

**Rules of Procedure for the Award of the PhD Degree
at the W. Szafer Institute of Botany of the Polish Academy of Sciences (IB PAS)**

General provisions

§ 1

1. The Rules of Procedure for the Award of the PhD Degree (hereinafter referred to as the **Rules**) shall apply to procedures for the award of the PhD degree initiated after 30 September 2019.
2. Any matters under the procedures for the award of the PhD degree, not specifically provided for in the Act of 3 July 2018 – the Law on Higher Education and Science (consolidated text in: *Journal of Laws [Dz.U.]* of 2021, Item 478, as amended, hereinafter referred to as the **Act**), shall be governed by the relevant provisions of the Polish Code of Administrative Proceedings.
3. The Rules shall provide, in particular, for:
 - a. the manner of appointment and change of the doctoral dissertation supervisor(s) or the auxiliary supervisor;
 - b. the rules governing establishment of the amount of and grant of an exemption from the fee for the procedure for the award of the PhD degree in an extramural mode;
 - c. the procedure for the submission of the doctoral dissertation;
 - d. the procedure for the appointment by the Scientific Board of and the scope of tasks to be performed by the IB PAS Scientific Board's Committee for doctoral procedures;
 - e. manner of appointment of reviewers;
 - f. manner of verification of the learning outcomes as required for the full qualification at Level 8 of the Polish Qualifications Framework (8 PQF) in the case of persons applying for the award of the PhD degree in the extramural mode;
 - g. manner of verification of satisfaction of the requirement of having at least:
 - 1) one scientific paper published in a scientific journal or peer reviewed materials of an international conference, which, in the year the paper was published in its final form, were included in the list compiled in accordance with regulations enacted pursuant to Article 267 Section 2 Item 2(b) of the Act; or
 - 2) one scientific monograph published by a publishing house which, in the year the monograph was published in its final form, was included in the list compiled in accordance with regulations enacted pursuant to Article 267 Section 2 Item 2(a) of the Act; or a chapter in such a monograph, referred to in Article 186 Section 1 Item 3(a) and (b).
 - h. procedure for the conducting of a doctoral dissertation defence;
 - i. procedure for the presentation of a PhD diploma.

§ 2

1. A PhD degree in Biological Sciences shall be awarded by the Scientific Board of IB PAS by virtue of an administrative decision.
2. The PhD degree in Biological Sciences may be awarded also in collaboration with a higher education institution, another PAS institute, a research institute or an international institute, including with participation of foreign entities competent for the award of a PhD degree in Biological Sciences. The rules of collaboration shall be laid down in a written agreement specifying, in particular, the entity responsible for the input of data into the POL-on system.

IB PAS Scientific Board's Committee for doctoral procedures

§ 3

1. IB PAS Scientific Board's Committee for doctoral procedures (hereinafter referred to as the **Committee**) shall be composed of 11 senior academic staff members elected from among members of the IB PAS Scientific Board for a period equivalent to the term of office of the Scientific Board, however the term of office of the Committee shall lapse upon the appointment of a new committee.
2. The Committee meetings shall be attended by the Director of the Institute and the Director of IB PAS for Scientific Matters, unless they are members of the Committee.
3. Expiry of a mandate of a member of the IB PAS Scientific Board's Committee shall be tantamount to expiry of a mandate in the Committee. In such a case, at the next meeting the IB PAS Scientific Board shall appoint a new Committee member to fill the vacancy.
4. Where it is necessary to fill the vacancy in the Committee, e.g. due to a Committee member's resignation or death, the IB PAS Scientific Board shall appoint a Committee member to fill such vacancy at the next meeting.
5. At its first meeting, the Committee shall appoint a chairperson and a secretary from among its members. The function of a secretary may be performed by a person who is not a member of the Scientific Board of IB PAS, holds a PhD or post-doctoral (*habilitacja*) degree, is employed with IB PAS on the position of Assistant Professor (*adiunkt*) and was appointed to perform such a function by the Director of the Institute.
6. The tasks of the chairperson shall be to convene and preside over the Committee meetings. The tasks of the secretary shall be to organise the works of the Committee.
7. The tasks of the Committee shall include the following:
 - a. verification of the documentation submitted along with an application for the appointment of a doctoral dissertation supervisor for a person being a doctoral student at the Doctoral School managed or co-managed by IB PAS (hereinafter referred to as the **Doctoral School**);

- b. verification of the documentation submitted along with an application for the appointment of a doctoral dissertation supervisor for a person seeking a PhD degree in the extramural mode;
 - c. verification of the documentation submitted along with an application for the initiation of the procedure for the award of the PhD degree, including verification that the doctoral dissertation satisfies the formal criteria compliant with the standards adopted using the Uniform Anti-Plagiarism System;
 - d. drafting a resolution on the initiation of the procedure for the award of the degree;
 - e. verification of satisfaction of the requirements of having published the paper or the monograph referred to in § 1 Section 3 Item (g);
 - f. proposing candidates for members of the examining committees referred to in § 7;
 - g. proposing candidates for the reviewers referred to in § 8;
 - h. presentation of conclusions concerning the matters referred to above to the Scientific Board of IB PAS and compilation and provision of data to be input in the POL-on system;
 - i. delivery of a complete set of documents required for the doctoral defence to the Scientific Board of IB PAS;
 - j. adoption of resolutions on the acceptance of the doctoral dissertation and admission of a PhD candidate to a public doctoral defence.
8. In the event that the documentation submitted fails to satisfy the formal criteria, the Committee shall present its comments to the candidate and their doctoral dissertation supervisor, requesting submission of missing documents.
 9. In order for any opinions and resolutions adopted at the Committee's meetings to be valid, one-half of its members must be present.
 10. The Committee's resolutions shall be adopted by a simple majority of votes in a public voting, except for personal matters where voting shall be secret.
 11. The chairperson of the Committee shall submit the Committee's resolutions, opinions and proposals to the Scientific Board of PAS.

**Manner of appointment and change of a doctoral dissertation supervisor,
supervisors or an auxiliary supervisor**

§ 4

1. The supervisor may be a person who holds a post-doctoral degree (*doktor habilitowany*) or the title of professor, and an auxiliary supervisor may be a member of the academic staff or a university teacher holding at least a PhD degree.
2. A person who does not meet the requirements set forth in Section 1 and is a member of staff of a foreign higher education institution or a scientific institution may be a supervisor provided that the Committee ascertains that such a person has significant achievements in the scientific area covered by the doctoral dissertation concerned.

3. A supervisor may not be a person who over the past 5 years:
 - a. has been a supervisor of four doctoral students subsequently removed from the doctoral students' register due to a negative outcome of the mid-term assessment at the Doctoral School;
 - b. has supervised preparation of a doctoral dissertation by at least two persons seeking the award of the PhD degree who subsequently failed to obtain two positive reviews of their dissertations.
4. The Scientific Board of IB PAS shall appoint a doctoral dissertation supervisor, supervisors or an auxiliary supervisor within 3 months of the date the student commenced the Doctoral School programme at the request of a doctoral student via the the head of the Doctoral School. The following should be attached to the request:
 - a. a concept of the doctoral dissertation, including: the proposed title of the dissertation and its key assumptions;
 - b. proposed candidates for the functions of the supervisor, supervisors or an auxiliary supervisor, together with their written consent and a a declaration of compliance with the conditions set forth in paragraph 3;
 - c. a curriculum vitae proposed candidates for the functions of the supervisor or supervisors.
5. A supervisor or supervisors for a person seeking the award of the PhD degree in the extramural mode shall be appointed by the Scientific Board of IB PAS at such a person's request prior to the commencement of the procedure for the award of the PhD degree. The following should be attached to the request:
 - a. copy of the diploma certifying conferment of the professional degree, according to § 6 paragraph 11. e) and f);
 - b. indication of the discipline in which the degree is to be awarded;
 - c. a detailed concept of the doctoral dissertation, including: the proposed title of the dissertation, detailed description of the research, including: purpose/hypotheses, methodology and research results;
 - d. list of the candidate's scientific activity (e.g. scientific publications, conference abstracts, participation in scientific projects) and popularization projects with documents confirming these activities;
 - e. documented information on the opening and/or course of the doctoral or doctoral procedure in the past;
 - f. proposed candidates for the functions of the supervisor or supervisors, together with their written consent and a a declaration of compliance with the conditions set forth in paragraph 3;
 - g. a curriculum vitae proposed candidates for the functions of the supervisor or supervisors;
 - h. a statement to the effect on covering the costs of the procedure for the award of the PhD degree.
6. At the meeting of the Committee, the concept of the doctoral dissertation is presented (10 min.). In the case of a doctoral student studying at the Doctoral School, the presentation is made by the proposed supervisor or supervisors, and in the case of an extramural doctoral student, the presentation is made by the candidate.

7. The Scientific Board of IB PAS may appoint an auxiliary supervisor for a PhD candidate being a doctoral student at the Doctoral School within a period of 12 months following commencement of the Doctoral School programme. An auxiliary supervisor may exercise doctoral supervision over not more than three PhD candidates at a time.
8. A supervisor may exercise doctoral supervision over not more than five PhD candidates at a time.
9. In justified cases, where no auxiliary supervisor is available, the Scientific Board of IB PAS may appoint another supervisor for a PhD candidate being a doctoral student at the Doctoral School, holding at least a post-doctoral degree (*doktor habilitowany*) in a discipline other than the one represented by the first supervisor.
10. Any change of the supervisor, supervisors or the auxiliary supervisor shall be made at a duly substantiated request of such persons or in the event that the supervisor obtained a negative result of their work in the course of a mid-term assessment at the Doctoral School under the procedure set forth in this § 4.
11. The supervisor, supervisors or the auxiliary supervisor may be also changed at a duly substantiated request of the PhD candidate, however no later than by the end of the first year of the Doctoral School programme.
12. If no application for initiating the procedure for awarding the doctoral degree is submitted, the resolution appointing the supervisor, supervisors or auxiliary supervisor shall be repealed:
 - a. for a PhD candidate being a doctoral student at the Doctoral School - within 2 years from the date of graduation from the Doctoral School;
 - b. for persons applying for the award of the PhD degree in the extramural mode – within 6 months from submission of the application for the appointment of a supervisor, and in the case of doctoral students of Doctoral Study of Natural Sciences of the Polish Academy of Sciences in Kraków - within 2 years of graduation.

Initiation of the procedure for the award of the PhD degree/procedure for the submission of the doctoral dissertation

§ 5

The procedure for the award of the PhD degree shall be initiated at the request of a person who satisfies the criteria stipulated in the Act. The request shall be accompanied with the doctoral dissertation and a positive opinion of the supervisor or supervisors.

§ 6

1. The doctoral dissertation shall be submitted by a person who satisfies the requirements for the award of the PhD degree as specified in the Act and shall be accompanied with an application for the initiation of the procedure for the award of the degree.

2. The doctoral dissertation along with a positive opinion of the supervisor or supervisors and the application for the initiation of the procedure for the award of the degree shall be submitted to the Scientific Board of IB PAS Chairperson.
3. The doctoral dissertation shall be submitted in a paper form in 7 copies and in the electronic form (PDF files), in accordance with the Regulations for the provision of electronic services for the "Jednolity System Antyplagiatowy" service available on the website <https://jsa.opi.org.pl/centrum-pomocy/regulamin>.
4. The dissertation may be drawn up in Polish or English.
5. Detailed rules for the drafting of a doctoral dissertation in the form of a collection of thematically related scientific papers are set forth in **Appendix No. 1**.
6. A doctoral dissertation may be a written thesis, including a scientific monograph, a collection of published and thematically related scientific papers, a design work, an engineering work, a technological work or an implementation work, as well as an independent and separate part of a collective work.
7. The doctoral dissertation shall be accompanied with an abstract in English and in Polish. In the event that the doctoral dissertation is not a written thesis, a description in English and Polish shall be attached thereto. The abstracts should not exceed 2 pages.
8. The abstracts should be submitted, in addition, as separate PDF files.
9. The first page of each copy of the doctoral dissertation shall bear the seal of IB PAS and, where the candidate is a doctoral student at the Doctoral School of Natural and Agricultural Sciences or at the Doctoral Study of Natural Sciences of the Polish Academy of Sciences in Kraków (DSNS PAS), of the Doctoral School or DSNS PAS, respectively.
10. Opinion of the supervisor or supervisors shall be submitted in a written form.
11. The following documents should be attached, in addition to the doctoral dissertation and a positive opinion of the supervisor(s), to the application for the initiation of the procedure for the award of the PhD degree:
 - a. resolution of the relevant Scientific Board on the appointment of a supervisor, supervisors or an auxiliary supervisor;
 - b. certificate of completion of a doctoral school programme;
 - c. in the case of a person seeking the award of the PhD degree in the extramural mode, who has not completed any doctoral school programme, examination reports for the primary discipline and the secondary discipline;
 - d. certificate of a foreign language competence as specified in **Appendix No. 2** or a graduation diploma confirming English language competencies at no less than B2 level;
 - e. diploma certifying conferment of the professional degree of a Master (*magister*), Master Engineer (*magister inżynier*) or equivalent, or a diploma confirming completion of higher education studies abroad and entitling the holder to apply for the award of the PhD degree in the country in whose higher education system the issuing institution operates, or a diploma recognised as equivalent to a Polish diploma;
 - f. document certifying conferment of the professional title of a Bachelor (*licencjat*), Engineer (*inżynier*) or equivalent, and a document confirming award of a "Diamond Grant" – if the PhD candidate was awarded the

“Diamond Grant” (the “Diamond Grant” and “Implementation PhD” programmes, referred to in Article 26 Section 3a and 3f, respectively, of the Act of 27 July 2005 – Law on Higher Education, are to be implemented until 31 December 2019);

- g. written justification of the top quality scientific achievements in the cases referred to in Article 186 Section 2 of the Act;
 - h. a curriculum vitae including a list of scientific achievements, teaching and popularisation activities, participation in scientific projects, and career record;
 - i. a personal data sheet;
 - j. a copy of the publication required for the initiation of the procedure, i.e.:
 - 1) one scientific paper published in a scientific journal or in peer-reviewed materials of an international conference, which, in the year the paper was published in its final form, were included in the list compiled in accordance with regulations enacted pursuant to Article 267 Section 2 Item 2(b) of the Act, or
 - 2) one scientific monograph published by a publishing house which, in the year the monograph was published in its final form, was included in the list compiled in accordance with regulations enacted pursuant to Article 267 Section 2 Item 2(a) of the Act, or a chapter in such a monograph;
12. In the case of a person seeking the award of the PhD degree in the extramural mode, also a current statement to the effect that the person shall cover the costs of the procedure shall be attached to the application.

Verification of full qualification at Level 8 of the Polish Qualifications Framework (8 PQF) in the case of persons seeking the award of the PhD degree in the extramural mode

§ 7

1. A person seeking the award of the PhD degree in the extramural mode, who has not completed any doctoral school programme, should take examination in the primary and secondary disciplines to document attainment of the learning outcomes required for the qualification at Level 8 PQF or submit a document confirming attainment of the learning outcomes required for the qualification at Level 8 PQF. The grading rules applicable to the examination in the primary and secondary disciplines are set forth in **Appendix No. 3**.
2. The exams shall be held prior to initiation of the procedure for the award of the PhD degree.
3. The Scientific Board of IB PAS shall appoint an examining committee for the primary discipline (hereinafter referred to as **ECpd**) and a chairperson thereof. ECpd shall be composed of three members holding at least a post-doctoral degree of *doktor habilitowany*, designated by the Scientific Board of IB PAS in the field of Sciences and Natural Sciences in the discipline of Biological Sciences, and a supervisor or supervisors.

4. The Scientific Board of IB PAS shall appoint an examining committee for the secondary discipline (hereinafter referred to as **ECsd**) and a chairperson thereof. ECsd shall be composed of two members holding at least a post-doctoral degree of *doktor habilitowany*, designated by the Scientific Board of IB PAS, and an examiner representing the secondary discipline chosen by the PhD candidate, and the supervisor or supervisors.
5. Dates of the exams shall be set by the Chairperson of the Committee referred to in § 3 in consultation with ECpd and ECsd.

Appointment of reviewers

§ 8

1. Acting upon request of the Board Chairperson under the procedure for the award of the PhD degree, the Scientific Board of IB PAS shall appoint three reviewers from among persons who are not members of staff of the entity awarding the PhD degree or employees of the higher education institution, the institute of PAS, the research institute or the international institute that employs the PhD candidate concerned.
2. A reviewer may be a person holding a post-doctoral degree (*doktor habilitowany*) or the title of professor.
3. A person who does not meet the requirements set forth in Section 2 and is a member of staff of a foreign higher education institution or a scientific institution, may be a reviewer provided that the Committee ascertains that such a person has significant achievements in the scientific area covered by the doctoral dissertation concerned.
4. A reviewer under the procedure for the award of the PhD degree may not be any person in respect of whom justified doubts as to their impartiality have arisen.
5. Reviewers shall be appointed after the procedure has been initiated.
6. Reviewers shall be ordered by the Scientific Board of IB PAS to draft their reviews of the doctoral dissertation within two months of receipt thereof and shall submit the same to the secretary of the Committee.
7. If a doctoral dissertation is of high quality, reviewers shall be obliged to include in the content of their reviews a request to grant distinction.

Defence of a doctoral dissertation

§ 9

1. Not later than 30 days prior to the scheduled date of defence of the doctoral dissertation, the Committee shall make the doctoral dissertation being a written thesis available in the Public Information Bulletin on the IB PAS website, along with the abstracts thereof or, if it is delivered in a form other than a written thesis, a description of the doctoral dissertation, and reviews thereof. In the case of a doctoral dissertation whose subject-matter is a secret protected by the law,

only reviews thereof excluding any content subject to such a protection shall be made available.

2. The Committee shall prepare and provide the data (the doctoral dissertation and the abstracts and reviews thereof) to be input in the POL-on system immediately after such data is made available.

§ 10

1. A person who has qualifications at Level 8 PQF and has been given positive reviews from at least two reviewers may be admitted to a defence of their doctoral dissertation.
2. Admittance of a candidate to a defence of a doctoral dissertation shall be given at the Committee meeting at least 30 days in advance of the scheduled date of the meeting of the Scientific Board of IB PAS.
3. A decision of the Committee on a refusal to admit a candidate to a defence of the doctoral dissertation may be complained about to the Council of Scientific Excellence in accordance with the regulations issued under Article 193 of the Act.

§ 11

1. A public defence of a doctoral dissertation shall be held on a meeting of the Scientific Board of IB PAS.
2. A candidate shall prepare the key theses of the doctoral dissertation in the form of a 20-minute presentation to be delivered at the meeting of the Institute's Scientific Board.
3. The candidate shall be obliged to prepare an abstract of the doctoral dissertation to be handed out to members of the Scientific Board of IB PAS and invited guests (approx. 30 copies).

Course of the public defence of a doctoral dissertation

§ 12

1. A doctoral dissertation should be made available for inspection at the meeting of the Scientific Board of IB PAS at which the defence is taking place.
2. Members of the Scientific Board of IB PAS shall receive a copy of an abstract of the dissertation.
3. Defence shall be held in two parts: an open part (items a-e, and k) and a secret part (items f-j) divided into the following stages:
 - a. presentation of the PhD candidate's curriculum vitae by the supervisor;
 - b. presentation by the candidate of selected theses of their dissertation (up to 20 minutes);
 - c. reading out the reviews and the candidate's response to questions or criticism, if any;
 - d. comments by the reviewers on the candidate's responses to the questions asked or criticism voiced in the reviews;

- e. public discussion with a participation of the candidate, during which he/she shall answer the questions asked both by the Scientific Board members and the audience;
- f. non-public discussion within the Scientific Board on:
 - the defence (during which the merits of the dissertation, the quality of the multimedia presentation and the ability to present theses and discuss are being evaluated);
 - the doctoral dissertation;
- g. recommendation by the Committee to the effect that the doctoral dissertation should be granted distinction if requests for such a distinction were included in at least two reviews;
- h. (secret) voting on the acceptance of the defence; a simple majority of votes shall be required;
- i. (secret) voting on the award of the PhD degree; a simple majority of votes shall be required;
- j. (secret) voting on a grant of a possible distinction to the doctoral dissertation; a qualified majority of votes shall be required;
- k. public announcement by the Chairperson of the Scientific Board of the result of the voting on the acceptance of the defence and on the award of the PhD degree in the scientific discipline Biology.

Rules for determination of the amount of and grant of exemption from the fee for the procedure for the award of the PhD degree in the extramural mode

§ 13

1. A person seeking the award of the PhD degree in the extramural mode shall pay a fee for the procedure within 14 days of the public defence.
2. The fee shall be paid to IB PAS.
3. The amount of the fee may not exceed the costs of the procedure, including in particular the costs of remuneration of the supervisor(s), an auxiliary supervisor and reviewers, however:
 - a. the amount of the remuneration of the supervisor(s), the auxiliary supervisor and the reviewers is specified in the Act;
 - b. the amount of the remuneration of the examiners for the examination in the primary discipline and the secondary discipline shall be determined by the Director of IB PAS;
 - c. the amount of costs of business trips of the supervisor(s), the auxiliary supervisor and the reviewers is provided for in separate laws on the amount due to an employee of a state-governed unit or local government unit of public administration in connection with business trips;
 - d. the amount of direct costs of the procedure for the award of the PhD degree shall represent 30% of direct costs.
4. The amount of the fee, subject to the provisions of Section 3, shall be determined by the Director of IB PAS.

5. No fee shall be charged to a person seeking the award of the PhD degree who has completed a programme at the Doctoral School or completed Doctoral Study of Natural Sciences of the Polish Academy of Sciences in Kraków.
6. In justified cases, at a written request of the person seeking the award of the PhD degree in the extramural mode, the Director of IB PAS may grant exemption from the fee in full or in part.
7. In the case of a university teacher or a member of the academic staff, the costs of the procedure shall be borne by the scientific unit employing such a person.

PhD Diploma

§ 14

1. A person to whom the PhD degree has been awarded shall receive a PhD diploma along with a certified copy thereof. At the request of such a person, additional certified copies of the diploma, including copies in English, shall be issued.
2. In the case of the degrees awarded by IB PAS, PhD diplomas as well as duplicate copies and certified copies thereof, intended to be used in legal transactions abroad, shall be certified, at the request of the interested party, by the President of PAS.
3. The amount of the fees for the issuance of the diploma is specified in separate provisions of the Act of 3 July 2018 – the Law on Higher Education and Science (consolidated text: *Journal of Laws* [Dz.U.] of 2021, Item 478, as amended).

**Rules for the compilation of a doctoral dissertation
in the form of a collection of thematically related
scientific papers**

1. A doctoral dissertation in the form of a collection of thematically related scientific papers should:
 - a. represent an original solution to a scientific problem and demonstrate the candidate's general theoretical knowledge of a particular scientific discipline as well as their capability of conducting scientific work independently;
 - b. represent a thematically coherent collection of chapters in published books and/or papers published in peer-reviewed scientific journals, included in the list of journals for which points are granted by the Ministry of Science and Higher Education; manuscripts of scientific papers prepared for printing shall be also allowed. In the case of a series of papers at least one of them must be published in a journal included in the Journal Citation Reports database.
 - c. the dissertation may include works created prior to and after initiation of the doctoral procedure.
2. The PhD candidate must be the first author of all the publications/manuscripts the doctoral dissertation is comprised of¹.
3. If the collection of publications/manuscripts includes co-authored or multi-authored papers/chapters, the PhD candidate shall be obliged to submit a statement specifying their individual contribution to the creation of such a work as well as statements by all the joint authors of the work (according to the model form of the joint author's statement) specifying the individual contribution of each of them to the creation of the doctoral dissertation. In the event that the collective work has more than five joint authors, the candidate shall submit a statement specifying their individual contribution to the creation of such a work as well as statements by at least four other joint authors. The candidate shall be released from the obligation to submit the statement if a joint author has died, has been deemed dead, or has suffered from permanent damage to health, rendering it impossible to obtain such a statement from them. It shall be also necessary for the candidate to specify their individual contribution to the development of the concept, carrying out of research, analysis and interpretation of the outcome of each publication.
4. A supervisor may be a joint author of the publications included in the doctoral dissertation in the form of a collection of thematically related scientific papers.
5. The doctoral dissertation in the form of a collection of thematically related scientific papers must have one general title and contain the following elements:
 - a. the title page²;
 - b. a list of publications making up the doctoral dissertation, specifying the PhD candidate's contribution thereto;

¹ Any agreements on equal contribution of several authors (such as joint first authorship or equivalent) shall be also allowed provided that this fact is formally specified in the publication.

² If a model form of the title page is binding at IB PAS, the doctoral dissertation should have the title page compliant with such a model form.

- c. a preface constituting a synthesis of the research and findings; it should include the following: introduction, research objectives, materials and methods, findings, conclusions, references;
 - d. publications constituting the doctoral dissertation;
 - e. abstracts of the dissertation (1–2 pages of typescript) in Polish and English;
 - f. appendix with statements of the joint authors (according to the model form thereof) on the nature of their respective contribution in the creation of each publication.
6. The doctoral dissertation in the form of a collection of thematically related scientific papers must be submitted in the printed and bound form, and in the form of a PDF file.
 7. Abstracts of the doctoral dissertation must be delivered in the form of PDF files for the purposes of publication in the Public Information Bulletin.
 8. The electronic versions of the doctoral dissertation and of the abstract must be delivered on a CD/DVD along with a statement attached thereto to the effect that the electronic version is identical with the printed version.

MODEL FORM OF A JOINT AUTHOR'S STATEMENT

Place and date

First name and surname

Affiliation

S T A T E M E N T

I hereby state that my contribution to the work (authors, year of publication, title, journal or publisher, volume, pages) consisted in: (describe in detail your contribution to the creation of the work).

(joint author's legible signature)

**LIST OF CERTIFICATES
CONFIRMING ENGLISH LANGUAGE COMPETENCIES AT THE B2 LEVEL**

Certificates confirming English language competencies at no less than B2 level according to the Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Global scale:

1. Certificates issued by institutions associated with the Association of Language Testers in Europe (ALTE) for the following levels: ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – not lower than Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT);
2. Certificates issued by the following institutions:
 - a) Educational Testing Service (ETS) – in particular the following certificates: Test of English as a Foreign Language (TOEFL) – at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) – at least 180 points in the Computer-Based Test (CBT) version plus at least 50 points for Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – at least 510 points in the Paper-Based Test (PBT) version plus at least 3.5 points for Test of Written English (TWE) and at least 50 points for Test of Spoken English (TSE); Test of English for International Communication (TOEIC) – at least 700 points;
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – in particular the following certificates: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – the “Communicator” level, the “Expert” level, the “Mastery” level; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B the “Communicator” level, Stage C the “Expert” level, Stage C the “Mastery” level; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
 - d) Edexcel, Pearson Language Tests, Pearson Language Assessments – in particular the following certificates: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
 - e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – in particular the following certificates: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London

- Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – “Pass with Credit” level, “Pass with Distinction” level,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – in particular the following certificates: International English Language Testing System IELTS – more than 6 points,
 - g) The Coordination Board for Language Proficiency Certification at the Warsaw University;
3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular the following certificates: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1.
 4. Diplomas of:
 - a) higher education in the field of English Studies;
 - b) Foreign Languages Teacher Training College in the field of English Studies;
 - c) The National School of Public Administration.
 5. A document issued abroad, confirming the award of a degree or a scientific title; the language of instruction shall be recognised provided that the language of instruction was English.
 6. A document confirming completion of higher education studies or post-graduate studies abroad or in the Republic of Poland; the language of instruction shall be recognised provided that the language of instruction was English.
 7. A document issued abroad, recognised as equivalent to the Polish certificate of secondary education (*świadectwo dojrzałości*); if the language of instruction was English.
 8. International Baccalaureate Diploma.
 9. European Baccalaureate Diploma.

Grading rules applicable to examination in the primary discipline and the secondary discipline as part of qualifications at Level 8 PQF for persons seeking the award of the PhD degree in the extramural mode

1. The examining committee shall perform the following tasks related to the examination:
 - a. assessment of the answers provided by the person examined,
 - b. award of constituent grades and of the final grade based on the former,
 - c. drawing up of a report on the meeting of the examining committee,
 - d. notification of the result of the examination to the person examined.

2. Doctoral examination shall be graded according to the following grading scheme:

Very good (*bdb*)

Good plus (*p.db*)

Good (*db*)

Plus satisfactory (*p.dst*)

Satisfactory (*dst*)

Unsatisfactory (*ndst*)

3. The unsatisfactory grade shall mean that the examination is not passed.

4. If one of the exams has not been passed, the Board of IB PAS conducting the doctoral procedure may, at the request of the PhD candidate, consent to a re-sit exam, which, however, shall be held no earlier than three months after the date when the exam was first taken and not more than once only.