral Committee may overrule the question asked if it is not relevant to the case.

1. Upon completion of the defence, in a closed session, the Doctoral Committee issues a decision on the acceptance of the dissertation defence. The decision to refuse to accept the dissertation defence requires a statement of reasons.

1. The chairperson of the Doctoral Committee shall submit to the chairperson of the Committee a decision on the acceptance of the defence with the protocol within 7 days from the date of issuance of this decision. *The Committee shall issue a decision on the awarding of the doktor degree at the next scheduled Committee meeting.*

*A member of the Committee serving as a supervisor or assistant supervisor in the proceedings shall not participate in voting.*

1. A record of the defence is drawn up. The protocol officer is appointed by the chairperson of the Doctoral Committee. The minutes are signed by the chairperson of the Doctoral Committee and the protocol officer.

1. *The Doctoral Committee meeting, encompassing the doctoral dissertation defence, can be conducted at a venue outside the University of Lodz through electronic communication means, as long as the following conditions are met:*
2. *real-time transmission of the defence among all participants,*
3. *real-time multi-way communication, allowing participants to speak during the course of the defence.*

*- with the necessary safety rules.*

*9. The Committee may decide to honor the dissertation. The criteria to be met by a distinguished dissertation shall be determined by the Committee through a resolution effective for the duration of its term.*

## § 9

1. A person seeking an extramural doktor degree must request the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, before commencing the proceedings. The model application is attached as Appendix 7 to the Regulations.

1. The application referred to in paragraph 1 shall be accompanied by:
2. the statement mentioned in § 5(4).
3. the documents listed in § 6 paragraph 2 items 4 - 6 and item 8;
4. a statement of the additional discipline from which the person will take the doctoral exam.

1. To the application referred to in paragraph 1, § 6(7) shall apply accordingly.

1. The Committee, by means of a decision, appoints a supervisor or supervisors or a supervisor and an assistant supervisor and determines the deadline for submission of the application referred to in § 6(1).

1. The term referred to in paragraph 4 may not exceed four years from the date of appointment of the supervisor.

1. In particularly justified cases, an applicant for a doktor degree may apply for a change of supervisor.

1. Subject to Article 183 of the Law, a supervisor may resign from their position.

1. The Committee will make a decision regarding the change of the supervisor or the acceptance of the supervisor's resignation within one month from the submission of the application for the change of the supervisor or from the date of the supervisor's resignation. The Committee will designate a new supervisor in consultation with the candidate for the doktor degree, with paragraph 2 and paragraph 4 applying accordingly. The decision to refuse to change the supervisor or to refuse to accept the supervisor's resignation requires justification.

1. In the event of the death of the supervisor or long-term incapacity to perform this function, paragraph 8 shall apply accordingly.

1. The provisions of paragraphs 6-9 shall apply to the assistant supervisor accordingly.

*10a. The supervisor or supervisors shall prepare an opinion on the dissertation within 2 months from the date of its submission for an opinion.*

1. The Committee will establish, through an official order, examination committees for conducting doctoral examinations in the following fields:
2. a leading discipline corresponding to the subject of the doctoral dissertation - consisting of at least four persons holding the title of professor in the field of science to which this scientific discipline belongs or the degree of the doktor habilitowany in this scientific discipline; or

persons who have acquired powers equivalent to those conferred by a doktor degree and are engaged in scientific or teaching activities in this scientific discipline, as well as the dissertation supervisor(s);

1. an additional discipline - with at least three persons, at least one of whom holds a professorship in the field of science to which this scientific discipline belongs or a doktor degree in this scientific discipline or has acquired equivalent rights

the entitlements of a doktor habilitowany degree and conducts scientific or teaching activities in this scientific discipline.

11a*. If an applicant for a doktor degree does not possess a certificate in a modern foreign language or a graduate diploma attesting to their proficiency in that language at a level of at least B2, upon their request, the Committee shall appoint a Language Proficiency Examination Committee by official order. This Committee will be tasked with conducting an examination to assess the applicant's knowledge of a modern foreign language at the B2 proficiency level, and the Committee will specify its composition.*

1. Doctoral examinations are graded according to the grading scale specified in the regulations of doctoral schools.

1. In the event of failing one of the doctoral examinations, the Committee, at the request of the applicant for the conferral of the doktor degree, may allow the applicant to retake the examination, but not earlier than three months after taking it for the first time. The application referred to in this provision can be submitted only once.

1. In case an applicant for the doktor degree does not participate in the doctoral examinations within the stipulated timeframe or does not submit the application mentioned in § 6(1), the Committee has the authority to terminate the proceedings for the doktor degree.

1. Following the successful completion of the doctoral examinations, the supervisor must, within 14 days of the last examination, provide the Committee with the results of the assessment of study effects using the form specified in Appendix 8 of these Regulations.

1. Verification of study effects for qualifications at PQF level 8 is carried out by the supervisor, taking into account the results of the examinations referred to in paragraph 11, and the criteria specified in the implementing acts issued on the basis of Article 7(3) of the Act of 22 December 2015 on the Integrated Qualification System *(uniformed text Journal of Laws of 2020, item 226).*

# Chapter III Joint proceedings for the award of doktor degree

## § 10

1. The University of Lodz has the authority to award a doktor degree in collaboration with another authorized entity, which may also be a foreign institution, based on a formal agreement reached between the two.

1. The regulations outlined here shall be applicable to the process of awarding a doktor degree in the circumstance described in paragraph 1, unless the agreement mentioned in paragraph 1 specifies otherwise.
2. *An individual who has obtained a doktor degree jointly with another institution will be conferred either a joint doktor degree or a doktor degree granted by one of the institutions as determined in the agreement.*

# Chapter IV Proceedings for the award of Doktor Habilitowany degree

## § 11

1. *A candidate seeking a doktor habilitowany degree should file an application to initiate proceedings for the award of a doktor habilitowany degree with the Committee via the RDN*

1. For the application to initiate proceedings for the award of a doktor habilitowany degree, the applicant should attach the following documents:
2. a copy or photocopy of the diploma confirming the possession of a doktor degree (certified as a true copy by the entity issuing the diploma);
3. an autoreference presenting a description of scientific achievements and accomplishments in Polish and English;
4. a personal questionnaire, the model of which is specified in Appendix 6 to these Regulations; 4) the statement referred to in § 6 (2)(8).

A model of the application referred to in paragraph 1 is attached as Annex 9 to these Regulations.

1. The application for habilitation proceedings should include statements from all co-authors when the scientific achievement is an independent and separate part of a collective work, specifying the individual contribution of each co-author to its creation. When dealing with a collective work involving more than five co-authors, the application should include a statement detailing individual contributions to the work and statements from at least four other co-authors, following the provisions of § 4(4). The model statement is attached as Appendix 2 to the Regulations.

1. An individual applying for a Doktor of Science degree must include information on previous habilitation proceedings from the entity where they took place if they have previously applied for this degree.

## § 12

1. The Committee can reject the initiation of habilitation degree proceedings and return the application to the RDN within the timeframe mentioned in Article 221(2) of the Law.

1. After the specified deadline in Article 221(2) of the Law has passed, the Committee's chairperson shall appoint an administrative secretary unless the Committee has issued the order mentioned in paragraph 1.

1. A reviewer can be an individual who doesn't fulfill the conditions specified in Article 221(4) and (5) of the Law, but is employed by a foreign university or scientific institution, provided that the RDN or the Committee determines their significant achievements in the field relevant to the applicant's doctor habilitowany degree.

1. Before the Habilitation Committee is appointed, the reviewer must submit a statement confirming the absence of any circumstances that would disqualify them from serving as a reviewer. The model statement is attached as Appendix 10 to the Regulations.

1. The Committee shall appoint, by order, a Habilitation Committee within the time limit referred to in Article 221(5) of the Law. Candidates for members of the Habilitation Committee referred to in Article 221(5)(2) and (3) of the Law shall be proposed by the chairperson of the Committee.

1. The task of the chairperson of the Habilitation Committee is to organise the work of the Committee and conduct its meetings.

1. The Habilitation Committee may not pass resolutions with less than six members and in the absence of the chairperson and secretary.

1. *The Habilitation Committee conducts a habilitation colloquium on the scientific achievements of the applicant for the degree of doktor habilitowany. The habilitation colloquium shall not be held if at least two reviews are negative.*

1. *The habilitation colloquium is held at a meeting of the Habilitation Committee.*

*9a. The Habilitation Committee may specify a language of the habilitation colloquium other than Polish. This especially applies when the academic work, serving as the basis for the doktor habilitowany degree, was written in a foreign language or when the applicant is not a Polish citizen.*

1. The doktor habilitowany colloquium is a public event, except for achievements that are not required to be published because their subject matter falls under the protection of classified information.

1. *The following course of the habilitation colloquium conducted by the chairperson of the Habilitation Committee is established:*

* 1. *an applicant for the award of a doktor habilitowany degree shall deliver a doktor habilitowany lecture on his scientific achievements, in particular, which are the basis for applying for the award of a doktor habilitowany degree;*
  2. *presentation of the main conclusions of the reviews by the reviewers In their absence, the conclusions are presented by the chairperson of the Habilitation Committee;*
  3. *in the course of the discussion, the applicant for the degree of doktor of doktor habilitowany studies answers questions posed by those present at the meeting.* The *chairperson of the Habilitation Committee may rescind the question asked* if it is not related to the scientific achievements *or* the presented lecture of the applicant for the degree of doktor habilitowany.

1. *An online broadcast can be made of the colloquium proceedings.*

1. Minutes of the meetings of the Habilitation Committee, in particular of the conduct of the habilitation colloquium, shall be taken by the secretary of this Committee. *The minutes and resolution of the Habilitation Committee shall be signed by the chairperson of the Habilitation Committee and the secretary after the members of the Habilitation Committee have been acquainted with the contents of the minutes and resolution.*

1. The meeting of the doktor habilitowany Committee, including the doktor habilitowany colloquium, may be conducted outside the seat of the University of Lodz by means of electronic communication, ensuring, in particular:

1. real-time transmission of the meeting between its participants,
2. real-time multilateral communication, where participants can speak during the meeting

- with the necessary safety rules.

14a. To the meeting of the Habilitation Committee, including the habilitation colloquium, § 8(1a-1e) of these regulations shall apply accordingly.

1. *Upon receipt of the resolution referred to in Article 221(10) of the Law, the Committee shall issue a decision on the conferral of the degree of doktor habilitowany* *at the next scheduled meeting of the Committee.*

1. The members of the doktor habilitowany Committee are invited to the meeting of the Committee at which a decision is to be made on the conferral of the doktor habilitowany degree. Members of the Habilitation Committee who are not members of the Committee are not entitled to vote.

## § 13

1. The administrative secretary, after obtaining the documents, makes them available in the BIP of the UL:

1. the application of the applicant for a doktor habilitowany degree;
2. information about the composition of the Habilitation Committee;
3. reviews;

*3a) information on the date, place and manner of holding the habilitation colloquium.*

1. a resolution containing an opinion on the granting of a doktor habilitowany degree, together with an explanatory statement;
2. the decision to grant the degree of Doktor of Science or to refuse to grant it.

*1a. The information mentioned in paragraph 1(3a) must be provided by the administrative secretary at least 10 days before the scheduled habilitation colloquium date.*

2. The applicant's request for the habilitation degree, information regarding the habilitation committee's composition, and the reviews, once published in the University of Lodz's BIP,

will be promptly uploaded to the POL-on System by the administrative secretary.

# Chapter V Acquisition of equivalent rights

## § 14

1. The decision referred to in Article 226(2) of the Act shall be made by the Rector of the University of Lodz after consultation with the appropriate Committee.

1. An individual who satisfies the requirements outlined in Article 226, paragraph 1 of the Law must provide an application for obtaining qualifications equivalent to those granted by a doktor degree in a specific discipline, along with the following documents: 1) an original or certified copy of the doctoral diploma;
2. documentation proving independent leadership of a research team for at least 5 years while working in another country;
3. career description;
4. list of publications and other scientific achievements.

*3. Article 328(3a) of the Law outlines the conditions under which an academic degree cannot be acknowledged as equivalent to a corresponding Polish degree.*

# Chapter VI Charges

## § 15

1. With the exception of paragraphs (4) and (5), an individual applying for the award of a doktor or doktor habilitowany degree is required to pay a fee for the proceedings, which is equivalent to the costs incurred for conducting the proceedings. Provisions of Section IX of the Act of 14 June 1960, Code of Administrative Procedure *(uniformed text, Journal of Laws of 2023, , item 775)* shall apply, as appropriate.

1. The proceedings' costs encompass various expenses, including the salaries of the supervisor(s), assistant supervisor, and reviewers, as well as administrative service costs.

1. The remuneration for the supervisor(s), assistant supervisor, reviewers, and members of the Habilitation Committee will be determined by the Rector of the University of Lodz through an official order. These salaries are paid on a one-time basis. Reviewers will receive their remuneration upon completing their reviews, and supervisor(s) or supervisor and assistant supervisor will receive their remuneration after the Committee has made a decision concluding the case.

1. *Applicants for doktor degrees who have graduated from a doctoral school at the University of Lodz, academic teachers employed at the University of Lodz, and graduates of doctoral programs conducted by the University of Lodz are exempt from paying the fee.*

1. The Rector of the University of Lodz may, upon request, grant partial or complete exemption from the fee to an applicant for a degree.

# Chapter VII Diplomas

## § 16

The Rector of the University of Lodz will determine the sample diplomas, regulations for fees for issuing copies, including foreign language copies, and duplicates of doctoral and habilitation diplomas, as well as the sample certificate for degree attainment at the University of Lodz through an official ordinance.

# Chapter VIII Transitional and final provisions

## § 17

1. Habilitation proceedings initiated after 30 July 2019, will be conducted in accordance with the provisions of the Act, with the additional inclusion of qualifications specified in Article 179 of the Act of 3 July 2018, for proceedings initiated until 31 December 2021, as per the Law on Higher Education and Science (Journal of Laws of 2018, , item 1669, as amended).

1. The regulations in this document will apply with necessary adjustments to individuals who began their doctoral studies at the University of Lodz before the 2019/2020 academic year and seek a doktor degree under the provisions of the Law, while considering Article 179(7-9) of the Law of 3 July 2018, as outlined in the Law on Higher Education and Science (Journal of Laws of 2018, , item 1669, as amended). A model application for the appointment of a supervisor *or supervisors or a supervisor and an assistant* supervisor is attached as Appendix 12 to these Regulations.

1. Doctoral studies commenced before the 2019/2020 academic year shall be conducted under the current rules, but no longer than until *31* *December 2024*.

1. Agreements concluded on joint doctoral dissertations remain in effect for doctoral dissertations initiated until 30 April 2019.

1. Proceedings for the acquisition of powers equivalent to those conferred by the degree of the doktor habilitowany, initiated under Article 21a(1) of the Law of 14 March 2003, on scientific degrees and academic titles and on degrees and titles in the field of art, and not completed before 1 October 2019, will be conducted in accordance with the existing regulations

Head of the Senate of the University of Lodz

Rector of the University of Lodz

Prof. Elżbieta Żądzińska