

Regulations for doctoral proceedings

at

the Mossakowski Medical Research Institute, Polish Academy of Sciences in Warsaw

Article 1. Scope of regulations and legal bases

1. These Regulations shall define the detailed mode of doctoral proceedings conducted by the Mossakowski Medical Research Institute, Polish Academy of Sciences in Warsaw, including, in particular:
 - 1) the mode of the Scientific Council's appointment of committees and the scope of their activities;
 - 2) the mode of preparation of the doctoral dissertation;
 - 3) the mode of appointment and change of an advisor, advisors or an auxiliary advisor;
 - 4) the mode of verifying the learning outcomes specific to level 8 of the Polish Qualifications Framework in the case of persons applying for a doctoral degree in an extramural mode;
 - 5) the mode of verifying the compliance with the requirement referred to in Article 186(1)(3)(a) and 186(1)(3)(b) of the Act in the case of collective publications;
 - 6) the mode of appointing the reviewers;
 - 7) the rules for determining the amount of fee for doctoral proceedings in an extramural mode and waiving this fee;
 - 8) other conditions for the doctoral dissertation's admission for public defense.
2. The legal bases for these Regulations are:
 - 1) the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021, Item 478);
 - 2) the Act of 3 July 2018 - regulations implementing the Act on Higher Education and Science (Journal of Laws of 2020, Item 85);
 - 3) the Act of 14 June 1960 - the Code of Administrative Procedure (Journal of Laws of 2020, Item 256).
3. MMRI, PAS is entitled to award a doctoral degree in medical science and health science in the discipline of medical science.

Article 2. Terms

The terms used herein shall mean accordingly:

- 1) *Director* – Director of the Mossakowski Medical Research Institute, Polish Academy of Sciences in Warsaw;
- 2) *MMRI, PAS* – Mossakowski Medical Research Institute, Polish Academy of Sciences in Warsaw;
- 3) *Candidate* – person applying for a doctoral degree at the MMRI, PAS;
- 4) *KPPD – Committee for PhD and Doctoral Studies* – standing Committee selected from within the Scientific Council at the beginning of its term in accordance with the Regulations of the Scientific Council of MMRI, PAS;
- 5) *KPA* – Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2020, Item 256);
- 6) *Doctoral Committee* – committee selected *ad hoc* from within the Scientific Council to administer a public defense of a given doctoral dissertation;
- 7) *Examination Board* – board appointed by the Scientific Council to administer the doctoral examination;
- 8) *Scientific Council* – scientific council of MMRI, PAS;
- 9) *Regulations* – these regulations:
- 10) *Act* – Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021, Item 478);
- 11) *8 PRK* – 8th level of the Polish Qualification Framework.

Article 3. Resolutions of the Scientific Council

1. The decisions that are to be made in the course of doctoral proceedings and that fall within the competence of MMRI, PAS shall be made by the Scientific Council by way of a resolution.
2. The resolutions referred to in Clause 1 shall be adopted in a secret voting by an absolute majority of half of the members of the Scientific Council, subject to Clauses 3 and 4 below.
3. The resolution of the Scientific Council on awarding a doctoral degree shall be adopted in a secret voting by an absolute majority of votes, in the presence of at least half of the members of the Scientific Council holding the title of professor or the degree of doktor habilitowany [*habilitated doctor*].
4. The resolution of the Scientific Council on awarding the doctoral dissertation with a distinction shall be adopted in a secret voting, in the presence of at least half of the members of the Scientific Council holding the title of professor or the degree of doktor

habilitowany [*habilitated doctor*]. A 75% majority shall be required to adopt the resolution on awarding the doctoral dissertation with a distinction.

Article 4. Tasks and detailed mode of work of the Committee for PhD and Doctoral Studies

1. The KPPD shall conduct activities for the Scientific Council connected with doctoral proceedings not reserved in the Act or in these Regulations for the Scientific Council, the Examination Board or the Doctoral Committee, in particular:
 - 1) it shall verify whether the requirements for the Candidates applying for a doctoral degree are met;
 - 2) it shall verify whether the formal requirements for the candidates for advisors and reviewers are met;
 - 3) it shall recommend the Scientific Council to adopt a resolution on the Candidate's request for the appointment of an advisor, advisors or an advisor and an auxiliary advisor;
 - 4) it shall control the correctness of documentation in doctoral proceedings;
 - 5) it shall verify the learning outcomes of the candidates applying for a doctoral degree specific to level 8 of the Polish Qualification Framework;
 - 6) it shall present the candidacies for dissertation reviewers to the Scientific Council;
 - 7) it shall present the proposed composition of the Examination Boards and the Doctoral Committee to the Scientific Council;
 - 8) it shall present the request for accepting the dissertation and admitting the Candidate for a public defense of the doctoral dissertation.
2. The decisions of the KPPD shall be made in a secret voting by a simple majority of votes, in the presence of at least five members of the Committee, including the Chairperson or the Vice Chairperson.
3. Minutes of the KPPD meetings shall be taken; the minutes shall be accepted by the Chairperson or the Vice Chairperson with a traditional or electronic signature.
4. The decisions of the KPPD shall be signed by the Chairperson or Vice Chairperson of the KPPD.
5. The meetings and voting of the KPPD can take place by means of electronic communication.

Article 5. Modes of dissertation preparation

1. The doctoral dissertation shall be prepared:

- 1) in the mode of educating PhD students;
- 2) in an extramural mode.

Article 6. Requirements for the Candidates

1. A doctoral degree shall be awarded to a person who:
 - 1) holds a professional title of magister [*MA*], magister inżynier [*M.Eng.*] or an equal title or holds a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act;
 - 2) has achieved the learning outcomes specific to level 8 of the Polish Qualification Framework; the learning outcomes in terms of a modern foreign language shall be confirmed by a certificate or a higher education diploma attesting knowledge of that language at at least B2 level or, in the case of candidates who started doctoral studies before the 2019/2020 academic year, by a positive result of a foreign language examination (Article 13(5));
 - 3) has at least:
 - a) one scientific article published in a scientific journal or in reviewed materials from an international conference that, in the year of publication of the article in its final form, was included in the list compiled 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 that, in the year of publication of the monograph in its final form, was included in the list compiled 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 presented and defended the doctoral dissertation;
 - 5) meets the additional requirements specified in Article 7 pursuant to Article 186(1)(5) of the Act.
2. In exceptional cases, justified by the highest quality of scientific achievements, a doctoral degree can be awarded to a person who does not fulfill the requirements specified in Clause 1(1), being a graduate of first-cycle studies or a student who has completed the third year of a uniform Master's degree studies. The fulfillment of this requirement shall be confirmed by the Scientific Council by way of a resolution adopted by an absolute majority of votes.
3. A list of certificates referred to in Clause 1(2) is included in Annex 1 to the Regulation of the Minister of Science and Higher Education on Detailed Mode of and Conditions for Conducting Activities in a PhD Program, Postdoctoral Proceedings and Professorial Proceedings of 19 January 2018.

Article 7. Additional MMRI, PAS requirements for the Candidates

1. As part of the verification of correctness of the materials attached to the request for the commencement of proceedings (Article 12), the KPPD can invite the Candidate for a meeting in order to provide additional explanations, including explanations on the main theses and results of the doctoral dissertation.
2. Before the public defense of the doctoral dissertation, the Candidate shall take a doctoral examination in terms of scientific knowledge corresponding to the subject area of the doctoral dissertation.
3. The date of the examination shall be set by the Head of the Examination Board in agreement with the Candidate. In justified cases, the date of the doctoral examination can be postponed:
 - 1) on the initiative of the Head of the Examination Board but by no more than 2 months;
 - 2) upon the Candidate's request.
4. The examination shall be graded according to the following grading scale: (2) niedopuszczający [*unsatisfactory*]; (3) dostateczny [*satisfactory*]; (3.5) dość dobry [fairly good]; (4) dobry [*good*]; (4.5.) ponad dobry [*better than good*]; (5) bardzo dobry [*very good*].
5. The Candidate who has achieved at least satisfactory grade on the doctoral examination can be admitted for public defense.
6. If the examination is not passed, the Candidate, in agreement with the Examination Board, can re-take the examination, however not more than once.

Article 8. Requirements for the advisors

1. A person holding the degree of doktor habilitowany [*habilitated doctor*] or the title of professor can be an advisor, and a person holding the degree of doktor [*PhD*] can be an auxiliary advisor.
2. A person being an employee of a foreign higher education institution who does not fulfill the conditions of Clause 1 can also be an advisor if the Scientific Council decides that such a person has significant achievements in terms of the subject area of the dissertation.
3. An advisor cannot be a person who in the last 5 years:
 - 1) was an advisor of 4 PhD students who were removed from the list of PhD students due to a negative mid-term evaluation or

- 2) supervised the preparation of a dissertation by at least 2 persons applying for a doctoral degree who did not receive positive reviews.
4. An auxiliary advisor cannot be a person who is currently performing this function in two other PhD programs or doctoral proceedings.

Article 9. Appointment of an advisor, advisors or an auxiliary advisor

1. The Candidate receiving education at a doctoral school and the Candidate applying for a doctoral degree in an extramural mode shall submit to the Director a request for the appointment of an advisor or advisors or an advisor and an auxiliary advisor, in accordance with the template constituting Annex 1.
2. In the request, the Candidate shall state:
 - 1) the doctoral dissertation topic and idea (up to 250 words);
 - 2) the proposed advisor or advisors or advisor and auxiliary advisor;
 - 3) the mode of preparation of the doctoral dissertation.
3. The Candidate shall attach to the request:
 - 1) the personal data form prepared in accordance with the template constituting Annex 2;
 - 2) the scientific CV including a description of scientific achievements;
 - 3) a copy of the document confirming that the Candidate holds a professional title of magister [MA], magister inżynier [M.Eng.] or an equivalent title or a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act;
 - 4) the justification for the appointment of more than one advisor or an auxiliary advisor;
 - 5) the declaration(s) of the candidate(s) for advisor(s) or auxiliary advisor on their fulfillment of the requirements specified in Article 190 of the Act, prepared in accordance with the template constituting Annex 3.
4. The Candidate can attach a request for permission to prepare the doctoral dissertation in English.

Article 10. Change of an advisor, advisors or an auxiliary advisor

1. An advisor or an auxiliary advisor can be changed upon a written, justified request of the Candidate, an advisor or an auxiliary advisor.

2. An advisor or an auxiliary advisor can resign from their function upon their justified request due to the inability of exercising further scientific supervision over the preparation of a doctoral dissertation.
3. The request referred to in Article 1 shall be submitted to the Director along with the Candidate's request for the appointment of a new advisor, advisors or an auxiliary advisor. The decisions in terms of the appointment of an advisor or an auxiliary advisor shall be made by the Scientific Council (after consulting the KPPD).

Article 11. Doctoral dissertation

1. The doctoral dissertation shall demonstrate the Candidate's general theoretical knowledge of the discipline of medical science and the ability to carry out a scientific work in an independent manner.
2. The object of the doctoral dissertation shall be an original solution to a scientific problem and an original solution in terms of the application of the results of the Candidate's research in the economic or social sphere.
3. The doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically connected scientific articles, project work, construction work, technological work, implementation work as well as an independent and separate part of a collective work (Annex 4).
4. If the doctoral dissertation is a collection of published and thematically connected scientific articles, the Candidate, for each scientific article from the collection, shall present declarations on their individual and specific contribution as well as declarations of all its co-authors describing their individual contribution.
5. The Candidate shall be released from the obligation to submit the declaration if a co-author dies or is considered dead, or if a co-author's chronic health impairment makes it impossible to obtain the required declaration.
6. In the event of non-admission of the doctoral dissertation for defense or the decision not to award a doctoral degree, the same dissertation cannot constitute the basis for the re-application for a doctoral degree.

Article 12. Request for the commencement of proceedings

1. The Candidate shall submit the request with the information on fulfilling the requirements necessary for the commencement of doctoral proceedings addressed to the Director, in accordance with the template constituting Annex 5.
2. Along with the request, the Candidate shall submit:

- 1) 4 copies of the doctoral dissertation in a paper form and a copy of the doctoral dissertation recorded on a computer data carrier;
 - 2) the declarations referred to in Article 11 (if the doctoral dissertation constitutes a collection of published and thematically connected scientific articles);
 - 3) an abstract in English and in the case of a doctoral dissertation prepared in a foreign language – an abstract in Polish as well;
 - 4) an opinion of an advisor or advisors on the doctoral dissertation;
 - 5) the information on the course of a PhD program or doctoral proceedings if the Candidate applied for a doctoral degree before;
 - 6) a declaration signed by the Candidate and an advisor or advisors and an auxiliary advisor that the doctoral dissertation did not constitute the basis for the re-application for a doctoral degree;
 - 7) a scientific CV;
 - 8) the information whether the object of the doctoral dissertation is subject to a legally protected secret;
 - 9) a declaration on the obligation to conclude a contract concerning the fee for doctoral proceedings (Article 21).
3. To the request referred to in Clause 1, the Candidate shall attach a document in the form of a certificate or higher education diploma confirming the learning outcomes in terms of a modern foreign language and attesting knowledge of that language at least B2 level.
 4. If the doctoral dissertation was prepared in the mode of educating PhD students at a doctoral school, the Candidate shall attach a document including the information on achieving the learning outcomes specific to level 8 of the Polish Qualification Framework.
 5. In the case of persons applying for a doctoral degree in an extramural mode and persons who started doctoral studies before the 2019/2020 academic year and apply for a doctoral degree under the rules specified in the Act, the Candidate shall attach the documents confirming the achievement of learning outcomes specific to level 8 of the Polish Qualification Framework (Article 13).

Article 13. Verification of the learning outcomes specific to level 8 of the Polish Qualifications Framework in the case of Candidates applying for a doctoral degree in an extramural mode

1. A positive verification of the learning outcomes specific to level 8 of the Polish Qualifications Framework shall be comprised of:

- 1) certified trainings in: statistics, medical ethics and scientific research as well as in the rules for obtaining funds and financing scientific research provided for in the education programs of doctoral schools;
 - 2) a written declaration of an advisor or advisors that the Candidate has the ability to analyze and creatively synthesize scientific achievements in order to identify and solve research problems;
 - 3) a documented active participation in at least one national or international scientific conference confirming the ability to plan one's scientific development in an independent manner and the ability to exchange experiences and ideas;
 - 4) a documented participation in specialization or further training courses, supervision over interns and students (in particular: prace licencjackie [*BA theses*], magisterskie [*MA theses*], student internship, science picnics) documenting the ability to inspire scientific development of others.
2. The achievement of learning outcomes specific to level 8 of the Polish Qualifications Framework shall be verified by the KPPD on the basis of the documents referred to in Clause 1.
 3. The Candidate is obliged to document the achievement of all learning outcomes.
 4. The KPPD shall confirm the achievement of learning outcomes specific to level 8 of the Polish Qualifications Framework; in the case of a negative opinion, the KPPD shall define the recommendations for the manner of supplementing the learning outcomes as well as the form of confirming the achievement of learning outcomes and shall refer them to the Candidate through the Research Organization Department.
 5. If the Candidate does not have a certificate referred to in Article 6(3), the Candidate who started doctoral studies before the 2019/2020 academic year shall pass an examination in a modern foreign language.
 6. The KPPD information on whether the learning outcomes specific to level 8 of the Polish Qualifications Framework are achieved or not shall be attached to the Candidate's documents.

Article 14. Examination Boards

1. The Examination Board administering the doctoral examination shall be composed of:
 - 1) the Chairperson or the Vice Chairperson of the KPPD – as the Heads of the Board;
 - 2) at least one advisor not being an auxiliary advisor;
 - 3) one member of the KPPD;

- 4) two persons holding the degree of doktor habilitowany [*habilitated doctor*] or the title of professor who are carrying out research in the same or similar subject field as the Candidate and do not have a conflict of interest with the Candidate and/or their advisors.
2. The Examination Board administering the examination in a modern foreign language shall be composed of:
 - 1) the Chairperson or the Vice Chairperson of the KPPD – as the Heads of the Board;
 - 2) one member of the KPPD holding at least the degree of doktor habilitowany [*habilitated doctor*] or the title of professor;
 - 3) one person who teaches a given language at a higher education institution.
3. Minutes of the examinations shall be taken (Annex 6); the minutes shall be signed by the members of the Examination Board.

Article 15. Mode of appointing the reviewers

1. The Scientific Council shall appoint three reviewers among the persons not being the employees of MMRI, PAS and other higher education institution, PAS institute, research institute or an international institute where the Candidate works.
2. A person holding the degree of doktor habilitowany [*habilitated doctor*] or the title of professor can be a reviewer.
3. A person being an employee of a foreign higher education institution who does not fulfill the conditions of Clause 2 can also be a reviewer if the Scientific Council decides that such a person has significant achievements in terms of the subject area of a given doctoral dissertation.
4. A reviewer cannot be a person in relation to whom there are justified doubts as to their neutrality, in particular they should not have common publications with the Candidate, work at the same organizational unit or be their relative by consanguinity or affinity.
5. The reviewer is entitled to a single remuneration paid once the proceedings are completed under the rules specified in a contract concluded between the reviewer and the Director.

Article 16. Doctoral Committee

1. The Scientific Council shall appoint the Doctoral Committee and grant it the right to adopt resolutions on the acceptance of a doctoral dissertation and its admission for public defense as well as on the acceptance of the dissertation's public defense.

2. The Doctoral Committee shall be composed of: the Vice Chairperson of the Scientific Council or the Chairperson or the Vice Chairperson of the KPPD as the Chairperson of the Committee and 10 members of the Scientific Council holding the degree of doktor habilitowany [*habilitated doctor*] or the title of professor, representing a discipline in which the doctoral proceedings are to be carried out, elected in a secret voting, and an advisor/advisors and reviewers. The Scientific Council shall elect the Secretary of the Doctoral Committee from among the selected members.
3. In justified cases, the composition of the Doctoral Committee can be changed upon the request of the Chairperson of the Doctoral Committee or an advisor. The composition of the Committee can be changed not later than 30 days before the planned date of the defense of a doctoral dissertation.
4. The Doctoral Committee shall adopt resolutions by an absolute majority of votes, in the presence of at least two-thirds of its members.
5. In justified cases, one can participate in the meetings of the Doctoral Committee with the use of technical tools allowing for simultaneous and direct transmission of image and sound.
6. Minutes of the Doctoral Committee meetings shall be taken; the minutes shall be accepted by the Chairperson with a traditional or electronic signature.
7. The resolutions of the Doctoral Committee, on behalf the Doctoral Committee, shall be signed by the Chairperson of the Committee.

Article 17. Activities preceding the defense of a doctoral dissertation

1. Before sending for review, a doctoral dissertation shall be checked with the use of a Uniform Anti-Plagiarism System. A copy of the report generated by the Uniform Anti-Plagiarism System shall be attached to the Candidate's documents.
2. Not later than 30 days before the scheduled date of defense of a doctoral dissertation, the doctoral dissertation with an abstract as well as the reviews shall be made available in the Public Information Bulletin at the MMRI, PAS website.
3. In the case of a doctoral dissertation whose object is subject to a legally protected secret, only the reviews without the content covered with that secret shall be made available.
4. The Doctoral Committee, after reviewing the KPPD information, shall adopt a resolution on the acceptance of a doctoral dissertation and its admission for public defense.
5. The decision not to admit a doctoral dissertation for defense can be appealed against to the Council for Scientific Excellence.

6. In the event of non-admission of a doctoral dissertation for defense or the decision not to award a doctoral degree, the same dissertation cannot constitute the basis for the re-application for a doctoral degree.

Article 18. Defense of doctoral dissertation

1. A person who has obtained positive reviews of at least 2 reviewers and has fulfilled the requirements referred to in Article 186(1)(5) can be admitted for public defense of a doctoral dissertation.
2. A public defense of a doctoral dissertation can take place outside the MMRI, PAS by means of electronic communication providing, in particular:
 - 1) a real-time transmission of the defense between its participants;
 - 2) a multilateral, real-time communication allowing the defense participants to speak with the observance of necessary safety rules.
3. A public defense of a doctoral dissertation shall take place with the presence of the Candidate, an advisor and at least one reviewer.
4. During the defense:
 - 1) the Candidate shall present their summary of the dissertation (15-20 min.);
 - 2) the reviewers shall present their reviews;
 - 3) the Candidate shall respond to the reviews;
 - 4) the Candidate shall answer the questions of the members of the Doctoral Committee and persons participating in the defense.
5. During the closed-door meeting of the Doctoral Committee, a secret vote shall be taken on:
 - 1) the resolution on the acceptance of the defense; in the case of a resolution on the non-acceptance of the defense, the Committee shall present it along with the justification to the Council that shall decide on this matter;
 - 2) a possible request for awarding the doctoral dissertation with a distinction by the Scientific Council.
6. Minutes of the defense shall be taken (template in Annex 7); the minutes shall be signed by the Secretary and the Chairperson of the Doctoral Committee.
7. The resolution of the Doctoral Committee, on behalf the Doctoral Committee, shall be signed by the Chairperson.
8. The Chairperson of the Doctoral Committee shall present to the Scientific Council the resolution of the Doctoral Committee, the request for awarding (or non-awarding) the

Candidate with a doctoral degree and a possible request for awarding the doctoral dissertation with a distinction.

Article 19. Awarding a doctoral dissertation with a distinction

1. Along with the review, doctoral dissertation reviewers can request for awarding the dissertation with a distinction.
2. The resolution on the request for awarding the doctoral dissertation with a distinction shall be adopted by the Scientific Council after the public defense of the doctoral dissertation.
3. Awarding a distinction shall be conditional on:
 - 1) submitting a justified request for awarding the doctoral dissertation with a distinction by at least one reviewer;
 - 2) publishing or gaining an acceptance for publishing of at least part of the results of the doctoral dissertation in one or more original papers in scientific journals with a total five-year IF > 4,0;
 - 3) achieving a very good grade [*bardzo dobry*] from the doctoral examination by the Candidate.

Article 20. Awarding a doctoral degree

1. A doctoral degree shall be awarded by the Scientific Council by virtue of an administrative decision.
2. Upon the request of the Doctoral Committee, the Scientific Council can award the doctoral dissertation with a distinction. A resolution on this matter shall be adopted by the Scientific Council in a separate secret voting.
3. The decision not to award a doctoral degree can be appealed against to the Council for Scientific Excellence.
4. The appeal can be lodged within 30 days from the date of serving the decision.
5. The Scientific Council can revoke the appealed resolution in terms of the decision not to award a doctoral degree and award the Candidate with a doctoral degree if it finds that the appeal should be upheld in its entirety pursuant to Article 132 of the Code of Administrative Procedure.
6. If the appeal is denied, the Scientific Council shall refer the appeal to the Council for Scientific Excellence along with its opinion and case files within 3 months from the date of lodging the appeal.

Article 21. Fees for doctoral proceedings

1. The doctoral proceedings at the MMRI, PAS shall be conducted against payment.
2. The fee for the proceedings shall be paid to the MMRI, PAS by the Candidate, their employer or other entity.
3. The fee shall not be collected from the Candidate applying for a doctoral degree who has completed doctoral studies at the MMRI, PAS or education at a doctoral school co-run by the MMRI, PAS as well as from a member of the scientific staff of the MMRI, PAS.
4. The fee referred to in Clause 1 shall comprise of:
 - 1) the remuneration of an advisor in the amount of 83% of professor remuneration and the remuneration of an auxiliary advisor in the amount of 50% of professor remuneration;
 - 2) the remunerations of the reviewers in the amount of 27% of professor remuneration;
 - 3) the ZUS [*Social Insurance Institution*] contribution charges from the remunerations referred to in Point 1) and 2) calculated in accordance with the applicable law;
 - 4) the costs of the reviewers' travel and accommodation according to their actual amount determined in line with the rules for settling the costs of business travels;
 - 5) other costs of conducting the proceedings in the amount of 20% of the remunerations and charges referred to in Points 1) to 3).
5. The fee shall be paid on the basis of a written contract concluded between the MMRI, PAS and a party referred to in Clause 2.
6. The initial calculation of costs of the proceedings shall be made by the Deputy Financial Director of the MMRI, PAS in agreement with the Head of the Research Organization Department and the Chairperson of the Scientific Council. The initial calculation of costs, signed by the Director, shall be sent to the Candidate along with a draft of the contract referred to in Clause 5 not later than within 14 days from the date of submitting the request for the commencement of proceedings (Article 12).
7. In exceptional cases, the Candidate can be entirely or partially exempt from paying the fee for doctoral proceedings. The decision on fee exemption shall be made by the Director upon the request of the person concerned.

Article 22. Personal data protection

1. The controller of personal data of the Candidates, advisors and auxiliary advisors shall be the MMRI, PAS, 02-106 Warsaw, ul. A. Pawińskiego 5.

2. The controller has appointed a data protection officer who can be contacted by post at the address specified in Clause 1 or by e-mail at the following e-mail address: daneosobowe@imdik.pan.pl.
3. The personal data of the persons referred to in Clause 1 shall be processed under the MMRI's exercise of public authority specified in the Act for the purposes connected with doctoral proceedings.
4. The personal data can be made available to legally authorized entities and entities providing administrative and organizational services to the MMRI, PAS and shall not be stored for a period longer than that specified in the Act on National Archival Resources and Archives of 14 July 1983.
5. Within the limits and under the rules defined in the law, persons referred to in Clause 1 shall have the right to request: access to their personal data, their rectification and erasure, restriction of processing and data portability as well as the right to object to processing of data. Furthermore, they shall have the right to lodge a complaint with the President of the Personal Data Protection Office (address: ul. Stawki 2, 00-193 Warsaw).
6. The provision of personal data is necessary for conducting the doctoral proceedings.

Article 23. Final provisions

1. These Regulations shall come into force as of 1 May 2022 and shall apply to doctoral proceedings commenced from that date.
2. The "Procedures in PhD Programs at the MMRI" adopted by the Scientific Council on 19 September 2019 shall be repealed.
3. The following Annexes constitute an integral part hereof:

Annex 1 – template of the request for the appointment of an advisor or advisors or an advisor an auxiliary advisor;

Annex 2 – template of the Candidate's personal data form;

Annex 3 – template of the declaration of the candidate for advisor;

Annex 4 – guidelines for the preparation of doctoral dissertation;

Annex 5 – template of the request for the commencement of doctoral proceedings;

Annex 6 – template of the minutes of the examination;

Annex 7 – template of the minutes of the defense of doctoral dissertation.

Chairperson of the Scientific Council of the
MMRI, PAS

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