



Resolution No. 103/2023
Senate of Lodz University of Technology
of September 27, 2023

on determining the procedure for conferring
the degree of doctor and
detailed procedure for conferring the postdoctoral degree (doktor habilitowany)

Pursuant to Article 192(2) and (3)(221) and Article 14(20) of the Law of July 2018, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended); The Senate of Lodz University of Technology adopts the following resolution:

Chapter 1
General provisions

§ 1

1. The terms used in this document mean:
 - 1) doctoral candidate – a person admitted to the Interdisciplinary Doctoral School of Lodz University of Technology who has taken an oath;
 - 2) candidate – a person applying for the academic degree of doctor or doktor habilitowany;
 - 3) PRK – Polish Qualifications Framework;
 - 4) RDN – Council for Scientific Excellence;
 - 5) scientific discipline council - the council referred to in § 19 of the Statute of Lodz University of Technology, hereinafter referred to as the "discipline council";
 - 6) Councils for Academic Degrees - University bodies referred to in § 10 and § 15 of the Statute of Lodz University of Technology;
 - 7) Act - Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended);
2. Doctoral and postdoctoral degrees at Lodz University of Technology are awarded or refused by the competent Council for Academic Degrees - in the field of science and scientific discipline.
3. In the case of awarding a doctoral degree in the field of science, the competent body is the Senate of Lodz University of Technology.
4. Doctoral candidates studying at the Interdisciplinary Doctoral School of Lodz University of Technology are appointed a supervisor/supervisors/supervisor and an assistant supervisor within 3 months from the date of commencement of education. Detailed rules for appointing a supervisor/supervisors/supervisor and assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.
5. At the reasoned request of the candidate or the supervisor(s)/supervisor and assistant supervisor, the Council for Academic Degrees decides to change the supervisor(s)/supervisor and assistant supervisor. Detailed rules for changing the supervisor/supervisors/supervisor and assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.
6. If the current supervisor(s)/supervisor and assistant supervisor lose(s) the ability to perform their functions, at the candidate's request, the Council for Academic Degrees appoints a new supervisor(s)/supervisor and assistant supervisor. Detailed rules for appointing a new supervisor/supervisors/supervisor and assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.

7. The academic degree of doctor may be awarded jointly with other domestic or foreign scientific units under the principles specified in Art. 185 (2) of the Act.

Chapter 2

Procedure for awarding a doctoral degree at Lodz University of Technology

§2

Terms and conditions for awarding a doctoral degree at Lodz University of Technology are:

- 1) holding a professional title of master's degree, master's degree in engineering or equivalent or a diploma referred to in Art. 326(2)(2) or art. 327(2) of the Act, conferring the right to apply for the award of a doctoral degree in the country in whose system of higher education the university that issued it operates. In exceptional cases, justified by the highest quality of scientific achievements, an academic degree may be awarded to a person who does not meet the requirements specified above, who is a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's studies;
- 2) obtaining learning outcomes for qualifications at PQF level 8, which means:
 - a) completing the curriculum at a doctoral school at PQF level 8 or passing the exam referred to in § 12,
 - b) knowledge of a modern foreign language other than the native language at the level of at least B2, confirmed by a certificate or diploma of graduation; in the absence of the above confirmation The Language Centre of Lodz University of Technology may conduct an examination confirming knowledge of a modern foreign language at a language proficiency level of at least B2;
- 3) having at least:
 - a) 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year the article was published in its final form was included in the list drawn up in accordance with the regulations issued pursuant to Art. 267 (2) (2) (b) of the Act, or
 - b) a 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 prepared in accordance with the regulations issued pursuant to Art. 267 (2) (2) (a) of the Act, or a chapter in such a monograph, or
 - c) an artistic work of significant importance;
- 4) in the event that the scientific article listed in (3) (a) is multi-authored, the candidate is obliged to attach to the application to initiate the procedure declarations of the co-authors specifying their participation in the creation of the article and specifying the individual contribution of the candidate for the PhD degree to the creation of the article. If it is not possible to obtain declarations, the candidate submits the declaration himself, explaining the reasons for the situation;
- 5) in the case of authoring a chapter in a scientific monograph - 3(b) - the candidate is obliged to attach to the application to initiate the procedure declarations of the co-authors of the monograph specifying their participation in the creation of the monograph and specifying the individual contribution of the candidate for the doctoral degree to the creation of the monograph. If it is not possible to obtain declarations, the candidate submits the declaration himself, explaining the reasons for the situation;
- 6) presentation and defense of doctoral dissertation.

§ 3

1. The procedure for awarding a doctoral degree is initiated at the candidate's request, in which he/she indicates the supervisor/supervisors/supervisor and assistant supervisor. The application template constitutes Appendix 1 to this Resolution.
2. The dean's office of the faculty providing administrative support for the discipline in question shall, within 30 days from the date of initiation of proceedings for the conferral of a doctoral degree, transmit information on the initiation of proceedings to the Science Support Centre for entry into the document database of candidate data in promotion proceedings in the POL-on Integrated Information System for Higher Education and Science.
3. Together with the application, the candidate presents documents confirming the fulfillment of the conditions specified in Art. (1) of the Act:
 - 1) original or certified copy of the document:
 - a) certifying possession of a professional title of Master, Master of Science in Engineering or an equivalent degree or
 - b) confirming completion of first-cycle studies or a certificate of completion of the third year of long-cycle master's studies, along with justification and documentation of the circumstances justifying the initiation of the procedure for awarding an academic degree in the manner provided for in Art. 186 (2) of the Act;
 - 2) a certificate of course and completion of education at a doctoral school confirming qualifications at PQF level 8 (applies to candidates who completed education at a doctoral school);
 - 3) original or certified copy of a certificate or diploma of completion of studies confirming knowledge of a modern foreign language at the level of language proficiency of at least B2;
 - 4) a list of published scientific works, a template of which constitutes Appendix 2 to this Resolution;
 - 5) a doctoral dissertation in paper and electronic versions, together with a declaration of compliance of the electronic version of the doctoral dissertation with the printed version, a template of which is attached as Appendix 3 to this Resolution;
 - 6) positive opinion of the supervisor/supervisors/supervisor and assistant supervisor on the doctoral dissertation;
 - 7) a summary of the doctoral dissertation in English, and in the case of a dissertation prepared in a foreign language, also a summary in Polish, both in paper and electronic versions.
4. The candidate submits a complete set of documents referred to in section 1 and section 2, to the dean's office of the faculty appropriate for a given discipline.
5. The Council for Scientific Degrees refuses to initiate the procedure for awarding a doctoral degree if the person who submitted the application to initiate the procedure does not meet the requirements specified in § 2. A decision refusing to initiate proceedings may be appealed against to the Council for Scientific Excellence.

§ 4

1. The candidate submits an application to the appropriate Council for Academic Degrees through the discipline council appropriate for the subject of the prepared dissertation. The discipline council formally verifies the documents and proposes (within one month from the date of receipt of the application) a minimum of nine candidates with at least a postdoctoral degrees to the Doctoral Committee, including:
 - 1) six people declaring disciplines in the field of science, which includes the basic discipline corresponding to the topic of the doctoral dissertation. In justified cases, members of the Committee may declare affiliation to another discipline,

2) three reviewers

and then submits the documentation to the Council for Academic Degrees.

2. The Council for Academic Degrees appoints a Doctoral Committee to carry out activities in the procedure for awarding a doctoral degree, consisting of:
 - 1) six people holding at least a postdoctoral degree, including the Chairperson of the Doctoral Committee. Committee members should declare disciplines in the field of science to which the basic discipline corresponding to the topic of the doctoral dissertation belongs. In justified cases, members of the Committee may declare affiliation to another discipline;
 - 2) three reviewers of the doctoral dissertation.
3. The Doctoral Committee cannot include: the candidate's supervisor/supervisors/supervisor and assistant supervisor. The supervisor/supervisors/supervisor and assistant supervisor participate in the meetings of the Committee without the right to vote.
4. Members of the Doctoral Committee are obliged to inform about any circumstances that may affect their impartiality and objectivity in assessing the candidate. In the event of a conflict of interests, the Committee decides to exclude a member of the Committee from the evaluation procedure.
5. The Council for Academic Degrees may invite the Chairperson of the Doctoral Committee to a meeting to report on the course of the doctoral dissertation defense.
6. The doctoral dissertation is verified using the Uniform Anti-plagiarism System referred to in Art. 351 (1) of the Act, by the supervisor/supervisors/supervisor and assistant supervisor. The report from the Uniform Anti-plagiarism System, signed by the supervisor/supervisors/supervisor and assistant supervisor, is attached to the documentation.

§ 5

1. The reviewers are appointed from among persons who have at least a postdoctoral degree, representing the discipline in which the doctoral degree is awarded, and who are not employees of the doctoral-degree-granting entity or the university, institute of the Polish Academy of Sciences, research institute or international institute of which the candidate is an employee. The reviewer may represent a discipline other than the one in which the proceedings are conducted, if it is substantively justified by the subject of the doctoral dissertation, and the reviewer's scientific achievements confirm his qualifications in this area. The reviewer may be a person who does not meet the conditions specified in the first sentence and is an employee of a foreign university or scientific institution, if the Council for Academic Degrees decides that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
2. The review of a doctoral dissertation contains a justified and unambiguous assessment of whether the doctoral dissertation meets the conditions specified in Art. 187 of the Act.
3. The review is prepared within two months from the date of submission of the doctoral dissertation to the reviewer.

§ 6

1. The dean's office of the faculty providing administrative services for a given discipline, no later than 33 days before the scheduled date of defense of the doctoral dissertation, submits the paper version to the Library of Lodz University of Technology, and electronic version of the doctoral dissertation along with its summary and reviews The Science Support Center, which forwards the documentation to the Management Organization Department for its immediate publication in the Public Information Bulletin on the University's website.
2. Immediately after the documents are made available in the Public Information Bulletin, the Science Support Center publishes them in the Integrated Information System on Higher Education and Science POL-on.

3. The Dean's Office of the Faculty providing administrative services for a given discipline, no later than 13 days before the scheduled date of defense of the doctoral dissertation, provides the Science Support Center with information about its date, place and method of its conduct in order to make the information available, via the Management Organization Department, in the Public Information Bulletin on the website of the University.

§ 7

1. The review may include proposals to supplement or improve the doctoral dissertation, which the Doctoral Committee forwards to the candidate and the supervisor(s)/supervisor and assistant supervisor. The candidate submits the supplemented or corrected doctoral dissertation to the Committee, which sends it for re-evaluation by the same reviewers. The reviewers submit to the Committee a review of the supplemented or corrected doctoral dissertation within one month from the date of ordering this review. After reading the reviews of the doctoral dissertation and the documentation, the Doctoral Committee decides whether to allow the dissertation to be publicly defended.
2. Admission to the doctoral dissertation defense shall be subject to the receipt of at least two positive reviews and the fulfilment of the requirements set out in § 2 and § 3.
3. The Doctoral Committee sets the date for public defense, no earlier than 30 days from the publication of the doctoral dissertation together with its summary and reviews in the Public Information Bulletin on the University's website.
4. Subject to the provisions of section 5, the defense takes place at an open meeting of the Doctoral Committee, in the presence of the Chairperson and at least half of its members, including at least two reviewers and the supervisor/supervisors/supervisor and assistant supervisor. In the absence of the reviewer, the Chairperson of the Committee orders the reading of the review.
5. The Council for Academic Degrees, upon the request of the supervisor/supervisors/supervisor and assistant supervisor, approved by the discipline council, may adopt a resolution to exclude, in part or in whole, the openness of the meeting referred to in section 4, for an important reason, in particular in the case of defending a doctoral dissertation, the subject of which is legally protected secret.
6. During the defense, the candidate presents the main assumptions and results of the doctoral dissertation, and then the dissertation reviewers present their reviews. Everyone present at the meeting may take part in the discussion on the doctoral dissertation.

§ 8

1. After the completion of the public defense, the Doctoral Committee - in a closed session - by a simple majority of votes, in the presence of at least half of its members, in a secret ballot, adopts a resolution on the recommendation to award or refuse to award the academic degree of doctor in the appropriate discipline or field. In the event of an equal number of votes "for" and "against", a discussion is held and the vote on a given issue is repeated, and if there is no solution again, the Chairperson decides. The Committee's deliberations may be held using technical devices enabling remote deliberations with simultaneous direct transmission of image and sound. The minutes and the resolution adopted by the Committee using electronic means of communication are signed by the Chairperson of the Committee.
2. The Council for Academic Degrees, at the request of the Doctoral Committee, adopts a resolution on awarding or refusing to award a doctoral degree. The Council for Academic Degrees adopts resolutions by secret ballot, in the presence of at least half of its members, including at least half of the representatives of the discipline in which the resolution is adopted, by a simple majority of votes. In the event of an equal number of votes "for" and "against", a discussion is held and the vote on a given issue is repeated, and if there is no solution again, the Chairperson decides. Resolution of the Council for Academic Degrees, which is an administrative decision within the meaning of Art. 107 of the Act of 14 June 1960 - Code of Administrative Procedure (i.e Journal of Laws of 2023 item 775, as amended. amended), ends the procedure for awarding a doctoral degree.

3. After adopting a resolution on conferring a doctoral degree, the discipline council may decide to award a doctoral dissertation. The rules for distinguishing doctoral dissertations are determined by the relevant discipline council.
4. Professors and university professors are authorized to adopt resolutions in promotion proceedings.
5. The costs of the proceedings for conferring the doctoral degree, including the costs of concluding agreements with reviewers, are borne by the independent organizational unit referred to in § 17 (1) of the Statute of Lodz University of Technology, which employs the doctoral dissertation supervisor indicated as the first in the application to appoint a supervisor. In case of dispute, the unit paying the fee is indicated by the Rector.

§ 9

The discontinuation of the procedure for awarding a doctoral degree takes place in accordance with the applicable Art. 105 § 1 of the Code of Administrative Procedure, based on the candidate's declaration - on the withdrawal of the application to initiate the procedure for awarding a degree, addressed to the Chairperson of the Council for Academic Degrees, or may take place in accordance with the appropriately applied Art. 105 § 2 of the Code of Administrative Procedure - on the basis of an application to discontinue these proceedings.

Chapter 3

Proceedings for awarding a doctoral degree in the extramural mode

§ 10

1. A person applying for the award of a doctoral degree on an extramural basis submits to the Council for Academic Degrees, through the council of the discipline appropriate to the subject of the dissertation, an application for the appointment of a supervisor/supervisors/supervisor and assistant supervisor, the template of which is attached as Appendix 4 to this Resolution. The application includes the consent of the future supervisor/supervisors/supervisor and assistant supervisor to perform this function.
2. The discipline council gives an opinion on the application and forwards it to the Council for Academic Degrees. The Council for Academic Degrees appoints the supervisor/supervisors/supervisor and assistant supervisor within 30 days from the date of submission of the application referred to in section 1, if the persons indicated in the application for the appointment of supervisor/supervisors/supervisor and assistant supervisor, meet the requirements provided for in Art. 190 of the Act.
3. The Council for Academic Degrees also decides to change the supervisor/supervisors and assistant supervisor at the request of the person applying for the award of a doctoral degree in the external mode or the supervisor/supervisors or an assistant supervisor, submitted through the discipline council and indicating candidates for the above functions in consultation with a person applying for a doctoral degree. The new supervisor(s) or assistant supervisor(s) are appointed within 30 days from the date of application. The change of supervisor(s) or assistant supervisor(s) is conditioned by the loss of the ability of the current supervisor(s) to perform the function.
4. The supervisor/supervisors/supervisor and assistant supervisor draw up an opinion on the doctoral dissertation prepared in the extramural mode within 2 months of its submission for an opinion.
5. A person applying for a doctoral degree in the extramural mode, in order to prepare a doctoral dissertation, has the right to use the University's research and IT infrastructure on the terms specified in a separate resolution.

§ 11

1. After receiving information about the appointment of supervisors, the candidate submits an application to the Council for Academic Degrees through the appropriate discipline council to initiate the procedure for awarding a doctoral degree, the template of which is attached as Appendix No. 5 to this Resolution, together with the documents referred to in § 3 (3) and (4) of this Resolution.
2. After initiating the procedure for awarding a doctoral degree, an agreement is concluded with the candidate on the principles of financing the costs of conducting the procedure. This agreement regulates in particular the issue of meeting two conditions for awarding a degree:
 - 1) examination in the discipline in which the doctoral degree will be awarded
 - 2) confirmation of knowledge of a modern foreign language other than the native language at a level of at least B2.

§ 25 (2), (3) and (4) of this Resolution shall apply accordingly.

§ 12

The candidate is obliged to pass an examination in the discipline in which the procedure for awarding a doctoral degree will be initiated, confirming qualifications at PQF level 8. At the request of the candidate, submitted through the discipline council, the Council for Academic Degrees shall appoint an examination committee consisting of at least five persons holding at least a post-doctoral degree in the relevant academic discipline, including the chairperson. Taking examinations in the discipline in which the proceedings will be initiated may be carried out using technical devices enabling remote conversations with simultaneous direct transmission of image and sound.

§ 13

In matters not regulated in Chapter 3, the provisions of this Resolution shall apply.

Chapter 4

Detailed procedure for the conferment of the degree of doktor habilitowany at Lodz University of Technology and the method of appointing members of the Habilitation Committee

§ 14

The conditions for awarding a degree of doktor habilitowany at Lodz University of Technology are:

- 1) holding a doctoral degree;
- 2) having scientific or artistic achievements, including at least:
 - a) a 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 prepared in accordance with the regulations issued pursuant to Art. 267 (2) (2) (a) of the Act, or
 - b) 1 series of thematically related scientific articles published in scientific journals or in peer-reviewed materials of international conferences, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, or
 - c) 1 completed original design, construction, technological or artistic achievement constituting a significant contribution to the development of a given discipline; it may be part of collective work if the development of a separate issue is the candidate's individual contribution;
- 3) demonstrating significant scientific or artistic activity carried out at more than one university, scientific institution or cultural institution, especially a foreign one.

§ 15

The obligation to publish does not apply to the candidate's achievements whose subject matter is covered by the protection of classified information.

§ 16

The candidate submits an application, via RDN, to Lodz University of Technology.

§ 17

The Council for Academic Degrees, within 4 weeks from the date of receipt of the request to conduct the proceedings from the RDN, after seeking the opinion of the relevant discipline council, adopts a resolution on consent or refusal to to the conduct of the proceedings for the award of the degree of doktor habilitowany. If permission to proceed is refused, the application is returned to the RDN.

§ 18

1. The Council for Academic Degrees , within 6 weeks of being informed of the members of the Habilitation Committee appointed by the RDN, appoints the Habilitation Committee. For this purpose, the Council for Academic Degrees requests the relevant discipline council to indicate at least 3 candidates within 2 weeks. The Council for Academic Degrees shall appoint, as members of the Habilitation Committee, 2 persons holding a postdoctoral or professorial degree, employed at the University (including the Secretary) and a reviewer with a postdoctoral or professorial degree and current scientific or artistic achievements and recognized reputation, including internationally, who is not an employee of the University.
2. The Secretary of the Habilitation Committee, within 30 days of the date of the appointment of the Habilitation Committee, forwards the candidate's application and information on the composition of the Committee (in electronic form) to the Science Support Center for entry into the candidate's database of documents for promotion proceedings in the POL-on Integrated Information System for Higher Education and Science.

§ 19

A member of the Habilitation Committee cannot be a person in relation to whom there are justified doubts as to his impartiality, e.g. who has publications or research works jointly with the candidate or who is a publishing reviewer of his scientific achievements. Committee members are required to declare any circumstances that may affect their impartiality and objectivity in assessing a candidate.

§ 20

The reviewer may be an employee of a foreign university or scientific institution if, in the opinion of the Council for Academic Degrees, he or she has significant achievements in the field of issues related to the candidate's achievements. A person cannot become a reviewer if he or she failed to meet the deadline twice in the last 5 years to prepare an assessment of the achievements of persons applying for the degree of doktor habilitowany.

§ 21

The reviewers, within 8 weeks of the date of service of the application to them, assess whether the scientific or artistic achievements of the candidate meet the requirements set out in Article 219(1)(2) of the Act and prepare reviews.

§ 22

1. The Habilitation Committee, after reviewing the reviews, conducts a habilitation colloquium. The habilitation colloquium will not be held if at least 2 reviews are negative. The habilitation colloquium is conducted according to the following rules:

- 1) The Habilitation Committee determines the date of the habilitation colloquium. The colloquium takes place at a meeting of the Habilitation Committee within 4 weeks from the date of receipt of the last review. The Secretary of the Habilitation Committee informs the candidate about the date, time and place of the habilitation colloquium no later than 10 days before its date;
 - 2) the habilitation colloquium may be conducted outside the University's premises using technical devices enabling remote conversations with simultaneous direct transmission of image and sound;
 - 3) the habilitation colloquium is public, with the exception of colloquium on achievements whose subject matter is protected by classified information. The habilitation colloquium takes place in a hybrid form. Members of the Council for Academic Degrees competent for the discipline in which the procedure for the conferment of the degree of doctor of habilitation is conducted may participate in the on-site form in addition to the Habilitation Committee. Any person may participate in the remote mode after prior notification of willingness to participate in the colloquium via the University's IT systems;
 - 4) The habilitation colloquium is conducted in the presence of at least half of the members of the Habilitation Committee, including at least two reviewers. The habilitation colloquium consists of the following parts:
 - a) the candidate's presentation of scientific or artistic achievements constituting the basis for the procedure for awarding the degree of doktor habilitowany,
 - b) responses to reviewers' comments and discussions with members of the Habilitation Committee on the candidate's achievements referred to in (a) and,
 - c) responses to questions from members of the relevant Council for Academic Degrees regarding the candidate's achievements referred to in (a) and. The Chairperson of the Habilitation Committee moderates the discussion and has the right to waive a question if the question is not directly related to these achievements,
 - d) answers to questions from people participating in the remote habilitation colloquium regarding the candidate's achievements referred to in (a) and. Questions are submitted in writing to the Chairperson of the Habilitation Committee via the University's IT systems. The Chairperson of the Committee has the right not to read a question if the question is not directly related to these achievements;
 - 5) After conducting the colloquium, the Habilitation Committee holds a meeting exclusively with the participation of its members. The habilitation colloquium is recorded by the recording clerk appointed by the Chairperson of the Habilitation Committee. The minutes are signed by the Chairperson of the Habilitation Committee.
2. The meeting of the Habilitation Committee, during which a resolution containing an opinion on awarding the degree of doktor habilitowany is adopted, is held no later than 6 weeks from the date of receipt of the last review and is carried out according to the following rules:
- 1) The committee adopts a resolution in the presence of at least six members, including the Chairperson and the Secretary;
 - 2) the resolution is adopted in an open vote, by a simple majority of votes. At the candidate's request, the Committee adopts a resolution in a secret ballot;
 - 3) an opinion cannot be positive if at least 2 reviews are negative;
 - 4) the Committee's deliberations may be held using technical devices enabling remote conversations with simultaneous direct transmission of image and sound;
 - 5) The Committee, after reading the review and conducting a discussion, adopts a resolution containing an opinion on awarding the degree of doktor habilitowany;
 - 6) the minutes and the resolution adopted using electronic means of communication are signed by the Chairman of the Committee;

- 7) The Secretary of the Committee shall immediately submit a resolution containing an opinion on the conferral of the degree of doktor habilitowany, together with the grounds and documentation of the proceedings, to the Council for Academic Degrees competent for the discipline in which the procedure for the conferral of the degree of doktor habilitowany is conducted.

§ 23

1. The Council for Academic Degrees - on the basis of a resolution of the Committee for the conferment of the degree of doktor habilitowany, within one month of the date of the receipt by the Committee of a resolution containing an opinion on the conferment of the degree of doktor habilitowany, adopts a resolution which shall be an administrative decision within the meaning of Article 107 of the Act of 14 June 1960 - Code of Administrative Proceedings, for the conferment or refusal to confer the academic degree of doktor habilitowany. The Council for Academic Degrees shall refuse to grant a degree where the opinion referred to in § 22(2) is negative.
2. Members of the Habilitation Committee, without voting rights, may be invited to the meeting of the Council for Academic Degrees at which the resolution to grant or refuse the degree of doktor habilitowany is to be adopted.
3. The Council for Academic Degrees adopts resolutions in a secret ballot, in the presence of at least half of its members, including at least half of the representatives of the discipline in which the resolution is adopted, by a simple majority of votes. In the event of an equal number of votes "for" and "against", a discussion is held and the vote is repeated, and if there is still no solution, the decision is made by the Chairperson.
4. Professors and university professors are authorized to adopt resolutions in promotion proceedings.

§ 24

1. The Secretary of the Habilitation Committee immediately forwards the following documents in electronic form to the Science Support Center: the candidate's application, information on the composition of the Habilitation Committee, reviews and a resolution containing an opinion on the awarding of the degree of doktor habilitowany along with a justification for the purpose of making the documents available, via the Management Organization Department, in Public Information Bulletin on the University's website. Then, the Science Support Center publishes the documentation in the Integrated Information System for Higher Education and Science POL-on.
2. The Secretary of the Habilitation Committee, no later than 10 days before the scheduled date of the habilitation colloquium, provides the Science Support Center with information about the date, place and method of conducting the habilitation colloquium in order to make the information available, via the Management Organization Department, in the Public Information Bulletin on the University's website.
3. The Secretary of the Habilitation Committee immediately forwards to the Science Support Center the electronic version of the resolution on awarding or refusing to confer the degree of doktor habilitowany in order to make the documents available, via the Management Organization Department, in the Public Information Bulletin on the University's website and in order to post the resolution in the Integrated Information System Higher Education and Science POL-on.
4. The costs of the procedure for awarding the degree of doktor habilitowany, including the costs of concluding contracts with reviewers, are borne by the independent organizational unit referred to in § 17(1) of the Statute of Lodz University of Technology, where the person applying for the postdoctoral degree is employed. In case of dispute, the unit paying the fee is indicated by the Rector.

Chapter 5

Rules for determining the amount of the fee for the procedure for awarding the degree of doctor and doktor habilitowany and exemption from this fee

§ 25

1. Pursuant to the Act, persons who have completed education at the Interdisciplinary Doctoral School of Lodz University of Technology and academic teachers employed at Lodz University of Technology are exempt from the fee for conducting the procedure for awarding a doctoral degree.
2. Exemption from the fee (in whole or in part), in particularly justified cases and at the candidate's justified request, may also be granted by the Rector. The application should be submitted to the Council for Academic Degrees within 7 days from the date of delivery of the cost estimate to the candidate.
3. The amount of the fee for conducting the procedure for awarding a doctoral degree is calculated by the dean's office designated to provide administrative services for a given discipline, taking into account in particular the remuneration of supervisors, assistant supervisor and reviewers as well as the costs of travel to Committee meetings, allowances and accommodation, and the costs of necessary analyzes commissioned by the Council for Academic Degrees. The estimate of costs, approved by the relevant Council for Academic Degrees immediately after the initiation of the procedure, is delivered to the candidate along with an indication of the deadline for payment of the fee.
4. The contract is concluded with the candidate or with the entity financing the procedure, which was indicated in the application to initiate the procedure. On behalf of Lodz University of Technology, the contract is concluded by the dean of the faculty whose Dean's Office has been designated to handle the discipline concerned.
5. The fee is paid by the candidate or the entity financing the procedure within the deadline specified in the contract.

§ 26

1. Under the Act, academic teachers employed at Lodz University of Technology are exempt from the fee for conducting the procedure for awarding the degree of doktor habilitowany.
2. Exemption from the fee (in whole or in part), in particularly justified cases and at the candidate's justified request, may also be granted by the Rector. The application should be submitted to the Council for Academic Degrees within 7 days from the date of delivery of the cost estimate to the candidate.
3. The amount of the fee for conducting the procedure for awarding the degree of doktor habilitowany is calculated by the dean's office designated for administrative support of a given discipline, taking into account in particular the remuneration of reviewers, members of the Habilitation Committee, costs of travel to Committee meetings, allowances, accommodation costs and the costs of necessary analyzes commissioned by the Council for Academic degrees. The estimate of costs, approved by the relevant Council for Academic Degrees immediately after the initiation of the procedure, is delivered to the candidate along with an indication of the deadline for payment of the fee.
4. The contract is concluded with the candidate or with the entity financing the procedure, which was indicated in the application to initiate the procedure. On behalf of Lodz University of Technology, the contract is concluded by the dean of the faculty whose Dean's Office has been designated to handle a given discipline.
5. The fee is paid by the postdoctoral candidate or the entity financing the procedure within the deadline specified in the contract.

Chapter 6

Regulations in the transitional period

1. Doctoral and postdoctoral proceedings initiated and not completed before October 1, 2019 are conducted in accordance with the principles set out in the Act on academic degrees and titles and on degrees and titles in the field of art (i.e. Journal of Laws of 2017, item 1789, as amended amended) and in the executive acts issued on its basis, provided that degrees are awarded in scientific fields and disciplines specified in the Regulation of the Minister of Science and Higher Education of October 11, 2022 on fields of science and scientific disciplines and artistic disciplines (Journal of Laws of Laws of 2022, item 2202), The Councils for Academic Degrees may appoint Doctoral Committees, composed of at least 7 people, to accept a doctoral dissertation and admit it to public defense. Members of the Committee may be persons who hold the title of professor or a postdoctoral degree in the scientific discipline in which a doctoral degree is to be awarded (or a related one) and in which they conduct research. The committees act under the authority of the Council for Academic Degrees and adopt resolutions on behalf of this body regarding the acceptance of a doctoral dissertation and its admission to public defense and acceptance of public defense.
2. Doctoral dissertations not completed by December 31, 2024 shall be discontinued or closed accordingly.
3. In the case of proceedings for the award of the degree of doktor habilitowany initiated and not completed by September 30, 2023, the Habilitation Committee may not conduct the habilitation colloquium.
4. Proceedings for the award of the doctoral degree and the degree of doktor habilitowany initiated after September 30, 2019 are conducted on the basis of the Act and this Resolution, provided that:
 - 1) in proceedings initiated by December 31, 2021, the achievements referred to in:
 - a) § 2 (3) (a) also includes scientific articles published:
 - in scientific journals or peer-reviewed materials from international conferences included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, before the date of publication of that list,
 - before 1 January 2019 - in scientific journals which were included in either Part A or Part C of the list of scientific journals established pursuant to the regulations issued on the basis of Article 44(2) of the repealed Act on Principles of Financing Science and announced by the communiqué of the Minister of Science and Higher Education of 25 January 2017 or were included in Part B of that list, with scientific articles published therein being awarded at least 10 points,
 - b) § 2(3)(b) and § 14(2)(a), shall also include scientific monographs published by:
 - publication included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(a) of the Act, before the date of publication of that list,
 - the organisational unit of the entity whose publication is included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(a) of the Act;
 - 2) In proceedings for the conferment of the degree of doktor habilitowany, the achievements referred to in § 14(2)(b) shall also include scientific articles published:
 - a) in scientific journals or peer-reviewed materials from international conferences included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, before the date of publication of that list,
 - b) before January 1, 2019 - in scientific journals that were included in part A or C of the list of scientific journals established on the basis of regulations issued pursuant to Art. 44 (2) of the repealed Act on the principles of financing science and announced by the announcement of the Minister of Science and Higher Education of January 25, 2017, or were included in part B of this list, and the scientific articles published therein were awarded at least 10 points.

5. Habilitation proceedings initiated and not completed before October 1, 2023 are conducted in accordance with the principles set out in Resolution No. 21/2021 of the Senate of Lodz University of Technology of May 26, 2021 on determining the procedure for awarding a doctoral degree and the detailed procedure for awarding the degree of doktor habilitowany.

§ 28

1. Persons 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 shall submit an application for the appointment of a supervisor(s) and assistant supervisor(s) to the competent Council for Academic Degrees through the disciplinary council appropriate to the subject of the prepared dissertation (Appendix 4). After appointing a supervisor/supervisors/supervisor and assistant supervisor, candidates submit an application to initiate the procedure for awarding a doctoral degree (Appendix No. 1) together with the documents referred to in § 3(3), with the exception of the document referred to in § 3(3)(3). In place of the document referred to in § 3 (3) (2), the candidate presents a certificate signed by the Head of Studies confirming completion of doctoral studies in accordance with the program enabling the candidate to obtain learning outcomes for qualifications at PQF level 8.
2. In the case of persons mentioned in section 1 learning outcomes in the field of knowledge of a modern foreign language are confirmed on the existing principles, based on the regulation of the Minister of Science and Higher Education of September 26, 2016 on the detailed procedure and conditions for carrying out activities in the doctoral process, in the habilitation procedure and in the procedure for the award of title of professor (Journal of Laws of 2016, item 1586),
3. Persons referred to in section 1 are exempt from the fee for the procedure for awarding a doctoral degree.

Chapter 7

Final provisions

§ 29

1. Resolution No. 21/2021 of the Senate of Lodz University of Technology of May 26, 2021 on determining the procedure for awarding the doctoral degree and the detailed procedure for the conferral of the degree of doktor habilitowany is repealed.
2. The resolution enters into force on September 27, 2023, with effect from October 1, 2023.

prof. dr hab. inż. Krzysztof Józwick
Rector of Lodz University of Technology
/signed with a qualified digital signature/.

Łódź, on

.....

(first name and last name)

.....

(address)

.....

Phone

.....

(e-mail)

Ms/Mr

Chairperson of the Council for Academic Degrees in Disciplines

.....

.....

Lodz University of Technology

APPLICATION

I request the initiation of proceedings for the award of a doctoral degree in the field of science and scientific discipline

..... / field of science

..... based on the
doctoral dissertation on the topic: "

.....
....."

The supervisor(s) is/are:

.....
.....

(title, degree, name, surname, place of work of the supervisor(s))

The assistant supervisor is

.....

(title, degree, name, surname, place of work of the assistant supervisor)

.....

(candidate's signature)

Łódź, on

.....
(first name and last name)

LIST OF PUBLISHED SCIENTIFIC PAPERS

1. Scientific articles in journals that, at the time of publication of the article, were included in the ministerial list of scientific journals and peer-reviewed materials from international conferences:

No.	Author/ authors of the publication	Title of the article	Journal name, number, year, article page range	ISSN	Number of ministerial points	IF (if applicabl e)	Number of citations by Web of Science (no self- citations)

2. Peer-reviewed materials from an international conference that, at the time of publication, were included in the ministerial list of scientific journals and peer-reviewed materials from international conferences:

No.	Author/ Authors of the publication	Title of the article	Conference name, time and place	ISSN	Number of ministerial points	IF (if applicabl e)

3. Scientific monographs or chapters in peer-reviewed scientific monographs published by publishing houses which, at the time of publication of the monograph or chapters, were included in the ministerial list of publishers publishing peer-reviewed scientific monographs:

No.	Author/ Authors of the publication	Title of the monograph	Publisher, place of publishing, year of publishing, page range of the monograph	ISBN	Number of ministerial points

4. List of other scientific publications:

5. Other scientific achievements:

.....
(candidate's signature)

Łódź, on

.....

(first name and last name)

STATEMENT

I state that the electronic version of the doctoral dissertation (file:pdf^{*)}) on the topic

"

.....

..... " is consistent with the printed version of this dissertation submitted to the Dean's Office at the Faculty of

.....

.....

(candidate's signature)

^{*)} enter the file name

Łódź, on

.....

(first name and last name)

.....

(address)

.....

Phone

.....

(e-mail)

Ms/Mr

Chairperson of the Council for Academic Degrees in Disciplines

.....

.....

Lodz University of Technology

APPLICATION

I request that, in fulfilment of the obligation under Article 201(2) of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended) the following persons be considered first in the appointment of the supervisor/supervisor(s) and assistant supervisor(s)

Ms/Mr^{*)}
name and surname, title and/or academic degree and unit/university of the supervisor

Ms/Mr^{*)}
name and surname, title and/or academic degree and unit/university of the supervisor

Ms/Mr^{*)}
name and surname, title and/or academic degree and unit/university of the assistant supervisor

.....
legible signature of the candidate

List of attachments:

1. Statement of the supervisor/ supervisors/ supervisor and assistant supervisor (separately for each person)

STATEMENT

I hereby consent to providing scientific supervision to the candidate^{*)}

Ms/Mr^{*)}

name and surname of the candidate

as a supervisor/assistant supervisor^{*)} and I declare that I meet the requirements specified in Art. 190 (4-6) of the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended)

At the same time, I state that I am currently providing scientific supervision^{*} to:

..... candidate(s) (please enter the number of candidates including this application), including:

..... at the Interdisciplinary Doctoral School of Lodz University of Technology (as above);

..... as part of doctoral studies.

^{*} refers to the provision of academic supervision as a academic tutor, supervisor assistant supervisor, regardless of the stage of education process or the stage of the procedure for the award of the doctoral degree.

.....

academic title/degree, name and surname and signature

Aware of criminal liability under Art. 233 of the Act of 6 June 1997 - Polish Penal Code (i.e Journal of Laws Laws of 2022, item 1138, as amended) about submitting false testimony, I state that the above data is true.

.....

academic title/degree, name and surname and signature

^{*} delete as appropriate

Łódź, on

.....

(first name and last name)

.....

(address)

.....

Phone

.....

(e-mail)

Ms/Mr

Chairperson of the Council for Academic Degrees in Disciplines

.....

.....

Lodz University of Technology

APPLICATION

I request the initiation of proceedings for the award of a doctoral degree in the field of science and scientific discipline

..... / field of science

..... based on the
doctoral dissertation on the topic:

"
..... "

The supervisor(s) of the dissertation is/are

.....

(title, degree, name, surname, place of work of the supervisor(s))

.....

The assistant supervisor is

.....

(title, degree, name, surname, place of work of the assistant supervisor)

.....
I undertake to pay a fee for conducting the proceedings in the amount of PLN
(in words:) until

.....
to the bank account

.....
*(alternatively: provide details of the entity financing the proceedings: name of the entity,
address, Tax Identification Number)*

.....
(candidate's signature)