

PROCEDURES IN PHD PROGRAMS

Pursuant to the Act on Academic Degrees and Academic Title as well as on Degrees and Title in Art of 2003, as amended (Journal of Laws of 2016, Item 882, 1311 and Journal of Laws of 2017, Item 859, 1530) and pursuant 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 26 September 2016 (Journal of Laws of 2016, Item 1586).

I. Doctoral degree shall be awarded and all procedures in PhD programs shall be conducted by the Scientific Council of MMRI, PAS, hereinafter referred to as the "Council".

II. General conditions for applying for a doctoral degree

1. The condition for commencing a PhD program by a person applying for a doctoral degree, hereinafter referred to as the "Candidate", shall be possession of published or accepted for print scientific publication in reviewed scientific journal, included in the current list of scientific journals compiled by the Minister of Science and Higher Education, or in reviewed materials from an international scientific conference.
2. The doctoral dissertation, prepared under the supervision of an advisor or an advisor and an auxiliary advisor, should constitute an original solution to a scientific problem as well as demonstrate the Candidate's general theoretical knowledge of a given field of study and the ability to carry out a scientific work in an independent manner.
3. The doctoral dissertation can also be an independent and separate part of a collective publication if it demonstrates the Candidate's individual contribution in drawing the idea, carrying out the experimental part as well as processing and interpreting the results of that publication, and if it meets the criteria specified in Point 2.
4. The doctoral dissertation can take the form of:
 - a. a book typescript or a published book (classic doctoral dissertation form) or
 - b. a collection of thematically coherent articles published or accepted for print in reviewed scientific journals meeting the conditions specified in Point III.1h.
5. With the Council's consent, the dissertation can be presented in English.

III. Preparation of doctoral dissertation

1. The doctoral dissertation in the form of a **collection of thematically coherent articles** should include a title page (template in Annex 1), information on the financing of dissertation research, list of Chapters and the following Chapters:
 - a. *Polish and English abstract*;
 - b. *Dissertation innovation* (list of elliptical sentences demonstrating dissertation findings that go beyond the current literature knowledge);
 - c. *Introduction* (defining the research problem and explaining the original character of the solution to that problem proposed in the dissertation, 1-3 pages of standard typescript);
 - d. *Dissertation goal* with Subchapters:
 - i. *General goal* - presenting the dissertation research hypothesis and explaining the intellectual structure of the research;
 - ii. *Specific goals*.
 - e. *Methodology* (presenting the advantages and limitations of research methods used in the original publications comprising the collection. 1-3 pages of standard typescript);
 - f. *Summary of the most important results* (in points, with references to figures or tables in publications in which the presented results were described);
 - g. *Conclusions* (corresponding to dissertation goals, including (patho)physiological, translation and/or clinical goals, in points);
 - h. *Copies of publications comprising the collection*. The collection can consist of accepted for publishing or published works in which the Candidate is the first or equal author or a corresponding author, including:
 - i. one or more original publications in scientific journals with *Impact Factor* (IF) and total five-year 1F > 5.0 and
 - ii. review publication in scientific journal included in the list of the Minister of Science and Higher Education.
 - i. *Declarations* - written declarations of the authors of the publications comprising the collection, including:
 - i. declaration of the Candidate describing their individual contribution to each of the publications comprising the collection and
 - ii. declarations of the other co-authors in which they give their consent for using collective publications in the Candidate's PhD program and

describe their individual contribution to those publications. If a collective publication has more than five authors, the Candidate shall submit declarations of at least four of them and information on the contribution of the other authors.

2. The doctoral dissertation **in the form of a book typescript or a published book** should include title page (template in Annex 1), information on the financing of dissertation research, list of Chapters and the following Chapters:
 - a. *Polish and English abstracts;*
 - b. *Dissertation innovation* (list of elliptical sentences demonstrating dissertation findings that go beyond the current literature knowledge);
 - c. *Other Chapters typical for the classic doctoral dissertation form.*
 - d. *Declarations* - optionally (in the event of earlier publication of dissertation results, written declarations of co-authors with their consent for using collective publications in the Candidate's PhD program).

IV. Request for the commencement of a PhD program

1. A PhD program shall be commenced at the Candidate's request submitted to the Director of the Institute along with documents specified in Point IV. 2. The Director shall refer the request to the Committee for Doctoral Studies and Doctoral Dissertations (KdsSDiD).
2. The following documents are required for the commencement of a PhD program:
 - a. Candidate's request to the Director, supported by a scientific supervisor, including:
 - i. proposed topic of the doctoral dissertation with information on the state of progress of the research on which it is based;
 - ii. proposed advisor and, if needed, an auxiliary advisor, a co-advisor or a second advisor;
 - iii. proposed core discipline and additional discipline for doctoral examinations;
 - b. MMRI-certified copy of a document confirming the possession of a professional title referred to in the Act;
 - c. outline of the doctoral dissertation;
 - d. Candidate's scientific CV;

- e. list scientific publications and scientific meeting communications as well as other forms of science-promoting activities;
- f. information on the course of a PhD program if the Candidate applied for a doctoral degree before;
- g. the Candidate can submit a certificate, compliant with the requirements of the Act, confirming the knowledge of a modern foreign language. The certificate shall release the Candidate from the obligation to pass an examination referred to in Point V.4c.

V. Procedures in a PhD program

1. At the meeting of the Committee for Doctoral Studies and Doctoral Dissertations (KdsSDiD), the Chair shall present the Candidate's request for the commencement of a PhD program. The Candidate, in the presence of a scientific supervisor, shall present the assumptions of the doctoral dissertation and the current results of research on which it is based. After the presentation, a discussion with the Candidate's participation shall follow. After the discussion, the KdsSDiD shall determine dissertation discipline (medical biology, medicine) as well as core discipline and additional discipline for doctoral examinations and decide to refer to the Council the requests for:
 - a. the commencement of a PhD program;
 - b. the appointment of an advisor and, if needed, an auxiliary advisor, a co-advisor or a second advisor;
 - c. the appointment of at least two dissertation advisors among senior academic staff members employed at an academic institution other than MMRI and not being the members of its Council;
 - d. the acceptance of disciplines for doctoral examinations;
 - e. the appointment of a doctoral examination board;
 - f. the appointment of Doctoral Committee.
2. Once the Chair of the KdsSDiD has presented the request for the commencement of a PhD program and the Candidate has presented the current research results that are the subject of the dissertation and the discussion, the Council, in a secret voting, shall adopt a resolution on the commencement of a PhD program and the appointment of an advisor or advisors. The other requests specified in Point V.I. can be processed at a later date.

3. The advisor shall present the Chair of the Council a complete dissertation in a paper and electronic form along with their written opinion on the Candidate and the dissertation. The Chair shall refer the dissertation to the KdsSDiD that, having accepted the dissertation, sends it to the previously appointed reviewers.
4. The Candidate shall take doctoral examinations before the examination boards appointed by the Council in:
 - a. the core discipline corresponding to the topic of the doctoral dissertation;
 - b. an additional discipline;
 - c. a modern foreign language.
5. The doctoral examinations shall be graded according to a grading scale specified in the MMRI regulations for doctoral studies.
6. If the Candidate fails one of the examinations, the Candidate, upon their request, can re-take a doctoral examination, however not earlier than after three months from the date of the first examination and no more than once.
7. Once a PhD program is commenced, the Candidate can take the examination in an additional discipline and the examination in a foreign language.
8. The examination in the core discipline can only be administered after the dissertation has been submitted and accepted by the KdsSDiD.
9. Immediately after receiving the last review, the KdsSDiD shall refer to the Central Commission for Degrees and Titles copies of all reviews and a copy of the abstract of the doctoral dissertation, recorded on a computer data carrier.
10. Along with the review, the doctoral dissertation reviewers can request for awarding the dissertation with a distinction. Awarding a distinction shall be conditional on:
 - a. submitting a request for awarding a distinction by at least one reviewer;
 - b. 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;
 - c. achieving very good grades from all doctoral examinations by the Candidate.
11. Having learned about the results of the examinations and the opinions of the reviewers, the Doctoral Committee, composed of the members of the KdsSDiD, the dissertation reviewers and the advisor or advisors:
 - a. shall adopt, in a secret voting, by a simple majority of votes, a resolution on the dissertation's acceptance and admission for public defense;
 - b. shall request the Council to administer the defense.

12. Public defense of the doctoral dissertation shall take place at an open meeting of the Council, not earlier than after 10 days from the date of adopting the resolution on the dissertation's acceptance and admission for public defense. At least one reviewer and advisor shall participate in the meeting. During the defense, the Candidate shall present the dissertation's main theses, and then the reviewers shall express their opinions. Afterward, the Chair of the Council shall open a public discussion.
13. Once the defense is concluded, a closed-door part of the meeting shall follow during which the Council, in a secret voting, shall adopt the resolution on accepting the defense and awarding a doctoral degree and, possibly, the resolution on awarding the dissertation with a distinction. The distinction shall be awarded if the number of votes for the distinction (YES) accounts for at least 75% of the total number of valid votes.
14. The resolution on awarding a doctoral degree shall become legally binding upon its adoption by the Council. If the resolution on awarding a doctoral degree is not adopted, the Candidate can, through the agency of the Council, within one month, request the Central Commission to re-consider the case.

VI. Transitional provisions

The provisions of Chapter 111. and Point V.10b shall come into force as of 1 December 2017.

CHAIR OF THE SCIENTIFIC COUNCIL
of the Mossakowski Medical Research Institute,
Polish Academy of Sciences
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Prof. dr hab. Andrzej Beręsewicz
[Professor Andrzej Beręsewicz, PhD]
Chair of the Scientific Council of the
Mossakowski Medical Research Institute,
Polish Academy of Sciences

DIRECTOR
[illegible signature]
prof. dr hab. n. med Leonora Bużańska
[professor Leonora Bużańska, MD, PhD]

*Director of the Mossakowski Medical
Research Institute, Polish Academy of
Sciences*

The above procedures were adopted at the meeting of the Scientific Council of the Mossakowski Medical Research Institute, Polish Academy of Sciences in Warsaw on 25 February 2016, in a modified form on 25 October 2017 and in a modified form again on 24 February 2022.

ANNEX 1

Template for the title page of the doctoral dissertation at the MMRI

mgr/lek. [MA/physician] full name

..... dissertation title

Dissertation for the degree of doktor nauk medycznych [MD, PhD] in the discipline of medical biology/medicine

Advisor: prof. dr hab.

Auxiliary Advisor (if applicable): dr



Defense of the doctoral dissertation before the Scientific Council of the Mossakowski Medical
Research Institute, Polish Academy of Sciences

Warsaw year