

Proceedings for the conferment of the doctoral degree

1. General Provisions

1. Proceedings for the conferment of the doctoral degree are conducted at the Institute of Economics of the Polish Academy of Sciences (INE PAN) under the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws /Dz. U./ of 2018 item 1668 - hereinafter referred to as **the Act**) and this document.
2. The proceedings are initiated upon a motion submitted to the Director of the Institute of Economics of the Polish Academy of Sciences. The doctoral degree is conferred by the decision of the Academic Council of the Institute of Economics of the Polish Academy of Sciences.
3. The doctoral degree at INE PAN can be obtained only if the applicant:
 - a) holds a professional master's degree, master of engineering or equivalent degree, or holds a diploma authorising to apply for conferring a doctoral degree in the country in whose system of higher education the issuing university operates (in accordance with art. 186 sec. 1 item 1 of the Act);
 - b) has achieved the learning outcomes for the qualification at the 8th level of the PRK (Polish Qualification Framework), whereby the learning outcomes for the knowledge of a modern foreign language are confirmed by a certificate or diploma of graduation, certifying the knowledge of that language at a proficiency level of at least B2. For those who began their doctoral program prior to the 2019/2020 academic year and, as of 1 October 2019, will be applying for conferring the doctoral degree on the basis of the new regulations, learning outcomes in the field of knowledge of a modern foreign language will be confirmed in accordance with the existing rules;
 - c) has at least one academic article published in an academic journal or in peer-reviewed materials from an international conference, which in the year of publication of the final form of the article were included in the list drawn up in accordance with the provisions of the Act, or at least one academic monograph published by a publishing house which in the year of publication of the final form of the monograph were included in the list drawn up in accordance with the provisions issued under the provisions of the Act, or a chapter in such a monograph;
 - d) presented his/her academic achievements related to the topic of her/his PhD thesis at the seminar at the INE PAN ;
 - e) presented and defended his/her doctoral dissertation.

2. Doctoral advisor

1. Academic supervision over the preparation of the doctoral dissertation is provided by an advisor or advisors or by an advisor and an assistant advisor. The doctoral advisor should meet the conditions stipulated in the Act and he/she is appointed by the INE PAN Academic Council.
2. A person who intends to initiate proceedings for the conferment of the doctoral degree submits a motion for the appointment of an advisor or advisors to the Director of INE PAN, in which he/she may indicate a proposal of a person or persons to assume this role. The Director of INE PAN forwards the motion to the Academic Council of INE PAN for consideration.
3. A person with a degree of habilitated doctor or professor title may be a doctoral advisor, and a person with a doctoral degree - an assistant advisor. In addition, a person who does not meet the abovementioned conditions and who is an employee of a foreign university or academic institution may also become an advisor, if the Academic Council

of INE PAN decides that the person has significant achievements in the field of academic issues covered in the dissertation.

4. A person who, within the last 5 years, has been the advisor of four doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation, or has supervised the preparation of a dissertation by at least two applicants for the doctoral degree who did not receive positive dissertation reviews, cannot become an advisor.
5. In the event that an advisor cannot or does not want to perform this role, he/she should inform the Academic Council about it before voting on his/her candidature.

3. The motion for initiation of proceedings for conferment of a doctoral degree at INE PAN

The motion to initiate proceedings for the conferment of a doctoral degree at INE PAN (hereinafter also referred to as **the Motion**) may be submitted by a person who:

1. Holds a professional master's degree, Master of engineering or equivalent degree, or holds a diploma authorising to apply for conferring a doctoral degree in the country in whose system of higher education the issuing university operates (in accordance with art. 186 sec. 1 item 1 of the Act). The motion may also be submitted by a person who does not meet the abovementioned condition, provided that he or she is a graduate of a first degree program or a student who has completed the third year of a uniform Master's degree program and requests the initiation of proceedings due to the existence of an exceptional circumstance justified by the highest quality of academic achievements (Art. 186 sec. 2 of the Act in conjunction with Art. 189 of the Act).
2. He or she has a track record consisting at least of:
 - a) an academic article published in an academic journal or in peer-reviewed materials from an international conference (included in the list according to Art. 186 sec. 1 item 3 Of the Act), or
 - b) 1 academic monograph published by a publishing house which, in the year of publication of the final form of the monograph was included in the list drawn up in accordance with the regulations issued under the provisions of the Act, or a chapter in such monograph (included in the list in accordance with Art. 186 sec. 1 item 3 of the Act), or
 - c) an artistic work of significant importance.
3. In case of the proceedings for conferment of the doctoral degree initiated from 1 October 2019 until 31 December 2020 also holds significance in terms of meeting the requirement for the achievement track record:
 - a) academic articles published before 1 January 2019 in a journal not included in the new Minister's list, but included in either Part A or Part C of the list of academic journals announced by the announcement of the Minister of Science and Higher Education of 25 January 2017 on the list of academic journals along with the number of points awarded for academic publications in these journals, determined on the basis of the lists announced in 2013-2016, or included in Part B of this list, with at least 10 points awarded to academic articles published in them,
 - b) monographs published by an organisational unit of an entity whose publication is included in the announcement of the Minister of Science and Higher Education dated 18 January 2019 on the list of publishing houses that publish peer-reviewed academic monographs.
4. She has achieved the learning outcomes for the qualification at the 8th level of the PRK (Polish Qualification Framework), whereby the learning outcomes for the knowledge of a modern foreign language are confirmed by a certificate or diploma of graduation, certifying the knowledge of that language at a proficiency level of at least B2. Those who

began their doctoral program prior to the 2019/2020 academic year and, as of 1 October 2019, will be applying for conferring the doctoral degree on the basis of the new regulations, learning outcomes in the field of knowledge of a modern foreign language will be confirmed in accordance with the existing rules, i.e. on the basis of the Act of 14 March 2003 on academic degrees and academic title and degrees and title in art (Journal of Laws /Dz. U./ of 2017 item 1789) and Executive Orders.

5. The following documents must accompany the application for the doctoral degree:
 - a) certified copy of the document confirming possession of a professional title referred to in Art. 186 sec. 1 point 1 of the Act or confirming the circumstances listed in art. 186 sec. 2 of the Act;
 - b) dissertation along with a positive review of the advisor(s). Depending on the form of the dissertation, the motion shall include: a written dissertation (including an academic monograph or a collection of published and academic articles on similar topics, or an independent and separated part of a collective work) in five written copies and in electronic form on a digital carrier;
 - c) a summary of the dissertation in English, and for dissertations prepared in a foreign language also a summary in Polish;
 - d) a certified copy of a certificate or a diploma, certifying knowledge of a modern foreign language at a level of proficiency of at least B2, if required, or any other appropriate document certifying learning outcomes in the field of foreign language proficiency in accordance with sec. 4 above;
 - e) dissertation abstract presenting: objectives of the study, research questions (hypotheses), justification of the chosen research issues, subject and range of research, applied research methods and data, obtained results and conclusions, the structure of the study;
 - f) declarations on assuming the role of an advisor or advisors, possibly an assistant advisor;
 - g) an academic curriculum vitae with a list of academic publications. In case of multi-author publications, information on the contributions of individual authors must be submitted;
 - h) a statement in which the applicant identifies at least one publication that satisfies a formal requirement for initiation of proceedings for conferring the doctoral degree. The fulfillment of this condition should be documented by submitting a digital copy of the publication to INE PAN;
 - i) Information about the course of the doctoral dissertation or the proceedings for conferring the doctoral degree, if the doctoral student has previously applied for the doctoral degree.

4. Proceedings for the motion.

1. The Director of the Institute shall immediately forward the submitted motion to the Academic Council of INE PAN.
2. The Academic Council of INE PAN may appoint committees to verify the learning outcomes for the applicant's qualifications at level 8 of the PRK (Polish Qualification Framework) mentioned in paragraph 3 sec. 4 of this document and compliance with the requirement referred to in paragraph 3 sec. 2 and 3 of this document in case of multi-author publications. ("**Academic Review Committees**") The academic review committee shall be composed of at least four persons holding the title of professor or habilitated doctor in the academic discipline in which the doctoral degree is conferred or a related discipline. The duties of the review committee, as discussed below, shall be carried out directly by the Academic Council in the event that such a committee is not appointed.
3. The advisor(s) may attend meetings of the review committee but shall not have voting rights.

4. Learning outcomes at PRK (Polish Qualification Framework) level 8 are verified on the basis of:
 - a) economics exam;
 - b) research methodology or philosophy exam;
 - c) documents supporting the learning outcomes at PRK (Polish Qualification Framework) 8 level submitted by the candidate;
 - d) candidate interview.
5. The exams shall be conducted by a review committee consisting of at least three persons who shall decide on the appropriate form and scope of the examinations.
6. Verification of compliance with the requirement referred to in paragraph 3 sec. 2 and 3 of this document in the case of multi-author publications shall be made on the basis of documents and statements of the other authors provided by the applicant for the doctoral degree, or on the basis of other documents and data concerning the multi-author publication that bring credibility regarding the degree of applicant's involvement in the publication. In order to make a decision, the members of the review committee may require the applicant to provide other documents or information.
7. The result of the verification may be positive or negative.
8. In case of a negative result of the exam referred to in paragraph 5 above, the Academic Council of the INE PAN, upon the candidate's request, may allow the candidate to retake the exam, but not earlier than three months after taking the exam for the first time and only once.
9. If the motion for the initiation of proceedings for the conferment of the doctoral degree does not meet the formal requirements set out in paragraph 3 hereof or other requirements resulting from legal regulations, the Academic Council or a committee appointed by it shall call the applicant to supplement the formal deficiencies within a period not shorter than 7 days, with the instruction that in the event of failure to remove the deficiencies, the motion shall not be processed. The Academic Council (or a committee appointed by it) may require the applicant to present the original documents submitted.
10. The proceedings for to the conferment of the doctoral degree conclude with the resolutions of the Academic Council of INE PAN, including in particular
 - a) the decision to initiate or refuse to initiate proceedings for the conferment of the doctoral degree,
 - b) appointing and changing the advisor(s),
 - c) designating reviewers,
 - d) accepting the dissertation and admitting it for the public defence,
 - e) accepting the public defence of the dissertation,
 - f) making the decision whether to award the doctoral degree or not.
11. The rules of operation of the Academic Council of INE PAN, including the procedure for adopting resolutions, are set out in separate regulations of the Academic Council of INE PAN.
12. The activities set forth in the procedure for the conferment of the doctoral degree can also be performed by a committee appointed by a resolution of the Academic Council of INE PAN, called the "**doctoral committee**", consisting of:
 - a) members of the Academic Council of INE PAN appointed by its resolution, holding the title of professor in the area of science which includes the scientific discipline corresponding to the topic of the doctoral dissertation or a related scientific discipline, the degree of habilitated doctor in the area of the basic or related scientific discipline, or persons who have acquired powers equivalent to those conferred by the degree of habilitated doctor and who conduct research or teaching activities in that discipline,
 - b) dissertation reviewers,
 - c) doctoral advisors.
13. The duties of the doctoral committee include in particular:

- a) reading the dissertation and the opinion of the advisor(s),
 - b) reading the dissertation reviews, the results of the doctoral exams, and verifying that the doctoral student has met his or her obligations under applicable laws,
 - c) passing a resolution on accepting the dissertation and admitting it to public defence. If the dissertation gets a negative opinion - preparing a justification in writing.
 - d) setting a date for the dissertation defence,
 - e) conducting a public defence,
 - f) passing a resolution on accepting the public defence of the doctoral dissertation and preparing a motion/project for a resolution on conferring the doctoral degree and presenting it to the Academic Council of INE PAN.
14. The above regulations shall apply mutatis mutandis to the responsibilities of the Academic Council in the event that a doctoral committee is not appointed.
15. If the initiation of the proceedings for conferring a doctoral degree is not admitted, the doctoral student may reapply after completing the deficiencies.

5. Admission to the dissertation defence

Admission to the dissertation defence is contingent on the following:

1. Obtaining at least two positive dissertation reviews.
2. Positive verification of the dissertation by Jednolity System Antyplagiatowy (the Uniform Anti-Plagiarism System).
3. Achieving the learning outcomes for the qualification at the 8th level of the PRK (Polish Qualification Framework), whereby the learning outcomes for the knowledge of a modern foreign language are confirmed by a certificate or diploma of graduation, certifying the knowledge of that language at a proficiency level of at least B2. For those who started their doctoral studies before the academic year 2019/2020 and will apply for the doctoral degree on the basis of the new regulations from October 1 of this year, the learning outcomes in the field of knowledge of a modern foreign language will be confirmed according to the existing rules.

6. Final Provisions

1. The amount of the fee for conferring an extramural doctoral degree, including the amount of indirect costs, as well as the possibility of being exempted from these fees, are determined by the Director of INE PAN, and in justified cases, he/she may waive this fee.
2. In the matters not covered by this document, the provisions of the Act and executive orders, as well as the provisions in force at INE PAN, apply.