

**SGH Senate Resolution**

**No. 567**

**of 18 September 2019**

on detailed terms and conditions in the procedure for awarding a  
scientific degree of *doktor* or *doktor habilitowany*

Pursuant to art. 192.2 and 3 and art. 221.14 of the act of 20 July 2018 - the Law on Higher Education and Science (Journal of Laws item 1668, as amended) it is resolved as follows:

Chapter I

General provisions

§ 1

The Resolution outlines, pursuant to the act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as "the Act"):

- 1) the conduct in the procedure for the award of a scientific degree of *doktor*, including:
  - a) the way of appointing and changing the supervisor, supervisors or the assistant supervisor,
  - b) ways of establishing the amounts of fees for the procedure of awarding a scientific degree of *doktor* in a part-time mode as well as ways of exempting from such a fee,
  - c) conditions for submitting a doctoral dissertation,
  - d) ways of appointing the board stipulated in art. 192.1 of the Act and the scope of its actions,
  - e) the way of appointing reviewers,
  - f) the way of verifying the learning effects for the qualification at Polish Qualifications Framework level 8 for persons applying for the award of a degree of *doktor* in a part-time mode,
  - g) the way of verifying compliance with the requirement stipulated in art. 186.1.3.a and b of the Act, for publications by multiple authors,
  - h) additional terms for admission to the defence;
- 2) detailed steps in the procedure for the award of a degree of *doktor habilitowany*;
- 3) rules for establishing the amounts of fees in the procedure for awarding a degree of *doktor habilitowany* and for exempting from such fees;

4) the way of appointing members of the habilitation board.

## § 2

1. In SGH Warsaw School of Economics, hereinafter referred to as "SGH" or "the University":

1) a scientific degree of *doktor* in the fields for which the University is authorised to award this degree, shall be awarded by:

a) the scientific councils - appointed for the fields in which the University is authorised to award the scientific degree of *doktor*, as long as they are composed of at least twelve academic teachers employed at SGH as their main workplace in the position of professor or associate professor,

b) SGH Senate - when a scientific council does not comply with the condition stipulated in point a,

c) SGH Senate - when the procedure is for the award of a degree in the discipline of science;

2) a scientific degree of *doktor habilitowany* in the fields for which the University is authorised to award such a degree, shall be awarded by:

a) the scientific councils - appointed for the fields in which the University is authorised to award the scientific degree of *doktor habilitowany*, as long as they are composed of at least twelve academic teachers employed at SGH as their main workplace in the position of professor or associate professor,

b) SGH Senate - when a scientific council does not comply with the condition stipulated in point a.

2. Whenever in this Resolution the actions undertaken by a scientific council or the chair of a scientific council are mentioned, they shall also mean the actions of the Senate and the chair of Senate - when the body appointed for awarding a degree is SGH Senate.

## § 3

1. For applications in the procedure for the award of a scientific degree of *doktor*, Deans of the Collegia relevant in terms of the scientific field shall be the Deans of the following Collegia:

1) Collegium of Economic Analysis - in the field of Economics and Finance;

- 2) Socio-Economic Collegium - in the fields of: Economics and Finance, Political Science and Public Administration;
  - 3) Collegium of the World Economy - in the fields of: Economics and Finance, Management and Quality Science;
  - 4) Collegium of Business Administration - in the fields of: Economics and Finance, Management and Quality Science;
  - 5) Collegium of Management and Science - in the fields of: Economics and Finance, Management and Quality Science.
2. If the Applicant is a doctoral candidate studying in SGH Doctoral School - the relevant Dean shall be the Dean of the Doctoral School. The dates for submitting applications and performing other actions with regard to the procedure for awarding a degree of *doktor* have been stipulated in the Rules and Regulations of the Doctoral School. Whenever in this Resolution a Collegium Dean is mentioned in the context of the first sentence, it shall also mean the Dean of the Doctoral School.
  3. Decisions provided for in this Resolution, other than the resolution on the award of a scientific degree, shall not constitute administrative decisions within the meaning of the act of 14 June 1960 of the Code of Administrative Procedure.

## Chapter II

### Procedure for the award of a scientific degree of *doktor*

#### § 4

1. Application for the appointment of the supervisor or supervisors or the assistant supervisor shall be submitted by the person concerned, hereinafter referred to as "the Applicant" or "the Mover", to the Dean of the Collegium relevant in terms of the field in which the procedure is to be started or the employment of the person proposed as a supervisor. If the proposed supervisor is not an SGH employee, the Applicant shall submit an application to the Dean of the Collegium relevant in terms of the field in which the procedure is to be started. Whenever in the further provisions of the Resolution on the award of a scientific degree of *doktor* a Collegium Dean is mentioned without specifying further details, it shall mean the Dean of a Collegium relevant in terms of the first sentence used in this section.
2. The following should be attached to the application stipulated in section 1:

- 1) a copy of the diploma confirming the award of a professional title of *magister* or its equivalent (the original or certified copy should be presented for inspection);
  - 2) the proposed topic and research proposal indicating the field or discipline of science for which the procedure is to be started;
  - 3) the proposed person to act as a supervisor or the proposed persons to act as a supervisor and assistant supervisor;
  - 4) a list of Applicant's scientific works along with their bibliographic descriptions and the information on Applicant's activity for popularising science;
  - 5) the information on the course of the doctoral procedure or the procedure for the award of a scientific degree of *doktor* if the candidate has previously applied for the award of a degree of *doktor* and if such a degree was not awarded;
  - 6) other documents, including opinions confirming Applicant's research capabilities - if such documents are held by the Applicant.
3. The notion of the diploma stipulated in section 3.1 shall also mean a foreign diploma which provides eligibility to apply for the award of a degree of *doktor* in the country in whose education system the issuing university operates.
  4. The Applicant may attach to the application a certificate or a higher education diploma confirming the proficiency in a foreign modern language at a minimum of level B2. The Applicant shall be obliged to submit the above mentioned certificate or diploma on the day of submitting the application stipulated in § 9 at the latest.
  5. The Collegium Dean shall verify the accuracy and completeness of the submitted application. Should the application have defects or be incomplete, the Dean shall request the Mover to correct or complete it, setting a deadline not shorter than 7 days, but not longer than 21 days, counting from the day of the receipt of the request notice.
  6. The Collegium Dean may appoint a board from among persons employed in the position of professor or associate professor in order to prepare an opinion on starting the doctoral procedure, including the completeness of documents, the topic of the doctoral dissertation, the research proposal and the proposed supervisor. The opinion shall not be binding on the Collegium Dean.
  7. In justified instances the topic of the doctoral dissertation may be determined within 6 months of the day of appointing a supervisor.
  8. The topic of the dissertation may be changed upon the approval of the Collegium Dean.

## § 5

In extraordinary circumstances, justified by striving for the highest quality of scientific achievement, a degree of *doktor* may be conferred upon a person who does not comply with the requirements stipulated in § 4.3.1, being a graduate of a first cycle programme or a student who has completed the third year of a long cycle graduate programme. The assessment of the above mentioned achievements shall be performed by the relevant scientific council.

## § 6

1. Upon the receipt of a complete application stipulated in § 4, the Collegium Dean shall issue a decision on starting the procedure. The application should be considered not later than within 30 days of the date of its receipt.
2. Collegium Dean's decision shall be promptly served onto the Mover. A decision denying the opening of the procedure for the award of a degree shall be grounded. The decision of the Collegium Dean may be appealed to the Rector or the relevant Vice Rector for Science acting upon Rector's authorisation within 14 days of the receipt of the decision.
3. In the decision on starting the procedure for the award of a scientific degree of *doktor* the Dean of the relevant Collegium shall appoint the supervisor or the supervisor and the assistant supervisor and may establish the submission date of the doctoral dissertation.
4. In particularly justified cases, before the decision stipulated in section 3 is made, the Dean may decide to first schedule an interview with the Applicant in order to specify the topic of the dissertation or Applicant's research plans. In the instance mentioned above, the deadline stipulated in the second sentence of section 1 shall be extended by another 30 days. For the purpose of performing the actions stipulated in the first sentence the Dean may appoint a board which will submit an opinion thereon.

## § 7

1. The supervisor or supervisors or the supervisor and the assistant supervisor shall be appointed by the Collegium Dean, taking into account, as much as practicable, the Applicant's request. Appointing a person other than the person proposed by the Applicant to become the supervisor shall require the consent of the Applicant. In the instance stipulated in § 3.2, the supervisor or supervisors or the supervisor

and the assistant supervisor shall be appointed by the Dean of the Doctoral School upon the opinion of the Dean of the relevant Collegium in terms of the field or employment of the candidate for supervisor, pursuant to the Rules and Regulations of the Doctoral School. The assistant supervisor may also be appointed by the Dean without Applicant's request; the provisions of the foregoing sentence shall apply accordingly.

2. To become a supervisor, a person needs to hold a degree of *doktor habilitowany* or a title of professor and to become an assistant supervisor - a degree of *doktor*. The supervisor may also be a person who does not comply with the conditions mentioned above and who is an employee of a foreign university or scientific institution if the scientific council of a given field recognises the person to possess valid achievements in the scientific field being the subject matter of the doctoral dissertation. A necessary condition for appointing a supervisor by the Collegium Dean shall be a resolution by the relevant scientific council which should issue a positive opinion about the candidate for a supervisor.
3. The supervisor may not be a person who over the last 5 years:
  - 1) has been a supervisor to 4 doctoral candidates who were removed from the list of doctoral candidates due to a negative midterm assessment, or
  - 2) has supervised the preparation of a dissertation by at least 2 persons applying for a degree of *doktor* who received negative reviews.
4. One supervisor may not oversee the preparation of more than 10 doctoral dissertations at one time. One assistant supervisor may not take part in overseeing more than 3 doctoral dissertations at one time.
5. The Dean may change the supervisor or the assistant supervisor only in particularly justified cases. The change may be effected upon a grounded request of the Applicant, the supervisor or the assistant supervisor. Dismissing the supervisor or the assistant supervisor and appointing new persons to replace them shall be included in the same decision. Changing a supervisor without the request of the Applicant shall require his/her approval.
6. In justified cases a person not being an SGH employee may be appointed a supervisor. Before the person stipulated in the former sentence is appointed a supervisor, the Dean of the relevant Collegium shall perform an assessment of his/her scientific achievements and relation to the planned doctoral dissertation.

7. The supervisor shall be responsible for the scientific supervision over the preparation of the doctoral dissertation, including providing the necessary assistance in terms of the content and methodology of the scientific work involved in the doctoral dissertation, as well as for overseeing the work of the assistant supervisor and assessing the doctoral dissertation submitted by the Applicant.
8. The duties of the assistant supervisor involve in particular the oversight of the Applicant, including planning research, implementing it and analysing the findings, as well as completing the tasks set by the supervisor.

#### § 8

1. The Applicant shall be obliged to submit the doctoral dissertation in the time set by the Dean and if the time has not been specified by the Dean, not later than within 4 years, counting from the date of issuing the decision stipulated in § 6.3.
2. In particularly justified cases, especially due to prolonged scientific research or long term health condition, the Dean may extend the deadline for submitting the doctoral dissertation stipulated in section 1, however by no more than 2 years.
3. The Dean may not refuse to extend the deadline for submitting the doctoral dissertation by the time period of the maternity leave, leave on the terms of a maternity leave, paternity leave or parental leave, and to the candidate raising a child up to the age of 4.
4. The joint time of preparing a doctoral dissertation may not be longer than 6 years.
5. The date of submission of the doctoral dissertation shall be the date of handing it in to the supervisor. The supervisor shall be obliged to confirm the submission of the doctoral dissertation in writing.
6. The supervisor shall issue an opinion on the doctoral dissertation within the time period of no more than 30 days, and shall promptly inform the Applicant thereof. The opinion shall in particular confirm the doctoral dissertation's compliance with the criteria stipulated in art. 187 of the Act.
7. A doctoral dissertation may be, upon the approval of the Dean of the relevant Collegium and the supervisor, written in a language other than Polish.
8. A failure to submit the dissertation in the established time following from sections 1-3 shall mean a resignation from applying for a degree.
9. In the instance specified in § 3.2 the deadline for submitting the doctoral dissertation shall be set in an individual research plan of the doctoral candidate

determined in compliance with the Rules and Regulations of SGH Doctoral School.

## § 9

1. Having obtained a positive assessment from the supervisor, the Applicant shall file an application for the award of a scientific degree of *doktor* by the scientific council of the relevant field. The application shall be filed with the Dean of the relevant Collegium.
2. The following shall be attached to the application stipulated in section 1:
  - 1) a print-out of the doctoral dissertation (1 copy) and its electronic version in the form of a text file along with the positive opinion from the supervisor or supervisors;
  - 2) Applicant's statement of independent preparation of the doctoral dissertation as well as of possessing a full personal and property copyright to the work, confirmed by the supervisor or supervisors;
  - 3) a copy of the certificate or diploma of completing a university programme (originals for inspection), confirming the proficiency in a foreign modern language at a minimum level of B2 - unless previously submitted;
  - 4) a list of current scientific achievements, comprising at least:
    - a) one scientific article published in a scientific journal or in reviewed international conference materials which, in the year of publishing the final form of the article, were included in a register made pursuant to the provisions issued based on art. 267.2.2.b of the Act, or
    - b) one scientific monograph released by a publishing house which, in the year of publishing the final form of the monograph, was included in the register made pursuant to the provisions issued based on art. 267.2.2.a of the Act, or a chapter of such a monograph - along with copies of articles and the monograph;
  - 5) a confirmation of accomplishment of the learning effects for the qualification at Polish Qualifications Framework level 8, pursuant to the provisions of the act of 22 December 2015 on the Integrated Qualifications System, meeting the terms stipulated in § 10.
3. A doctoral dissertation shall have a synopsis in English attached, and a dissertation written in a foreign language shall also have a synopsis in Polish

attached. Should a doctoral dissertation be not a written work, a description in Polish and in English shall be attached.

4. If the doctoral dissertation is a written work, the chair of the relevant scientific council shall review it, before it is passed on to the reviewers, using the Uniform Antiplagiarism System.
5. In multi-author publications, the condition stipulated in section 2.4 shall be deemed met if the Applicant's share in the authorship is:
  - 1) in the article - not lower than 50%, while the number of points assigned to the participation may not be lower than 15, or
  - 2) in a monograph - not lower than 30%, while the number of points assigned to the participation may not be lower than 30.
6. The share mentioned in section 5 shall be established based on a unanimous statement of all the authors, and the number of points - based on the register of the relevant Ministry of Higher Education pursuant to the provisions issued based on art. 267.2.2.b or art. 267.2.2.a of the Act accordingly.

#### § 10

1. A confirmation of accomplishment of the learning effects for the qualification at Polish Qualifications Framework level 8 shall be:
  - 1) a confirmation of completing a full curriculum in a doctoral programme run pursuant to the provisions of the act of 27 July 2005 - the Law on Higher Education, provided by the university where this programme was completed; or
  - 2) a confirmation of completing a full curriculum in a doctoral school, provided by the university in which the programme in the doctoral school was run - and the accomplishment of a full education cycle shall also mean discontinuing education in the doctoral school due to the submission of the doctoral dissertation; or
  - 3) passing of the doctoral exam before a board appointed by the Dean of the relevant SGH Collegium.
2. The Dean of the relevant Collegium shall appoint at least three persons holding a degree of *doktor habilitowany* or a title of professor who specialise in the problems of the exam to form the board stipulated in section 1.3.
3. The Collegium Dean shall schedule the exam stipulated in section 1.3 in the time allowing to hold it before the doctoral dissertation's reviewers have been appointed. The scope of the exam, including its topics and form, shall be determined

by the Collegium Dean and announced to the Applicant. The exam shall be held not earlier than 21 days of the date of announcing the scope and form of the exam to the Applicant.

#### § 11

1. The Collegium Dean shall pass on the application stipulated in § 9.1 along with the attachments stipulated in § 9.2 and the documents stipulated in § 4 to the chair of the relevant scientific council within 14 days of submitting the application by the Applicant, subject to section 2. The Dean shall attach the proposed composition of the doctoral board stipulated in § 13 to the application.
2. In the event stipulated in § 3.2 the Dean of the Doctoral School shall pass the application stipulated in section 1 to the chair of the scientific council through the Dean of the relevant Collegium.
3. Should there arise a need to hold the exam stipulated in § 10.1.3, the time stipulated in section 1 shall be counted starting from the day of taking this exam by the Applicant.
4. The chair of the relevant scientific council, after receiving the application along with attachments shall put the point of starting a procedure for the award of the scientific degree of *doktor* stipulated in art. 189 of the Act and of appointing the doctoral dissertation reviewers on the agenda of the nearest scientific council meeting. The meeting of the scientific council regarding the aforementioned case should be held not later than within 45 days of the date of receiving the dissertation, this time shall not include the months of July and August.

#### § 12

1. The relevant scientific council shall appoint three reviewers of the doctoral dissertation, from among the persons not being employees of SGH.
2. Candidates for reviewers shall be proposed by the Collegium Dean along with the documents stipulated in § 11.1. Should any of the candidates fail to be appointed, the chair of the scientific council shall approach the Dean to propose another candidate or other candidates. Should a failure to appoint candidates for reviewers occur again, the council shall appoint a reviewer or reviewers from among the persons proposed by the chair or member of the scientific council. The deadline for proposing candidates, not shorter than 7 days but not longer than 14 days shall be set by the chair of the scientific council.

3. The reviewer must hold a degree of *doktor habilitowany* in a given field or a title of professor. The reviewer may be a person who does not meet the criteria mentioned above, but who is an employee of a foreign university or scientific institution if the scientific council of a given field decides this person has significant achievements in the scope of the doctoral dissertation.
4. The conclusion of the review shall be the statement of whether the doctoral dissertation meets the criteria stipulated in art. 187 of the Act.
5. Reviewers shall prepare their reviews of the doctoral dissertation within 2 months of the date of receiving the work. The template of the review agreement shall be determined by the Rector by way of a separate order.

#### § 13

1. In order to conduct and receive a public defence of the doctoral dissertation, the relevant scientific council shall appoint a board composed of at least eight persons employed as professors or associate professors who run research into the field or fields being the subject matter of the dissertation, during the time of not less than half of their workload.
2. The board, its chair and secretary shall be appointed from among the employees of the Collegium to which the application for starting a procedure for the award of a scientific degree was submitted, also from among the employees of other units, should it be deemed necessary. The Dean of the relevant Collegium shall present the proposed composition of the doctoral board. The supervisor and the reviewers may not be appointed for the board.

#### § 14

1. In order for the Applicant to be admitted to the defence of the doctoral dissertation it is necessary to obtain positive reviews from at least 2 reviewers and to comply with the requirements outlined in the Act and in this Resolution.
2. At the Applicant's request and upon the chair of the relevant scientific council's approval the defence of the doctoral dissertation may be held in a foreign language.
3. A decision of admission to the public defence shall be issued by the chair of the relevant scientific council, stipulating its date and the language in which it will be conducted, should the language be a foreign one. A decision of denying the admission to the defence may be appealed to the Council of Scientific Excellence, hereinafter referred to as "RDN".

4. The date of the defence of the doctoral dissertation shall be set by the chair of the board stipulated in § 13, advising the Applicant, the Dean of the relevant Collegium and members of the doctoral board promptly thereof. It is allowed to send advice notes to the indicated addresses via electronic mail. The time and venue of the public defence of the doctoral dissertation shall be announced to the public on University websites, not later than within the deadline stated in section 5. The announcement shall inform whether the defence will be recorded using the sound and vision recording equipment, along with an appropriate information clause.
5. The chair of the relevant scientific council, not later than 30 days before the scheduled defence date, shall publish in the Public Information Bulletin, hereinafter referred to as "BIP", on the University website a doctoral dissertation being a written work together with its synopsis or a description of a doctoral dissertation not being a written work along with the reviews, subject to the provisions of the Act.
6. A defence of the doctoral dissertation shall be open to public and it may be attended by all interested persons. The supervisor or the supervisor and the assistant supervisor and at least two reviewers shall take part in the defence of the doctoral dissertation - in justified cases they may be exempted from this obligation by the chair of the relevant scientific council.
7. When the public defence of the doctoral dissertation is opened:
  - 1) the Applicant shall be the first to take the floor delivering an autopresentation related to the doctoral dissertation;
  - 2) then the reviewers shall present their reviews of the doctoral dissertation and the Applicant shall provide feedback; in the absence of the reviewer the review shall be presented by the board chair;
  - 3) next, the board chair shall open a public discussion during which the Applicant may be asked questions and receive comments regarding the subject matter of the doctoral dissertation to which he/she should respond. The Applicant shall have a limited time (of up to 10 minutes) to address the voiced questions and comments in a coherent way.
  - 4) after the question and answer session is finished, the board chair shall order a secret part of the defence in which only board members, supervisors, the assistant supervisor, reviewers and the recorder may participate, devoted to a

discussion of the public defence. Next, a secret ballot shall be held by the board members on the acceptance of the public defence of the doctoral dissertation, after the ballots are counted the result is made known to the public, the ballot shall be preceded by a discussion.

8. A public defence of the doctoral dissertation shall be accepted if at least half of the board members with the power to vote, present at the board meeting voted for, and the resolution may be valid only if at least half of the board members are attending. Both the supervisor and the reviewers shall have the right to vote.
9. A public defence of the doctoral dissertation shall be recorded in the form of minutes presenting crucial elements in the defence. A public defence of the doctoral dissertation may be recorded using the sound and vision recording equipment – should this be the case, the attendees should be informed thereof prior to starting the recording.
10. The board chair shall promptly, not later than within 7 days, pass on to the chair of the relevant scientific council the resolution on accepting the public defence of the doctoral dissertation with the attendance list and information on the ballot outcome. The resolution shall be signed by the board chair and the secretary. The minutes signed by the board chair and the secretary shall be handed over to the chair of the relevant scientific council immediately after they are taken.
11. Should at least 2 reviewers formulate in their reviews a request to award a scientific degree of *doktor* with distinction, such a request shall be put up for a board vote by the board chair. The request shall be accepted and passed on to the chair of the relevant scientific council when at least 2/3 of the votes cast by the attending board members are for. A resolution on the distinction shall be passed by the relevant scientific council by a qualified majority of 2/3 of the votes of the attending council members. For the resolution to be valid, at least half of the board or council members accordingly must be attending.

#### § 15

A degree of *doktor* shall be conferred onto a person who has met the criteria stipulated in art. 186 of the Act and outlined in this Resolution.

#### § 16

1. A person who has complied with the conditions stipulated in § 15 shall be awarded a scientific degree of *doktor* by the relevant scientific council. The resolution shall

be passed by an ordinary majority of votes in the presence of at least half of the statutory number of members of the relevant scientific council.

2. In the instances when the relevant body to award a scientific degree of *doktor* is SGH Senate, only these Senate members who are employed as professors or associate professors shall take part in the vote. The resolution shall be passed by an ordinary majority of votes in the presence of at least half of the statutory number of such Senate members.
3. The resolution on awarding a scientific degree of *doktor* shall be immediately served onto the Applicant. A resolution on refusing to award a scientific degree of *doktor* shall require detailed grounds to be provided. The resolution shall also constitute a decision on awarding the degree. The resolution shall be signed by the chair of the relevant scientific council.
4. The resolution refusing to award a scientific degree of *doktor* may be appealed to RDN through the relevant scientific council. The time for lodging such an appeal shall be 30 days of the date of serving the resolution.
5. The scientific council shall pass the appeal to RDN along with its own opinion and case files within 3 months of the date of lodging the appeal.

### Chapter III

#### Procedure for the award of a scientific degree of *doktor habilitowany*

##### § 17

1. The procedure for the award of a degree of *doktor habilitowany* shall be started at the application filed with SGH through RDN. The Rector shall pass the application to the relevant scientific council, informing simultaneously the Dean of the relevant Collegium in terms of the employment of the Applicant at SGH or the Rector if the Applicant is a person from outside of SGH.
2. Requirements regarding the application have been outlined in the Act.
3. Within 4 weeks of receiving the application by SGH the relevant scientific council may deny to conduct the procedure for the award of a scientific degree of *doktor habilitowany* and return the application to RDN.
4. The relevant scientific council shall publish in BIP on the University website the motion of the person applying for the degree of *doktor habilitowany*, the information on the habilitation board, the reviews, the resolution containing an opinion on the award of a degree along with grounds and the decision of awarding

the degree or refusing to award it. The information and resolutions shall be published immediately after receipt or passing accordingly, and the reviews immediately after the last of them has been received.

#### § 18

1. The relevant scientific council shall, within 6 weeks of the date of receiving the information on the members of the habilitation board appointed by RDN, appoint the habilitation board. A template of the agreement with the member of the habilitation board shall be determined by the Rector by way of a separate order.
2. The board shall be composed of:
  - 1) four members appointed by RDN, including the chair and three reviewers;
  - 2) two members holding a degree of *doktor habilitowany* or a title of professor, employed at SGH, including the secretary;
  - 3) one reviewer holding a degree of *doktor habilitowany* or a title of professor possessing internationally recognised achievements, not being an SGH employee.
3. Candidates for habilitation board members stipulated in section 2.2-3 shall be proposed by the Dean of the Collegium relevant in terms of the employment of the Applicant. Should any of the candidates be not appointed, the chair of the scientific council shall approach the Dean to propose another candidate or other candidates. Should the failure to appoint occur again and should the Applicant be a person from outside of SGH, the council shall appoint a person or persons proposed by the chair or member of the scientific council. The time for proposing candidates, not shorter than 7 days and not longer than 14 days shall be set by the chair of the scientific council.
4. The relevant scientific council shall hold a secret ballot to appoint board members stipulated in section 2.2-3 and next, by way of a resolution, shall appoint the entire habilitation board, conducting a vote on its complete composition (*en bloc* vote).
5. Duties of the chair of the habilitation board shall involve conducting the activity of the board, the secretary shall be responsible for preparing and storing documents in the procedure.
6. A reviewer may be a person who does not hold a scientific degree of *doktor habilitowany* or a title of professor and is an employee of a foreign university or scientific institution if RDN or the relevant scientific council decides that this person

possesses significant achievements in the scope of the achievements of the person applying for the award of a degree of *doktor habilitowany*.

7. Within 8 weeks of the application being served onto them, the reviewers shall assess whether the scientific achievements of the person applying for the award of a degree of *doktor habilitowany* meet the requirements stipulated in art. 219.1.2 of the Act and shall prepare their reviews. A template of the review agreement shall be determined by the Rector by way of an order.
8. The review shall conclude whether Applicant's achievements meet the criteria stipulated in art. 219 of the Act.
9. The secretary of the habilitation board shall promptly hand the received reviews over to the habilitation board.
10. A reviewer may not be a person who over the last 5 years has failed two times to meet the deadline stipulated in section 6. Before the agreement stipulated in section 6 is executed, the reviewer shall make a statement regarding the aforementioned circumstance.

#### § 19

1. Having received the reviews stipulated in § 18, the habilitation board chair shall, not later than within 21 days of receiving the last review, order a board meeting.
2. The habilitation board shall conduct a habilitation colloquium on the scientific achievements of the Applicant moving for the award of a degree of *doktor habilitowany*. Provisions of § 14 .6 shall apply to the habilitation colloquium accordingly. The colloquium may be attended by members of the habilitation board and of the relevant scientific council. At the Applicant's request and upon approval of the habilitation board the colloquium may be conducted in a foreign language.
3. Within 6 weeks of receiving reviews, the habilitation board shall pass on the resolution stipulated in section 3 to the relevant scientific council together with grounds and documents of the procedure for the award of a degree of *doktor habilitowany*.
4. The resolution including an opinion on awarding the degree of *doktor habilitowany* shall be passed by the habilitation board in an open vote. At the request of the person applying for the award of the degree, the board may pass the resolution in a secret ballot. The opinion may not be positive if at least 2 reviews are negative. The resolution shall be signed by the chair and the secretary of the habilitation board.

## § 20

1. A scientific degree of *doktor habilitowany* shall be conferred onto a person who meets the requirements formulated in art. 219 of the Act.
2. Pursuant to the resolution stipulated in § 19.3, the relevant scientific council shall, within one month of receiving it, award the degree of *doktor habilitowany* or refuse to award it. The relevant scientific council shall refuse to award the degree if the opinion stipulated in § 19.3 is negative. Lack of the required number of votes for awarding a degree of *doktor habilitowany* shall mean passing a resolution of refusal to award this degree.
3. The resolution of the relevant scientific council on the award of a scientific degree of *doktor habilitowany* shall at the same time constitute an administrative decision. A resolution of refusal to award the degree must be grounded. The resolution shall be signed by the chair of the relevant scientific council.
4. The resolution stipulated in section 2 shall be immediately served onto the Mover.
5. The decision of refusal to award a degree of *doktor habilitowany* may be appealed to RDN through the relevant scientific council. The time for lodging the appeal shall be 30 days of the resolution being served.
6. The scientific council shall pass the appeal to RDN along with its opinion and case files within 3 months of the date of lodging the appeal.

## Chapter IV

### Fees in the procedure and terms and conditions of exemption

## § 21

1. A person who applies for the award of the scientific degree of *doktor* or *doktor habilitowany* shall pay a fee for conducting the procedure in this matter; the fee shall be stated in the agreement executed with the Applicant.
2. The fee shall be paid to the bank account of the University indicated in the agreement.
3. The amounts of fees may not exceed the costs of the procedure which in particular account for the costs of remunerating the supervisor or supervisors, the assistant supervisor and reviewers and members of the habilitation board, accordingly.
4. The fees shall be calculated based on:

- 1) the amounts of remunerations stipulated in art. 184 of the Act and the cost of the legal and public charges arising from such remunerations to which the University is liable;
  - 2) average costs of business trips of the persons stipulated in section 3 related to the procedure, including the costs of accommodation;
  - 3) administrative costs of the procedure, including the markup of indirect costs.
5. The fee shall not be collected from persons who apply for the award of a degree of *doktor* and who have graduated from SGH Doctoral School.
  6. For academic teachers or research workers the cost of the procedure shall be born by the employing university, Polish Academy of Science Institute, research institute or international institute. The University shall execute agreements to cover these costs with the institutions mentioned above.
  7. The fee may also be paid in the name of a natural person by another natural person or legal person, as well as an organisational unit with no legal personality, including the Applicant's employer. In such an eventuality the University shall make a trilateral agreement with the Applicant and the entity covering the costs.
  8. By way of a separate order the Rector shall determine the following:
    - 1) the formula for calculating costs necessary to establish the fee amounts in the procedure;
    - 2) fee amounts in the procedure;
    - 3) templates of agreements stipulated in this paragraph, including the option for increasing the fees, should the costs of remunerations stipulated in art. 184 of the Act grow.

## § 22

1. In justified cases the Rector may exempt from the payment of the fee stipulated in § 21, in full or in part.
2. The application for exemption from the fee shall be submitted by the Applicant to the Rector through the Dean of the relevant Collegium. The Dean shall pass the application to the Rector within 7 days of the date of its receipt, attaching his/her own opinion.
3. The Rector shall make the fee exemption decision within 30 days of receiving the application. A negative decision must be grounded. Rector's decision shall be final. The decision shall be immediately served onto the Mover.

4. Within 14 days of receiving Rector's decision, the Mover may file a motion to reconsider the matter, provisions of section 2 shall apply accordingly.

#### § 23

1. The Rector may exempt from the payment of the fee in part, particularly in the following instances:
  - 1) life hardship;
  - 2) material hardship, if the income per person in the family of the Applicant calculated pursuant to art. 88 of the Act does not exceed 1.5 of the amount providing eligibility for a family benefit stipulated in the provisions on family social benefits;
  - 3) when the Applicant is an SGH employee not being an academic teacher;
  - 4) when the Applicant is a university employee or employee of another scientific institution with which SGH has executed a cooperation agreement.
2. The Rector may exempt from the payment of the fee in full, particularly in the following instances:
  - 1) extraordinary life hardship, including a severe health condition of the Applicant or of a person dependent on him/her;
  - 2) extreme material hardship, if the income per person in the family of the Applicant calculated pursuant to art. 88 of the Act does not exceed the amount providing eligibility for a family benefit stipulated in the provisions on family social benefits;
  - 3) when the Applicant is a university employee or employee of another scientific institution with which SGH has executed a scientific cooperation agreement.
3. The Rector shall make the exemption decision taking into account in particular the circumstances stipulated in section 1 and 2 and the financial standing of the University.

### Chapter V

#### Final and interim provisions

#### § 24

The Rector shall issue an order stipulating the templates of agreements with the supervisor, the assistant supervisor, the reviewer, the member of the habilitation board as well as determining the matters outlined in § 21.8 by 15 October 2019.

#### § 25

The fees for conducting the procedure stipulated in § 21 shall not be paid also by the persons who have completed a doctoral programme at SGH based on the regulations in force to date.

#### § 26

Dissertations the supervision of which began before 1 October 2019 shall not be included in the number of dissertations overseen by the supervisor or the assistant supervisor as provided for in § 7.4.

#### § 27

Doctoral procedures started before 30 April 2019 and not completed by the time this resolution becomes effective shall be conducted based on the regulations to date, however not longer than until 31 December 2021. Activities in the doctoral and habilitation procedure shall be conducted by the relevant scientific councils as of 1 October 2019, subject to § 28. Provisions of § 12.1 and 2, § 13, § 14 except for section 1, § 15, § 16 shall apply accordingly, and in the doctoral procedure there shall be two reviewers appointed from among the persons who are not employees of SGH.

#### § 28

In the time from 1 October to 31 December 2019 the relevant body to award scientific degrees shall be SGH Senate. In this period the provisions of this Resolution pertaining to scientific councils shall be applied accordingly to the Senate, and the provisions pertaining to the chair of the scientific council shall be applied accordingly to the Rector.

#### § 29

The Resolution shall become effective as of 1 October 2019.