



INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów

POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences



HR EXCELLENCE IN RESEARCH

Nowy Świat 72, 00-330 Warszawa | tel. (48 22) 65 72 746 | e-mail: ihn@ihnpan.pl | www.ihnpan.pl | NIP: 525-000-87-84 | REGON: 000326411

**Annex to Resolution 78 of the Scientific Board of IHN PAN
of 30 November 2023.**

**Regulations for the award of the doctoral degree
at the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the
Polish Academy of Sciences**

I. GENERAL PROVISIONS

§ 1

1. These Regulations for the conferment of the doctoral degree at the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences, hereinafter referred to as "the Regulations", define in particular:
 - 1) the method of appointing and changing a supervisor, supervisors or assistant supervisors in the case of applicants for the award of the doctoral degree in extramural mode;
 - 2) the rules for determining the amount of, and exemption from, the fee for proceedings for the award of the degree of doctor in extramural mode;
 - 3) mode of submission of the dissertation;
 - 4) the procedure for setting up and the scope of activities of the committee acting in proceedings for the conferment of the degree of doctor;
 - 5) the way reviewers are appointed;
 - 6) the manner of verifying the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework in the case of applicants for the award of a doctoral degree in the extramural mode;
 - 7) the method of verification of fulfilment of the requirement referred to in Article 186(1)(3)(a) and (b) of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2023, item 742), in the case of multi-author publications;

- 8) additional conditions for admission to the defence;
 - 9) model of doctoral diploma.
2. The provisions of these Regulations shall apply to the award of the doctoral degree on the basis of a doctoral thesis prepared in the doctoral training mode or in the extramural mode.

§ 2

Proceedings for the conferment of the degree of doctor at the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences shall be conducted in particular on the basis of the following provisions:

- 1) The Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws 2023, item 742), hereinafter referred to as the “Act”;
- 2) Act of 3 July 2018. - Provisions introducing the Law on Higher Education and Science (Journal of Laws, item 1669);
- 3) Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second level learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws, item 2218);
- 4) Statutes of the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences;
- 5) these Rules;
- 6) appropriately applied provisions of the Act of 14 June 1960. - Code of Administrative Procedure (Journal of Laws of 2023, item 775), hereinafter referred to as the “Code of Administrative Procedure”.

§ 3

1. The degree of doctor is conferred on a person who:
- 1) holds a professional degree of Master of Science, Master of Engineering or equivalent, or holds a diploma referred to in Article 326, section 2, item 2 or Article 327, section 2 of the Act, conferring the right to apply for the award of a doctoral

Strona 2 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

degree in the country in whose higher education system the higher education institution which issued it operates;

- 2) has achieved the learning outcomes for a qualification at level 8 of the Polish Qualifications Framework, where the learning outcomes for the knowledge of a modern foreign language are confirmed by a certificate or diploma certifying knowledge of that language at a proficiency level of at least B2;
 - 3) has a track record of at least:
 - a) one scientific article published in a scientific journal or in the peer-reviewed materials of an international conference, which in the year of publication of the article in its final form was included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, or
 - b) one scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(a) of the Act, or a chapter in such a monograph;
 - 4) has passed the doctoral examination referred to in § 16;
 - 5) presented and defended his or her doctoral thesis.
2. In exceptional cases, justified by the highest quality of scientific achievements, the doctoral degree may be conferred on a person who does not meet the requirements set out in section 1, subsection 1, and who is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies (Article 186, section 2 of the Act).

§ 4

1. The doctoral dissertation demonstrates the candidate's general theoretical knowledge in the discipline or disciplines and the ability to conduct scientific work independently.
2. The subject of a doctoral thesis is an original solution to a scientific problem or an original solution to the application of the results of one's own research in the economic or social sphere.

Strona 3 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

3. A dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, as well as an independent and isolated part of a collective work.
4. The dissertation shall be accompanied by an abstract in English and a dissertation prepared in a foreign language by an abstract in Polish.

II. PROCEEDINGS FOR THE AWARD OF THE DOCTORAL DEGREE

Initiation of proceedings for the award of the doctoral degree

§ 5

1. Proceedings for the conferment of the degree of doctor are initiated upon an application, hereinafter referred to as the “Application”, submitted by an applicant for the conferment of the degree of doctor, hereinafter referred to as the “Candidate”, to the Scientific Board of the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences, hereinafter referred to as the “Scientific Board”.
2. The application should be prepared in Polish and should contain the following information:
 - 1) the Candidate's first name, surname, postal and e-mail address,
 - 2) the title of the dissertation and the name, degree or title and affiliation of its supervisor(s),
 - 3) a statement that the attached dissertation has not been the basis for an application for the award of a doctoral degree in another procedure,
 - 4) indication of the mode in which the dissertation was prepared.
3. The Application shall be accompanied by:
 - 1) dissertation, submitted in the manner specified in § 7;
 - 2) a favourable opinion from the supervisor(s) concerning the doctoral dissertation and, in the case of a candidate who completed his/her training at a doctoral school, a favourable opinion from the supervisor(s) concerning the doctoral dissertation,

Strona 4 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

identical to the opinion of the supervisor(s) concerning the doctoral dissertation submitted as part of the completion of the training at the doctoral school;

- 3) an academic curriculum vitae, including information on the candidate's education, employment and academic achievements;
 - 4) a copy of at least one publication as referred to in § 3(1)(3);
 - 5) a copy of a certificate or diploma attesting to knowledge of a modern foreign language of at least B2 proficiency level;
 - 6) a copy of a diploma certifying that the candidate holds a degree of magister, magister inżynier or equivalent, or a diploma referred to in Article 326, section 2, subsection 2, or Article 327, section 2 of the Act, conferring the right to apply for the award of a doctoral degree in the country in whose higher education system the higher education institution which awarded the diploma operates;
 - 7) a certificate from the body in charge of the doctoral school or a certificate referred to in § 40, of the candidate's achievement of learning outcomes for a qualification at level 8 of the Polish Qualification Framework.
4. Where the publication referred to in § 3 (1) (3) is a multi-author publication, the Application shall be accompanied by a statement from the Candidate and statements from the co-authors indicating their substantive contribution to the publication. The identification of the contribution of a particular author, including the Candidate, should be sufficiently precise to allow an accurate assessment of his or her contribution and role in the creation of each publication. A statement from a co-author is not required in the event of the co-author's death or other legitimate circumstances making it impossible to obtain a statement.
5. The Institute for the History of Science of the Polish Academy of Sciences does not conduct an examination to confirm knowledge of a modern foreign language at language proficiency level B2.

Strona 5 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

§ 6

1. The Chairperson of the Scientific Board verifies that the Application is complete and that the Candidate fulfils the conditions set out in Article 186(1)(1-3) or Article 186(2) of the Act. In the case of a Candidate who has completed training at a doctoral school, the Chairperson of the Scientific Board shall in particular verify whether the submitted doctoral dissertation, together with the opinion of the supervisor(s), is identical to the doctoral dissertation submitted, together with the opinion of the supervisor(s), as part of the completion of training at a doctoral school.
2. If the Application does not meet the requirements of the Act and these Regulations, the Chairperson of the Scientific Board shall call upon the Candidate to remedy the deficiencies, setting an appropriate period of no less than 7 days.
3. If the Application is not completed within the prescribed period, the Application shall be left unprocessed.
4. The Scientific Board, by means of a resolution with justification, being an administrative decision, shall refuse to initiate proceedings for the conferment of the degree of doctor if the Candidate does not meet the requirements set out in Article 186, paragraph 1, items 1-3 or paragraph 2 of the Act or the requirement referred to in the second sentence of Article 189, paragraph 1 of the Act. The decision to refuse to initiate proceedings may be appealed against to the Board for Scientific Excellence, hereinafter referred to as the "RDN".

Mode of submission of the dissertation

§ 7

1. The candidate, together with the Application, shall submit the dissertation in hard copy in four copies with an electronic copy in PDF format.
2. A candidate who has completed training in a doctoral school shall submit a dissertation identical to the dissertation submitted as part of the completion of training in a doctoral school.

Strona 6 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

3. If the dissertation is part of a collective work, the Candidate **shall** submit a statement of all co-authors specifying the individual (percentage) contribution of each to the dissertation, in accordance with § 5.4.
4. If the dissertation is a collection of published and thematically related articles, an introductory text justifying the solution to the research problem proposed in the dissertation is required.

§ 8

1. The dissertation is subject to checking using the Uniform Anti-Plagiarism System.
2. A report confirming that the dissertation has been checked using the Uniform Anti-plagiarism System shall be included in the Candidate's file of proceedings for the doctoral degree.
3. The candidate may be asked to provide written explanations of the content of the report referred to in paragraph 2.
4. The contents of the report referred to in paragraph 2 indicating the possibility that the Candidate has committed plagiarism, together with the Candidate's explanations, if any, referred to in paragraph 3, shall be forwarded to the reviewers to take a position as part of their reviews.

Procedure for appointment and terms of reference of the doctoral committee

§ 9

1. The activities in the proceedings for the conferment of the doctoral degree shall be carried out by a doctoral commission of five persons, appointed from among the members of the Scientific Board holding the academic title of professor, the academic degree of “doktor habilitowany” or persons who have acquired powers equivalent to those of “doktor habilitowany”. The Scientific Board shall elect the Chairperson of the Doctoral Commission.
2. In selecting the members of the Doctoral Commission, the Scientific Board shall take into account the scientific specialisation to which the doctoral thesis relates. Candidates for

Strona 7 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

members of the Doctoral Commission may be proposed by any member of the Scientific Board entitled to vote.

3. A member of the Doctoral Committee may not be a person whose impartiality there are reasonable doubts about.
4. A candidate for a member of the Committee who is an academic staff member shall declare that he or she has not been subject to any disciplinary penalty disqualifying him or her from acting as a member of the Committee in proceedings for the conferment of a doctoral degree.
5. The Scientific Board shall vote on the appointment of the full doctoral committee.

§ 10

1. The declaration of resignation as a member of the Doctoral Committee should be submitted in writing or in documentary form with justification to the Chair of the Scientific Board.
2. In the case referred to in paragraph 1, the Scientific Board shall adopt a resolution to amend the resolution on the appointment of the Doctoral Committee.

§ 11

Doctoral Committee:

- 1) may call upon the Candidate to provide clarification in the event of doubts concerning the statements of the Candidate and co-authors in relation to the dissertation referred to in § 7(3);
- 2) may propose candidates to the Scientific Board as dissertation reviewers;
- 3) shall conduct the doctoral examination;
- 4) requests the Scientific Board to adopt a resolution to admit or refuse to admit the Candidate to the defence of the dissertation, making recommendations to the Scientific Board in this regard;
- 5) conducts the defence of the dissertation;

Strona 8 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

- 6) adopts a resolution on the acceptance of the dissertation defence and makes a recommendation to the Scientific Board for the award or refusal of the doctoral degree;
- 7) shall, by resolution, propose to the Scientific Board that the dissertation be distinguished.

§ 12

1. Resolutions of the Doctoral Committee in the course of proceedings for the award of the doctoral degree shall be adopted by secret ballot, by an absolute majority of votes, with at least half of the members of the Doctoral Committee present (3 persons). Resolutions of the Doctoral Committee shall be entered in the minutes.
2. Meetings of the Doctoral Committee shall be convened and chaired by its Chair.
3. The meetings of the Doctoral Commission shall be minuted. The minutes shall be signed by the Chairperson of the Doctoral Commission.
4. A meeting of the Doctoral Committee may be held by electronic means of communication.

Reviews of the doctoral dissertation

§ 13

1. The Scientific Board, on its own initiative or at the request of the Doctoral Commission, shall appoint 3 reviewers from among persons who are not employees of the Institute for the History of Science of the Polish Academy of Sciences and the university, PAN institute, research institute, international institute, Łukasiewicz Centre or Łukasiewicz Network institute of which the Candidate is an employee.
2. In appointing reviewers, the Scientific Board shall take into account the scientific specialisation to which the dissertation relates.
3. A reviewer may not be a person in respect of whom there are reasonable doubts as to their integrity, impartiality or objectivity in the preparation of the review.
4. The Scientific Board shall vote separately on the appointment of each reviewer.

Strona 9 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

5. A single resolution of the Scientific Board on the appointment of reviewers shall be drawn up from the votes referred to in paragraph 4, in which all the names of the reviewers shall be included, together with the results of the votes for them.
6. The Institute for the History of Science of the Polish Academy of Sciences shall conclude written contracts with reviewers containing, in particular, a statement that:
 - 1) there are no circumstances that might cast doubt on the reviewer's impartiality,
 - 2) no disciplinary penalty of disqualification as a reviewer has been imposed on them.

§ 14

1. A statement to relinquish the reviewer function should be submitted in writing or in documentary form with justification to the Chair of the Scientific Board.
2. In the event that the statement referred to in paragraph 1 is submitted by a reviewer who is an academic teacher or a researcher, the Scientific Board shall put to a vote a resolution to accept the statement. If the resolution is positive, the Scientific Board shall adopt a resolution to amend the resolution on the appointment of reviewers.

§ 15

1. The reviewers shall prepare reviews of the dissertation within 2 months of the date on which the dissertation is delivered to them.
2. Reviews are submitted to the Secretariat of the Institute for the History of Science of the Polish Academy of Sciences.

Doctoral examination as an additional condition for admission to the defence of the dissertation

§ 16

1. The Scientific Board shall lay down, as an additional condition for a Candidate to be admitted to the defence of the doctoral dissertation, a positive result in the doctoral examination, the subject and scope of which shall be determined by the Scientific Board,

Strona 10 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

according to the subject of the doctoral dissertation, and an examination in an additional discipline other than history.

2. The doctoral examination shall be conducted by the Doctoral Committee at its meeting.
3. The meeting of the Doctoral Committee conducting the doctoral examination may also be attended by the supervisor(s) or assistant supervisors and reviewers, but without the right to vote.
3. The Doctoral Committee shall determine and communicate to the Candidate the scope and form of the doctoral examination and the date, time and manner of the meeting at which the doctoral examination will be held at least 14 days before the date set.
4. The examination result is assessed on a grading scale: very good, good, sufficient, failing. A failing grade indicates a negative examination result.
5. At the request of the Candidate submitted to the Chairperson of the Doctoral Committee within 14 days of the negative grade being given, a second examination shall be held at a date to be agreed with the Candidate, but not earlier than one month after taking this examination for the first time and not more than once.
6. A negative result in the examination is grounds for the Scientific Board to refuse admission to the public defence of the dissertation.
7. The minutes of the doctoral examination shall include in particular the content of the questions asked and the evaluation of the answers.

Admission to the dissertation defence

§ 17

1. The Chairperson of the Doctoral Committee or a member of the Doctoral Committee appointed by the Chairperson shall make a recommendation to the Scientific Board on the admission of the Candidate to the dissertation defence.
2. A person may be admitted to the doctoral dissertation defence if he/she has received positive reviews from at least 2 reviewers and has fulfilled the requirement referred to in § 16 pt. 1.

Strona 11 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

3. The Scientific Board shall issue a resolution, which shall be an administrative decision, to admit or refuse admission to the defence of the dissertation.
4. If two negative reviews are received, the Scientific Board shall issue a decision refusing to allow the Candidate to defend the dissertation.
5. If a resolution to admit the Candidate to the dissertation defence does not receive an absolute majority of votes, the Scientific Board shall be deemed to have passed a resolution to refuse admission to the dissertation defence.
6. The resolution refusing admission to the dissertation defence shall contain a statement of reasons.
7. In the event of a resolution refusing to allow the Candidate to defend the dissertation, the Candidate may appeal to the Board for Academic Excellence.

Defence of the dissertation

§ 18

1. The defence of a doctoral dissertation shall be public, with the exception of the dissertation referred to in Article 188(2) of the Act.
2. The defence of the doctoral dissertation shall be conducted by the Doctoral Committee at its meeting. The dissertation defence shall take place in the presence of at least half of the members of the Doctoral Committee (3 persons), at least 2 reviewers and the supervisor, supervisors or assistant supervisor.

§ 19

1. Once the Candidate has been admitted to the dissertation defence, the Doctoral Committee shall set the date (date and time), place and manner of conducting the dissertation defence.
2. The dissertation defence cannot take place:
 - 1) earlier than 30 days from the date on which the dissertation, together with the abstract and the review, is made available on the BIP,

Strona 12 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

- 2) earlier than 10 days from the date on which information on the date, place and manner of the dissertation defence is made available in the BIP.
3. The Secretariat of the Scientific Board shall immediately announce on the website of the Institute for the History of Science PAN and in the usual manner:
 - 1) date, place and manner of conducting the dissertation defence,
 - 2) title of the dissertation and name of the author,
 - 3) supervisor, supervisors or assistant supervisors and the dissertation reviewers.

§ 20

1. The course of the dissertation defence is as follows:
 - 1) A presentation of the candidate's profile by the supervisor, designated supervisor or designated member of the Doctoral Committee,
 - 2) A presentation by the Candidate of the main ideas and results of the dissertation,
 - 3) the presentation of the review by the reviewers or, in the absence of the reviewer, the reading of his/her review in its entirety by the Chair of the Doctoral Committee or his/her designee and the Candidate's response to the review,
 - 4) public discussion of the dissertation.
2. Once the discussion of the dissertation has been concluded, the Chair of the Doctoral Committee shall order the beginning of the closed part of the meeting of the Doctoral Committee.
3. During the closed part of the meeting, the Doctoral Committee shall deliberate and adopt a resolution on the acceptance of the defence of the doctoral dissertation and the recommendation to the Scientific Board to confer or refuse to confer the doctoral degree, together with the reasons. Except in the case of exceptional circumstances, the closed part of the meeting of the Doctoral Committee shall be attended by the reviewers without the right to vote and the supervisor(s) or assistant supervisor(s) without the right to vote.
4. The justification shall be agreed by the members of the Doctoral Committee.
5. In the event that the resolution referred to in paragraph (3) does not receive an absolute majority of votes, the Doctoral Committee shall be deemed to have passed a resolution not to

Strona 13 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

accept the defence of the doctoral thesis and to recommend to the Scientific Board to refuse to confer the doctoral degree.

6. The resolution referred to in paragraph 3 shall be announced after its adoption to the participants in the public part of the meeting.

7. Where a doctoral dissertation represents a special scientific achievement, the Doctoral Committee may make a reasoned request to the Scientific Board to distinguish the dissertation.

Awarding of the doctoral degree

§ 21

1. The Scientific Board decides, in the form of a resolution, to confer the doctoral degree on the Candidate. The resolution to confer the doctoral degree shall be put to a vote. In the event that it does not receive an absolute majority of votes, a resolution refusing to confer the doctoral degree shall be put to a vote. A resolution refusing to confer the degree of doctor shall contain a statement of reasons, and a resolution conferring the degree of doctor may waive the statement of reasons.
2. On the proposal of the Doctoral Committee, the Scientific Board may adopt a resolution to award a dissertation.
3. The Scientific Board of the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences confers the degree of Doctor of Humanities in the discipline of history.

Joint awarding of doctoral degrees

§ 22

The Scientific Board may confer the doctoral degree jointly with other entities which are authorised to confer the doctoral degree in the discipline in which the degree is conferred, on the basis of a written agreement concluded with that entity.

Strona 14 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

Rules for the determination of the fee for proceedings for the conferment of the degree of doctor to a Candidate who has completed his/her training at a doctoral school other than the Anthropos Doctoral School of Institutes of the Polish Academy of Sciences and for exemption from the fee

§ 23

1. The fee for conducting the proceedings for the conferment of the degree of doctor to a Candidate who has completed his/her training at a doctoral school other than the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences shall be:
 - 1) the remuneration of the supervisors and the assistant supervisor at the rate specified in Article 184(2) of the Act and the social and health insurance contributions due in accordance with the applicable legislation,
 - 2) the remuneration of the 3 reviewers in the amount specified in Article 184(3)(1) of the Act,
 - 3) the costs of travel and possible overnight stays in connection with the need to attend the proceedings if they take place away from their place of residence;
 - 4) the cost of issuing a copy of the doctoral diploma in Polish and foreign languages;
 - 5) reasonable administrative, postal and material costs of 10% of the costs referred to in points 1 to 3 above (administrative fee).
2. In particularly justified cases, at the written request of the Candidate, the Director of the Institute for the History of Science PAN may exempt the Candidate from the fee referred to in this paragraph in whole or in part. The Director of the Institute for the History of Science PAN may call upon the Candidate to supplement the application referred to above by indicating additional information or submitting new documents.
3. The fee is not charged to a Candidate who is an employee of IHN PAN.

Strona 15 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

General provisions

§ 24

1. If the Application is withdrawn by the Candidate, the Scientific Board shall put to a vote a resolution on the strength of the administrative decision to discontinue the proceedings for the conferment of the doctoral degree to the Candidate.
2. If the resolution referred to in paragraph 1 has not received the required majority of votes, the Candidate shall be notified that his/her application has been rejected and the proceedings for the conferment of the doctoral degree on the Candidate shall be continued. The resolution shall not be subject to an appeal.

§ 25

1. At the meeting of the Scientific Board, during which the Doctoral Committee is appointed:
 - 1) in the proceedings for the award of the doctoral degree to a Candidate who has completed his/her training at a doctoral school other than the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences,
 - 2) in proceedings for the award of a doctoral degree to a Candidate in extramural mode, and the Candidate is not a scientific employee of the Institute of History of the Polish Academy of Sciences and has not been fully exempted from the fee referred to, respectively, in § 23 and § 45, the Scientific Board shall adopt a resolution, which shall be an administrative decision, to require the Candidate or the entity or entities referred to in Article 182, paragraph 7 of the Act to make an advance payment to cover the fee (costs) for the conduct of the proceedings.
2. Following the adoption of a resolution to confer the degree of doctor or to refuse to do so, or a resolution to discontinue the proceedings for the conferment of the degree of doctor, taken with regard to the Candidate referred to in paragraph 1, the Scientific Board shall adopt a resolution, being an administrative decision, to determine:

- 1) the amount of the fee (costs of the proceedings) for conducting the proceedings for the award of the doctoral degree to the Candidate,
- 2) the persons obliged to bear it, as referred to in paragraph 1,
- 3) the date and method of their payment.

§ 26

1. Except in cases separately specified, resolutions of the Scientific Board in the course of proceedings for the conferment of the degree of Doctor shall be adopted by secret ballot, by an absolute majority of votes, in the presence of at least half of the persons entitled to vote. Members of the Scientific Board acting as supervisor, supervisors or assistant supervisor of the Candidate are subject to exclusion in voting.
2. To the meeting of the Scientific Board at which the Candidate's case is decided, the Chairperson of the Scientific Board may invite the supervisor, the supervisors or assistant supervisors and the reviewers, but without the right to vote.

§ 27

1. Resolutions of the Scientific Board which constitute administrative decisions or decisions shall be signed by the Chairperson of the Scientific Board.
2. Subject to the proviso referred to in paragraph 3, resolutions of the Scientific Board which constitute decisions or administrative rulings shall be drawn up in duplicate. One copy of the resolution shall be delivered to the Candidate.
3. The resolutions referred to in § 24 shall also be served on the designated entity or entities in the case where the entity or entities referred to in Article 182, section 7 of the Act are obliged to bear the costs of the proceedings for the award of the doctoral degree.
4. In matters not regulated, the provisions of the Regulations of the Scientific Board of the Institute for the History of Science of the Polish Academy of Sciences shall apply *mutatis mutandis*.

Strona 17 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

§ 28

If a doctoral dissertation is not admitted to the defence of the dissertation or a decision is made to refuse to confer the doctoral degree, the same dissertation cannot be the basis for reapplying for the conferral of the doctoral degree (Article 193(5) of the Act).

§ 29

1. The Secretariat of the Scientific Board of the Institute for the History of Science PAN shall post on the pages of the Public Information Bulletin of the Institute for the History of Science PAN, no later than:
 - 1) 30 days before the appointed day of defence of the dissertation - the dissertation with its abstract and reviews;
 - 2) 10 days before the scheduled date of the dissertation defence, information on the date, place and manner of the defence.
2. The Director of the Institute for History of Science PAN, through the Secretariat of the Institute for History of Science PAN, posts in the Polon System:
 - 1) the Candidate's data as defined in Article 348(1)(1)(a) and (b) of the Act,
 - 2) the content of the doctoral dissertation which is a written dissertation, together with either a summary of the dissertation or a description of the dissertation which is not a written dissertation and the date of submission,
 - 3) the data of the reviewers referred to in Article 348(1)(1)(d) of the Act,
 - 4) reviews of the dissertation and the dates on which they were prepared,
 - 5) information on the awarding or withdrawal of a doctoral degree.

Diploma

§ 30

1. The Secretariat of the Institute for the History of Science of the Polish Academy of Sciences shall prepare the doctoral diploma and a copy thereof in accordance with the regulations issued pursuant to Article 181 of the Act and the provision of paragraph 2 below.

Strona 18 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

2. A specimen of the doctoral diploma in Polish is annexed (*Appendix 1*) to these Regulations.
3. At the request of the person to whom the doctoral degree has been conferred, a copy of the diploma shall be issued in English, French, Spanish, German, Russian or Latin. A specimen of the doctoral diploma in English is annexed (*Appendix 2*) to these Regulations.

III. ACTIVITIES CONCERNING APPLICANTS FOR THE AWARD OF A DOCTORAL DEGREE IN THE EXTRAMURAL MODE

Method of appointing and changing the supervisor (s) or assistant supervisor

§ 31

Prior to the commencement of proceedings for the award of the doctoral degree, an applicant for an extramural doctoral degree shall submit an application to the Chairperson of the Scientific Board for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor. The application shall be accompanied by:

- 1) personal and contact details of the extramural candidate;
- 2) an academic curriculum vitae, including information on the Candidate's education, employment and academic achievements in the extramural mode;
- 3) a proposal for the title and outline of the dissertation, together with a justification for the research topic;
- 4) a statement by the proposed supervisor of his/her willingness to supervise the candidate and of his/her opinion on the research topic;
- 5) a copy of a diploma certifying that the candidate holds a master's degree, a master's degree, or an equivalent degree, or a diploma referred to in Article 326, section 2, subsection 2, or Article 327, section 2 of the Act, conferring the right to apply for the

Strona 19 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

award of a doctoral degree in the country in whose higher education system the higher education institution which issued it operates.

§ 32

Research supervision for the preparation of the dissertation is provided by:

- 1) one supervisor alone or several supervisors cooperatively, or
- 2) one supervisor and one assistant supervisor.

§ 33

1. The Chairperson of the Scientific Board shall immediately submit the proposal referred to in § 31 to the Scientific Board.
2. The Scientific Board at its next meeting shall appoint an extramural supervisor or supervisors or a supervisor and an assistant supervisor to the Candidate.
3. A supervisor cannot become:
 - 1) a person who, within the last five years:
 - a) was the supervisor of four doctoral students who were dropped from the doctoral roll due to a negative mid-term evaluation,
 - b) supervised the preparation of the dissertation by at least two applicants for the doctoral degree who did not obtain positive dissertation reviews;
 - 2) a person who is an academic staff member and who has been given a disciplinary penalty of disqualification from acting as a supervisor;
 - 3) a person who remains the designated supervisor for more than five doctoral students or extramural applicants for the doctoral degree; in exceptional cases, the Director of the Institute of History of the Polish Academy of Sciences, after consultation with the Scientific Board, shall increase this limit.
4. If the person proposed as supervisor or assistant supervisor, as indicated in the application referred to in § 31, is not supported by the Scientific Board, the Candidate shall be called upon externally to indicate another person within a period of not less than 14 days.

Strona 20 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

§ 34

1. The Scientific Board, when appointing a supervisor, supervisors or supervisor and assistant supervisor, shall vote by secret ballot by simple majority with at least half of the persons entitled to vote present separately on the appointment of each supervisor or assistant supervisor.
2. A single resolution of the Scientific Board for the appointment of the supervisor, supervisors or supervisor and assistant supervisor shall be drawn up from the votes referred to above, in which all names shall be included together with the results of the votes.
3. Eligible to vote are members of the Scientific Board holding the academic title of professor, the academic degree of doctor habilitated and persons who have acquired powers equivalent to those of doctor habilitated.
4. The Institute for the History of Science PAN concludes contracts of mandate with supervisors and assistant supervisors who are not employees of the Institute for the History of Science PAN to act as supervisor or assistant supervisor respectively.
5. supervisors shall submit a declaration that they meet the capacity to act as a supervisor under the Act and these Regulations.

§ 35

1. The declaration to relinquish the position of supervisor or assistant supervisor should be submitted in writing or in documentary form with justification to the Chair of the Scientific Board.
2. The Chairperson of the Scientific Board presents the above statement to the Candidate externally for comment, the identification of a supervisor or assistant supervisor.
3. In the event that the declaration referred to in paragraph 1 is submitted by a supervisor or assistant supervisor who is an academic teacher or academic staff member, the Scientific Board shall put to a vote a resolution on the acceptance of the declaration at its next meeting. If the resolution referred to in the preceding sentence is positive, the Scientific Board shall adopt at the same meeting:

Strona 21 z 30

INSTYTUT HISTORII NAUKI
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POLSKIEJ AKADEMII NAUK

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Polish Academy of Sciences

- 1) if the resolution referred to in § 33 para. 2 only appoints one supervisor, the resolution on the appointment of the supervisor,
 - 2) in cases other than those indicated in point 1, a resolution to amend the resolution on the appointment of a supervisor, supervisors or supervisor and assistant supervisor, subject to § 37.
4. If the candidate for supervisor or assistant supervisor nominated by the Candidate in extramural is not supported by the Scientific Board, the latter shall appoint a supervisor or assistant supervisor on its own.

§ 36

1. A change of supervisor, supervisors or assistant supervisors can take place:
 - 1) at the request of the Candidate in an extemporaneous manner;
 - 2) at the request of the supervisor or assistant supervisor.
2. An application for a change of supervisor, supervisors or assistant supervisors requires justification, including the application of the candidate for supervisor or assistant supervisor and, in the case referred to in paragraph 1(2), the prior submission of the position by the candidate in extemporaneous mode.
3. A request for a change of supervisor, supervisors or assistant supervisors shall be submitted to the Chairperson of the Scientific Board. The application shall be considered at the next meeting of the Scientific Board.
4. The Scientific Board undertakes:
 - 1) if the resolution referred to in § 33 para. 2 only appoints one supervisor, a resolution to change the supervisor,
 - 2) in cases other than those indicated in point 1, a resolution to amend the resolution on the appointment of a supervisor, supervisors or assistant supervisors, subject to § 37.
5. If the candidate for supervisor or assistant supervisor identified in the application or position paper referred to in paragraph 2 is not supported by the Scientific Board, it shall appoint a supervisor or assistant supervisor on its own.

§ 37

If the preparation of the doctoral thesis was supervised by two or more supervisors, the Candidate in the extramural procedure may resign from the possibility of appointing a new supervisor. The extramural Candidate shall notify the Chairperson of the Scientific Board in writing of the fact that he/she has opted out of the possibility of appointing a new supervisor.

Means of verifying the learning outcomes for a qualification at Level 8 of the Polish Qualifications Framework

§ 38

The verification of the learning outcomes for a qualification at level 8 of the Polish Qualification Framework in the case of a Candidate in the extramural mode who has a designated supervisor, supervisors or assistant supervisors takes place before the initiation of proceedings for the award of the doctoral degree and consists of two stages:

- 1) the colloquium referred to in § 39, hereinafter referred to as "colloquium",
- 2) examination in a discipline other than history as referred to in § 40.

§ 39

1. The colloquium shall be held within 9 months from the date of the appointment of the extramural Candidate's supervisor, supervisors or assistant supervisor, at a meeting or meetings of the Laboratory of the Institute for the History of Science of the Polish Academy of Sciences appropriate for the research topic of the extramural Candidate's doctoral dissertation, before the Commission for the verification of learning outcomes for qualifications at level 8 of the Polish Qualification Framework (PRK 8 Commission). An extramural Candidate shall submit a request for the appointment of the PRK 8 Commission to the Chair of the Scientific Board.
2. The provisions on the Doctoral Committee referred to in § 9 and 12 shall apply *mutatis mutandis* to the appointment of the PRK 8 Committee, its composition, tasks and procedure.

Strona 23 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

3. The 8 PRK Committee shall consist of three persons and shall be chaired by the Studio Manager referred to in paragraph 1.
4. The 8 PRK Committee shall agree with the Candidate in extemporaneous mode the date, time and mode of the meeting or meetings at which the colloquium will be held.
5. During the colloquium, the Candidate shall, in an extemporaneous manner, present the main ideas of his/her dissertation to the PRK 8 Commission and answer questions from the members of the PRK 8 Commission and the participants in the Laboratory referred to in paragraph 1.
6. The 8 PRK Committee assesses the Candidate externally according to the following criteria: knowledge, skills and social competence.
7. Minutes shall be drawn up of the colloquium held and shall include, in particular, the questions put to the Candidate in extemporaneous mode, the assessment of the colloquium in accordance with the criteria in paragraph 6 and the final mark: pass or fail.
8. The minutes of the colloquium are signed by the Chair of the 8 PRK Committee.

§ 40

1. The examination in an additional discipline shall be conducted in the disciplines of philosophy, economics or sociology. In justified cases, at the request of the Candidate, supported by the supervisor(s), the Scientific Board may grant permission for an examination in a discipline other than those indicated above.
2. The examination shall be conducted by an Examination Board. The candidate shall apply to the Chairman of the Scientific Board for the appointment of an Examination Board.
3. The provisions concerning the Doctoral Examination Board referred to in §9 and §12 shall apply mutatis mutandis to the appointment of the Examination Board, its composition, tasks and procedure.
4. The examination board shall consist of three persons, including a person holding at least a post-doctoral degree in the discipline in which the examination is to be conducted.
5. The Examination Board will agree with the Candidate the date, time and mode of the meeting at which the examination will be held.

Strona 24 z 30

INSTYTUT HISTORII NAUKI
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POLSKIEJ AKADEMII NAUK

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Polish Academy of Sciences

6. The examination result is assessed on a grading scale: very good, good, sufficient, failing. A failing grade indicates a negative examination result.
7. The examination report includes in particular the content of the questions asked and the evaluation of the answers.
8. At the request of the Candidate submitted to the Chairperson of the Examination Board within 14 days from the date of the negative assessment, a second examination shall be held at a date agreed with the Candidate, but not earlier than one month after taking this examination for the first time and not more than once.

§ 41

The Director of the Institute for the History of Science of the Polish Academy of Sciences, on the basis of the protocol of the colloquium and the protocol of the examination, issues to the Candidate, in an extemporaneous mode, a certificate of obtaining or not obtaining a qualification at level 8 of the Polish Qualification Framework.

§ 42

In the event of a certificate of non-attainment of a qualification at level 8 of the Polish Qualification Framework, the Scientific Board at its next meeting shall rescind the resolution appointing the Candidate as an extramural supervisor or supervisors or supervisor and assistant supervisor.

Dissertation preparation and opinion

§ 43

The supervisor(s) shall draw up an opinion on the dissertation prepared in the extramural mode within 2 months of its submission for an opinion (Article 217a of the Act).

§ 44

A resolution appointing a supervisor or supervisors, or a supervisor and an assistant supervisor, shall be rescinded by the Scientific Board immediately 48 months after the date of its adoption if the Candidate in extemporaneous mode does not submit a complete Application

Strona 25 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

within this period. In justified cases, the Scientific Board may adopt a resolution to extend the above deadline.

Rules for determining the amount of the fee for proceedings for the award of a doctoral degree in the extramural mode and for exemption from the fee

§ 45

1. The fee for conducting proceedings for the award of a doctoral degree in the extramural mode shall be:
 - 1) the remuneration of the supervisors and the assistant supervisor at the rate specified in Article 184(2) of the Act and the social and health insurance contributions due in accordance with the applicable legislation,
 - 2) the remuneration of the 3 reviewers in the amount specified in Article 184(3)(1) of the Act,
 - 3) the remuneration for the member of the Examination Board referred to in § 40(4),
 - 4) the costs of travel and possible overnight stays in connection with the need to attend the proceedings if they take place away from their place of residence;
 - 5) the cost of issuing a copy of the doctoral diploma in Polish and foreign languages;
 - 6) reasonable administrative, postal and material costs of 10% of the costs referred to in points 1-4 above (administrative fee).
2. In particularly justified cases, at the written request of the Candidate, the Director of the Institute for the History of Science PAN may exempt the Candidate from the fee referred to in this paragraph in whole or in part. The Director of the Institute for the History of Science PAN may call upon the Candidate to supplement this application by indicating additional information or submitting new documents.

Strona 26 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

IV. TRANSITIONAL PROCEEDINGS ON THE AWARD OF THE DOCTORAL DEGREE

§ 46

1. In the case of persons who commenced their doctoral studies before the academic year 2019/2020 and who apply for the award of the doctoral degree under the terms of the Act, the proceedings for the award of the doctoral degree shall be initiated by the submission of an application to the Chair of the Scientific Board for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor.
2. The application referred to in paragraph 1 shall be accompanied by the following
 - 1) personal and contact details of the candidate;
 - 2) a proposal for the title and outline of the dissertation, together with a justification for the research topic;
 - 3) a statement by the proposed supervisor of his/her willingness to supervise the candidate and of his/her opinion on the research topic;
 - 4) the documents referred to in § 5(3)(3) and (6).
3. If the candidate for supervisor or assistant supervisor indicated in the application referred to in paragraph 1 is not supported by the Scientific Board, the supervisor or assistant supervisor shall be appointed by the Scientific Board itself.
4. After the dissertation has been drawn up, the Candidate shall submit to the Chairperson of the Scientific Board the remaining documents referred to in § 5 not included in the application for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor, subject to the provisions referred to in Article 179(6)(1) of the Act of 3 July 2018. - Provisions introducing the Law on Higher Education and Science, and the provisions of paragraphs 6 and 7 below.
5. For those who commenced their doctoral studies before the academic year 2019/2020 and apply for the award of the doctoral degree under the rules laid down in the Act, the learning outcomes in the field of knowledge of a modern foreign language shall be confirmed under the existing rules. The candidate shall apply to the Chair of the

Strona 27 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences

Scientific Board for the appointment of an Examination Board to conduct the doctoral examination in a modern foreign language.

6. For Candidates who commenced their doctoral studies before the academic year 2019/2020, the certificate referred to in § 5(3)(7) shall be issued by the Head of Doctoral Studies or the Director of the Institute for the History of Science of the Polish Academy of Sciences. The certificate shall specify the learning outcomes achieved by the Candidate during the doctoral studies, as well as the form and result of the verification of these learning outcomes during the studies.
7. After submission of the complete set of documents referred to in § 5, the doctoral dissertation shall be checked using the Uniform Anti-Plagiarism System in accordance with § 8, the Scientific Board shall appoint a Doctoral Committee, and further proceedings for the award of the doctoral degree shall be undertaken in accordance with these Regulations.
8. The provision of section 182(4) of the Act shall apply *mutatis mutandis* to persons who commenced their doctoral studies before the academic year 2019/2020 and who apply for the award of the doctoral degree under the rules laid down in the Act.

Appendix 1 to the Rules for the award of doctoral degrees at the Institute of History of the Polish Academy of Sciences - Model of doctoral diploma in Polish



PAN
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POLSKIEJ AKADEMII NAUK
w Warszawie

DYPLOM DOKTORSKI

WYDANY W RZECZYPOSPOLITEJ POLSKIEJ

urodzona/y dnia w
na podstawie przedstawionej rozprawy doktorskiej

oraz po złożeniu wymaganych egzaminów uzyskał/a stopień naukowy

DOKTORA

nauk

nadany uchwałą Rady Naukowej Instytutu Historii Nauki
im. Ludwika i Aleksandra Birkenmajerów Polskiej Akademii Nauk w Warszawie

z dnia

Promotor w przewodzie doktorskim:

Recenzenci w przewodzie doktorskim:

Warszawa, dnia

Promotor

Przewodniczący
Rady Naukowej IHN PAN

PRK VII
Kwalifikacja pełna na poziomie
ósmym Polskiej Ramy Kwalifikacji
i europejskich ram kwalifikacji

Dyrektor Instytutu

Nr

Strona 29 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

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Polish Academy of Sciences

Appendix 2 to the Rules for the award of doctoral degrees at the Institute of History of the Polish Academy of Sciences - Model of doctoral diploma in English



INSTITUTE FOR THE HISTORY OF SCIENCE
OF THE POLISH ACADEMY OF SCIENCES
IN WARSAW
Instytut Historii Nauki im. Ludwika i Aleksandra Birkenmajerów
Polskiej Akademii Nauk w Warszawie

DYPLOM DOKTORSKI

Diploma of Doctoral Degree
ISSUED IN THE REPUBLIC OF POLAND

[name and surname]

born on [date] in [place]

upon submission of doctoral thesis titled
[title of doctoral thesis]

and completion of required examinations was admitted to the degree of

DOKTOR

Doctoral Degree

in [area]

under decision of the Academic Board of IHN PAN

dated [date]

Doctoral Thesis Supervisor: [title and name]

Doctoral Thesis Reviewers: [title and name]
[title and name]
[title and name]

Warsaw, [date]



Full qualifications at Level 8
of the Polish Qualifications Framework
and the European Qualifications Framework

Doctoral Thesis Supervisor

Chair of the Academic Board
of IHN PAN

Head of the Institute

Diploma number: [number]

Strona 30 z 30

INSTYTUT HISTORII NAUKI
im. Ludwika i Aleksandra Birkenmajerów
POLSKIEJ AKADEMII NAUK

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