

RESOLUTION NO. 9.2026
OF THE FEDERATION ASSEMBLY OF THE VIZJA UNIVERSITY SCIENTIFIC FEDERATION
of August 12, 2026

**on determining the procedure for the conferral of academic degrees and the
functioning of the Doctoral Academy in the VIZJA University Scientific Federation**

Pursuant to § 4 of the Statutes of the VIZJA University Scientific Federation, the Federation Assembly hereby resolves as follows:

§ 1

1. The procedure for the conferral of the degree of doctor and the degree of habilitated doctor in the VIZJA University Scientific Federation is hereby adopted.
2. The terms used in this resolution shall have the following meanings:
 - 1) **Participating Entity** – VIZJA University with its registered office in Warsaw or Andrzej Frycz Modrzewski University in Krakow;
 - 2) **President** – the President of the VIZJA University Scientific Federation;
 - 3) **Council Chair** – the chair of the Scientific Council of the Discipline;
 - 4) **Scientific Council** – the Scientific Council of the Discipline referred to in the Statutes of the VIZJA University Scientific Federation;
 - 5) **RDF** – the Federation Data Repository referred to in separate regulations.
 - 6) **Federation** – the VIZJA University Scientific Federation;
 - 7) **Act** – the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
 - 8) **Federation Assembly** – the Federation Assembly of the VIZJA University Scientific Federation;
 - 9) **Doctoral Academy** – an organizational unit of the Federation/Andrzej Frycz Modrzewski University in Krakow, as of the academic year 2026/2027, responsible for providing education preparing for the submission of an application for the initiation of proceedings for the conferral of the academic degree of doctor in the external procedure;
 - 10) **Doctoral Committee, Habilitation Committee, Examination Committee, Verification Committee and Qualification Committee** – committees appointed by the Scientific Councils;
 - 11) **Committee for Academic Degrees of Andrzej Frycz Modrzewski University in Krakow, Scientific Council of VIZJA University** – the bodies responsible for conferring academic degrees before October 1, 2025.

§ 2

1. The academic degree of doctor or the academic degree of habilitated doctor shall be conferred by the Scientific Council.
2. If a doctoral dissertation covers scientific issues from more than one discipline, the discipline in which the academic degree of doctor is to be conferred shall be indicated. The

decision in this matter shall be made jointly by the Chairs of the Councils concerned by the doctoral dissertation.

§ 3

1. The rules of procedure for conferring the academic degree of doctor in the VIZJA University Scientific Federation are set out in Appendix No. 1 to this resolution.
2. The rules of procedure for conferring the degree of habilitated doctor in the VIZJA University Scientific Federation are set out in Appendix No. 2 to this resolution.

§ 4

1. Members of the Scientific Council shall submit to the Council Chair, within the prescribed time limit, in writing or by e-mail, statements containing the following information necessary to conduct voting using means of direct remote communication: e-mail address, identifiers in the messaging application used that enables a videoconference to be held, and mobile telephone number. A member of the Scientific Council shall be obliged to update the above statement in the event of any change in the data.
2. If the statement is not submitted within the prescribed time limit, the Council Chair shall, in writing or by e-mail, call upon the member of the Scientific Council to submit without delay the statement referred to in sec. 1. If the statement is not submitted, the Council Chair shall inform the President thereof.
3. Within the framework of the use of methods and techniques for conducting proceedings remotely and conducting voting using means of direct remote communication:
 - 1) the members of the Scientific Council shall be notified of the starting time of the videoconference, with an indication of the messaging application enabling the videoconference, and, where possible, the draft document shall be sent to the e-mail addresses provided;
 - 2) once connected via videoconference, a discussion of the draft and a vote shall take place;
 - 3) if the vote is not conducted during the videoconference, it may be conducted by circulation procedure, applying the same rules on ensuring the security and secrecy of the vote;
 - 4) minutes shall be drawn up containing at least the content of the draft act, a list of the participants in the vote, the result of the vote with information on the type of vote cast by each participant in the vote, and the signature of the Council Chair.
4. The provisions of sec. 3 shall apply mutatis mutandis to Doctoral Committees, Habilitation Committees, Examination Committees, Verification Committees and Qualification Committees.
5. Voting conducted using means of direct remote communication must ensure the secrecy of the ballot through the automatic anonymization of individual users and their separation from voter identifiers.

§ 5

1. Proceedings for the conferral of the doctoral degree and habilitation proceedings initiated and not completed in the Participating Entities before October 1, 2025 shall be conducted

on the basis of the existing provisions, except that the degree shall be conferred by the Scientific Council in the fields and disciplines specified in the regulations issued pursuant to Article 5 sec. 3 of the Act.

2. In proceedings for the conferral of the doctoral degree in the Participating Entities in which a resolution on the appointment of a supervisor or supervisors, or of a supervisor and an auxiliary supervisor, was adopted before October 1, 2025, but no resolution on the initiation of proceedings for the conferral of the doctoral degree was adopted, the proceedings for the conferral of the academic degree of doctor shall be conducted by the Scientific Council within the scope of its competence and in accordance with the rules referred to in § 3 sec. 1.
3. In proceedings for the conferral of the doctoral degree and habilitation proceedings initiated and not completed in the Participating Entities before October 1, 2025:
 - 1) actions performed in accordance with the existing provisions shall remain in effect;
 - 2) documentation produced in the course of the actions performed to date, in particular applications, reviews and minutes, shall remain valid.
4. The existing provisions shall apply to a change of supervisor in the doctoral proceedings referred to in sec. 1.
5. Fees for the costs of the proceedings referred to in sec. 1 shall be charged on the existing terms, in accordance with the agreements or resolutions in force at the time of the initiation of the proceedings, unless a specific provision provides otherwise.

§ 6

1. Doctoral committees and habilitation committees appointed in the Participating Entities before the date of appointment of the competent Scientific Council to perform actions in proceedings for the conferral of the doctoral degree and in habilitation proceedings, respectively, initiated and not completed before October 1, 2025, shall, as of the date of appointment of the competent Scientific Council, become, in those doctoral proceedings and habilitation proceedings, the Doctoral Committees and Habilitation Committees, respectively, of that Scientific Council and shall operate on the existing terms.
2. Examination committees appointed in the Participating Entities before October 1, 2025 to conduct examinations and recognize learning outcomes in proceedings initiated and not completed before October 1, 2025 shall operate in those proceedings on the existing terms as committees of that Scientific Council.
3. The doctoral committees, examination committees and habilitation committees referred to in sec. 1 and 2 shall retain their membership, subject to sec. 4 and subject to the proviso that the committee members shall be persons holding the title of professor or the degree of habilitated doctor and persons who have acquired rights equivalent to those of a habilitated doctor.
4. If the committees referred to in sec. 3 are unable to carry out their work, the Scientific Council may change or supplement their composition or appoint new committees.
5. Administrative support related to the conduct of doctoral proceedings and habilitation proceedings initiated and not completed before October 1, 2025 shall be provided in the Participating Entities in which those proceedings were initiated.

§ 7

1. Participants in the doctoral seminars conducted by Andrzej Frycz Modrzewski University in Krakow became, as of October 1, 2025, participants in the Doctoral Academy run by the Federation.
2. An agreement shall be concluded with the doctoral seminar participants transferred to the Doctoral Academy. The agreement shall be concluded by the President. The financial terms shall remain unchanged.
3. The supervisors/academic tutors of participants in the doctoral seminars conducted by Andrzej Frycz Modrzewski University in Krakow shall remain their supervisors/academic tutors in the Doctoral Academy.
4. The provisions of agreements concluded by participants in the doctoral seminars conducted by Andrzej Frycz Modrzewski University in Krakow relating to the financing of the doctoral proceedings shall remain in force, subject to the proviso that, after October 1, 2025, the Federation became a party to the agreement on the basis of an annex to the agreement or an agreement. Financial settlements related to the agreements shall be carried out as part of the work on the material and financial plan of the Federation.
5. An agreement shall be concluded with the existing supervisors/academic tutors. The agreement shall be concluded by the President of the Federation, subject to § 42, excluding sec. 2.

§ 8

1. This resolution shall enter into force on the date of its adoption.
2. Resolution No. 9.2026 of the Federation Assembly of the VIZJA University Scientific Federation of August 12, 2026 *on determining the procedure for the conferral of academic degrees and the functioning of the Doctoral Academy in the VIZJA University Scientific Federation* shall cease to have effect.

Chair of the Federation Assembly



.....
dr hab. Radosław Wiśniewski, Associate
Professor

Number of persons entitled to vote	7
Number of persons participating in the session in person	0



Number of persons participating in the session by means of electronic communication	5
Number of votes "in favor"	5
Number of votes "against"	0
Number of votes "abstaining"	0

*Appendix No. 1 to Resolution No. 9.2026
of the Federation Assembly of the VIZJA University Scientific
Federation
of August 12, 2026 on determining the procedure for the conferral
of the academic degree of doctor
and habilitated doctor in the VIZJA University Scientific Federation*

RULES OF PROCEDURE FOR CONFERRING THE ACADEMIC DEGREE OF DOCTOR IN THE VIZJA UNIVERSITY SCIENTIFIC FEDERATION

I. GENERAL PROVISIONS

§ 1

1. Proceedings for the conferral of the academic degree of doctor in the VIZJA University Scientific Federation shall be conducted on the basis of the applicable laws, in particular:
 - 1) the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the "**Act**";
 - 2) the Statutes of the VIZJA University Scientific Federation;
 - 3) the Rules of Procedure for Conferring the Academic Degree of Doctor in the VIZJA University Scientific Federation, hereinafter referred to as the "**Rules**".
 - 4) the provisions of the Act of June 14, 1960 – Code of Administrative Procedure (consolidated text: Journal of Laws of 2024, item 572, as amended), applied mutatis mutandis.
2. The Rules apply to the conferral of the academic degree of doctor on the basis of a doctoral dissertation prepared in the course of doctoral education or in the external procedure.

§ 2

The terms used in the Rules shall have the following meanings:

- 1) **BIP** – the Public Information Bulletin of the VIZJA University Scientific Federation;
- 2) **Doctoral Student** – a doctoral student (male or female) of the VIZJA University Scientific Federation;
- 3) **Director** – the Director of the Doctoral School of the VIZJA University Scientific Federation;
- 4) **Federation** – the VIZJA University Scientific Federation;
- 5) **Participating Entity** – VIZJA University or Andrzej Frycz Modrzewski University;
- 6) **Candidate** – a person applying for the conferral of the academic degree of doctor;
- 7) **PRK** – the Polish Qualifications Framework;
- 8) **Council Chair** – the chair of the Scientific Council of the Discipline;
- 9) **Scientific Council** – the Scientific Council of the Discipline;
- 10) **School Council** – the Council of the Doctoral School;
- 11) **RDF** – the Federation Data Repository referred to in separate regulations;
- 12) **RDN** – the Council for Scientific Excellence;

- 13) **School Regulations** – the Regulations of the Doctoral School of the VIZJA University Scientific Federation;
- 14) **POL-on System** – the Integrated Information System on Higher Education and Science POL-on;
- 15) **School** – the Doctoral School;
- 16) **Doctoral Academy** – an organizational unit of the Federation/ Andrzej Frycz Modrzewski University in Krakow, as of the academic year 2026/2027, responsible for providing education preparing for the submission of an application for the initiation of proceedings for the conferral of the academic degree of doctor in the external procedure.

§ 3

1. The academic degree of doctor shall be conferred in a field of science and a scientific discipline.
2. The academic degree of doctor may be conferred in a field of science.

§ 4

1. The academic degree of doctor shall be conferred on a person who:
 - 1) holds the professional title of magister, magister inżynier or an equivalent title, or holds a diploma referred to in Article 326 sec. 2 item 2 or Article 327 sec. 2 of the Act, entitling the holder to apply for the conferral of the academic degree of doctor in the country in whose higher education system the institution that issued it operates;
 - 2) has achieved the learning outcomes for qualifications at PRK level 8, whereby the learning outcomes in respect of knowledge of a modern foreign language are confirmed by a certificate or by a diploma of completion of studies together with the supplement issued to that diploma, attesting to proficiency in that language at a level of at least B2;
 - 3) has in his or her body of work at least:
 - a) 1 scientific article published in a scientific journal or in peer-reviewed proceedings of an international conference 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 sec. 2 item 2 letter b, or
 - b) 1 scientific monograph published by a publisher which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 letter a, or a chapter in such a monograph, or
 - c) an artistic work of significant importance;
 - 4) has submitted and defended a doctoral dissertation.
2. In exceptional cases, justified by the highest quality of scientific achievements, the academic degree of doctor may be conferred on a person who does not meet the requirements set out in sec. 1 item 1 and who is a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's studies.
3. Where the scientific article referred to in sec. 1 item 3 letter a, published in a scientific journal or in peer-reviewed proceedings of an international conference, is multi-authored,

the candidate shall attach to the application for the initiation of proceedings for the conferral of the academic degree of doctor a statement signed by the candidate and the co-authors indicating the individual substantive contribution of each of them to the creation of the article. Where, for reasons beyond the candidate's control, it is not possible to obtain the co-authors' statements, the candidate shall attach a statement from the first author, the project leader, the team leader or the corresponding author. The candidate shall be exempt from the obligation to submit a statement from the first author, the project leader, the team leader or the corresponding author where, for reasons beyond the candidate's control, it is not possible to obtain the required statement from any of them. In such a case, the statement shall be submitted by the candidate together with an explanation of the reasons why the above-mentioned persons did not submit a statement.

4. Where the collective work referred to in sec. 1 item 3 letter b is a multi-author work, sec. 3 shall apply mutatis mutandis.

§ 5

1. The doctoral dissertation shall demonstrate the candidate's theoretical knowledge in the discipline or disciplines and the ability to conduct scientific work independently.
2. The subject of the doctoral dissertation shall be an original solution to a scientific problem or an original solution in the application of the results of the candidate's own scientific research in the economic or social sphere.
3. The doctoral dissertation may take the form of a written work, including a scientific monograph, a collection of published and thematically related scientific articles (Series of Publications), a design, construction, technological or implementation work, as well as an independent and separable part of a collective work.
4. Scientific supervision over the preparation of the doctoral dissertation shall be exercised by a supervisor or supervisors, or by a supervisor and an auxiliary supervisor.
5. A Series of Publications is a collection of publications published in scientific journals or in peer-reviewed proceedings of international conferences which, in the year of their publication in final form, were included in the list drawn up in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 letter b of the Act or were included in the databases forming the Web of Science Core Collection.
6. The requirements concerning the Series of Publications shall be specified by the competent Scientific Council by way of a resolution, based on the recommendations set out in Appendix 1 to the Rules.
7. The recommendations referred to in sec. 6 shall apply from October 1, 2026, subject to sec. 8.
8. In justified cases, upon an application of the candidate for the doctoral degree positively endorsed by the supervisor, the Scientific Council may postpone the date referred to in sec. 6, however not later than until October 1, 2027.
9. A doctoral dissertation constituting a Series of Publications must include (where required) a Description of the Research Process, which should contain at least:
 - 1) A summary in Polish and English.
 - 2) A definition of the subject of the research.
 - 3) A formulation of the aim, hypotheses/theses and the research problem.

- 4) The research methods and techniques applied.
 - 5) The structure of the doctoral dissertation (a description of the individual articles).
 - 6) The research process.
 - 7) The bibliography of the dissertation.
10. § 4 sec. 3 shall apply to multi-author works in the Series of Publications.

§ 6

1. Resolutions and minutes of the Scientific Council referred to in the Rules shall be signed on its behalf by the Council Chair. The Council Chair may use a qualified electronic signature, a personal signature or a trusted signature to sign resolutions and minutes. A document so signed may be printed.
2. Upon completion of the proceedings, the Council Secretary shall compile the documentation of the given proceedings. The recording of the videoconference shall form part of the documentation of the proceedings.
3. The recording referred to in sec. 2 shall be stored for a period of 30 days from the date of the end of the videoconference and shall be archived in accordance with the rules set out in the internal regulations of the Federation. Only authorized persons shall have access to the recording, and its use for purposes other than documentation is prohibited.
4. The documentation shall be collected in mixed form: electronic and paper. The form of the collected documentation shall depend on the requirements set out in separate regulations, including the Act.

§ 7

The candidate shall have the right to inspect the files of his or her own case, including the minutes and resolutions, and to play back the recordings of the defense of the doctoral dissertation referred to in these Rules.

II. METHOD OF APPOINTING AND CHANGING THE SUPERVISOR, SUPERVISORS OR AUXILIARY SUPERVISOR IN THE CASE OF DOCTORAL STUDENTS PURSUING EDUCATION AT THE DOCTORAL SCHOOL

§ 8

1. A person admitted to the School shall promptly submit to the Director an application for the appointment of a supervisor, together with an indication of the person proposed as supervisor. The application may include the appointment of additional supervisors or an auxiliary supervisor. If no application for the appointment of a supervisor is submitted within 3 months from the date of commencement of education, the Director of the Doctoral School shall appoint a supervisor, subject to sec. 2.
2. The Director shall promptly submit the doctoral student's application for the appointment of a supervisor to the School Council. The School Council shall appoint a supervisor or supervisors not later than within three months from the date of commencement of education by the doctoral student.

3. Where necessary, the application referred to in sec. 1 shall be accompanied by the relevant opinion of the Bioethics Committee referred to in separate regulations.
4. The Director shall notify the competent Scientific Council of the appointment of the supervisor or supervisors.
5. The provisions of sec. 1-3 shall apply mutatis mutandis to the appointment of an auxiliary supervisor.

§ 9

1. The supervisor of a doctoral dissertation shall be a person holding the title of professor or the degree of habilitated doctor, or a person who has acquired rights equivalent to those of a habilitated doctor, and who has a body of scientific work corresponding to the subject matter or scope of the doctoral dissertation in the given discipline or disciplines.
2. The function of auxiliary supervisor may be performed by a person holding the academic degree of doctor.
3. A person who does not meet the conditions set out in sec. 1 and who is an employee of a foreign higher education institution or scientific institution may be a supervisor if the Scientific Council finds that such person has significant achievements in the scientific issues addressed by the doctoral dissertation and holds a doctoral degree.
4. Upon appointment, the supervisor shall become a member of the competent Doctoral Committee.
5. The supervisor shall be excluded from voting in the work of the Doctoral Committee in the matters referred to in § 20 sec. 3 and § 33 sec. 6, unless the Scientific Council, by secret ballot, in the presence of at least half of the persons entitled, decides otherwise.

§ 10

A person may not become a supervisor if he or she:

- 1) within the last five years:
 - a) was the supervisor of four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation referred to in the School Regulations, or
 - b) supervised the preparation of a dissertation by at least two candidates who did not obtain positive reviews of the doctoral dissertation.
- 2) remains the appointed supervisor of more than five doctoral students or candidates; in exceptional cases, the Director may increase this limit by one.

§ 11

1. A change of supervisor may take place:
 - 1) upon the application of the doctoral student at any time during the course of education;
 - 2) upon the application of the supervisor, however not later than upon the approval by the Director of the draft individual research plan referred to in the School Regulations;

- 3) upon the application of the mid-term evaluation committee appointed in accordance with the School Regulations, following a mid-term evaluation as a result of which the supervisory care was assessed negatively,
 - 4) upon an application in the event that it is found that cooperation between the doctoral student and the supervisor is not possible.
2. The application referred to in sec. 1 shall be addressed to the Director. The provisions of § 8 shall apply mutatis mutandis.
 3. Where an application for a change of supervisor is submitted by the doctoral student, it shall be accompanied by a justification together with a statement of the person proposed as supervisor on his or her readiness to undertake supervision of the doctoral student.
 4. Where an application for a change of supervisor is submitted by the supervisor, a justification shall be delivered. The Director, in consultation with the doctoral student, shall promptly take steps to appoint a new supervisor.
 5. Where an application for a change of supervisor is submitted by the mid-term evaluation committee, the committee shall request the Director to appoint a new supervisor.
 6. With respect to the auxiliary supervisor, the provisions of sec. 1-5 shall apply mutatis mutandis.

III. INITIATION OF PROCEEDINGS FOR THE CONFERRAL OF THE ACADEMIC DEGREE OF

DOCTOR

§ 12

1. Proceedings for the conferral of the academic degree of doctor shall be initiated by the Scientific Council upon the application of a candidate who meets the requirements set out in § 4 sec. 1 items 1-3. The application shall be submitted to the President of the Federation in electronic and paper form. The President shall register the application in the RDF and forward it to the competent Scientific Council.
2. The application referred to in sec. 1 shall be accompanied by:
 - 1) the doctoral dissertation;
 - 2) a positive opinion of the supervisor or supervisors concerning the doctoral dissertation, in particular as to whether it meets the conditions set out in § 5 sec. 1 and 2;
 - 3) a statement in which the candidate indicates the scientific discipline or field of science in which he or she is applying for the conferral of the academic degree of doctor;
 - 4) a scientific curriculum vitae containing information on the most important scientific publications, activities popularizing science, research internships, projects and grants, in particular those financed from funds awarded by the European Research Council, the National Science Center, the National Center for Research and Development, the Polish National Agency for Academic Exchange, the Foundation for Polish Science or the minister competent for higher education and science;
 - 5) copies of the publications referred to in § 4 sec. 1 item 3, subject to § 4 sec. 5;

- 6) a copy of a certificate or a diploma of completion of studies (including the diploma supplement) certifying knowledge of a modern foreign language at a proficiency level of at least B2;
 - 7) a duplicate copy of the diploma confirming that the candidate holds the professional title of magister, magister inżynier or an equivalent title, or of the diploma referred to in Article 326 sec. 2 item 2 or Article 327 sec. 2 of the Act, entitling the holder to apply for the conferral of the academic degree of doctor in the country in whose higher education system the institution that issued it operates;
 - 8) a copyright statement;
 - 9) a GDPR statement in the case of a dissertation submitted by a participant of the Doctoral School;
 - 10) the statements referred to in § 4 sec. 3 and 4 of the Rules, taking into account the provisions of § 13.
3. If the application does not meet the formal requirements, in particular does not include the required attachments, the Council Chair shall call upon the candidate to remedy the deficiencies, setting an appropriate time limit of not less than 7 days. If the application is not supplemented within the prescribed time limit, the application shall be left without consideration.
 4. A doctoral student pursuing education at the School may submit the application referred to in sec. 1 not earlier than after obtaining a positive result of the mid-term evaluation and not later than 2 years after completing education at the School.
 5. A person applying for the conferral of the academic degree of doctor in the external procedure may submit the application referred to in sec. 1 not earlier than after the completion of the procedure described in § 18, § 19, § 33 and § 34 of this document.
 6. Verification of whether the candidate meets the requirements referred to in § 4 sec. 1 items 1-3 shall be carried out by the Doctoral Committee appointed by the given Scientific Council.
 7. The Scientific Council shall decide, by way of a resolution, on the initiation of or refusal to initiate proceedings for the conferral of the academic degree of doctor after reviewing the opinion of the Doctoral Committee as to whether the candidate meets the requirements referred to in § 4 sec. 1 items 1-3. If the candidate does not meet these requirements, the Scientific Council shall refuse to initiate the proceedings, stating the reasons. Where a resolution on the initiation of proceedings for the conferral of the academic degree of doctor does not obtain an absolute majority of votes, the Scientific Council shall be deemed to have adopted a resolution refusing to initiate such proceedings.
 8. A complaint against a resolution of the Scientific Council refusing to initiate proceedings for the conferral of the academic degree of doctor may be lodged with the Scientific Council within seven days from the date of service of the resolution. The Scientific Council shall, without undue delay, decide by way of a resolution to uphold the contested resolution or to repeal the contested resolution and initiate proceedings for the conferral of the academic degree of doctor.

§ 13

1. The requirement referred to in § 4 sec. 1 item 3 shall also be deemed met where the candidate's body of work includes a multi-author publication, subject to the provisions of § 4 sec. 3-4 and sec. 2.
2. In the case of a multi-author article or a multi-author monograph, the candidate's contribution may not be less than 25%.

IV. PROCEDURE FOR SUBMITTING THE DOCTORAL DISSERTATION

§ 14

1. Together with the application referred to in § 12 sec. 1, the candidate shall submit five printed copies of the doctoral dissertation together with an electronic copy saved in PDF format.
2. A doctoral dissertation in written form shall be accompanied by a summary in English, and a doctoral dissertation in written form prepared in a foreign language shall be accompanied by a summary in Polish.
3. In the case of a doctoral dissertation in forms other than written, referred to in § 5 sec. 3, a summary in Polish and English shall be attached.
4. The Scientific Council may specify detailed requirements concerning the written summary of the doctoral dissertation and the Description of the Research Process, including their length.

§ 15

1. If the doctoral dissertation is a compact written work, it shall be checked using the Uniform Anti-Plagiarism System. The check shall be performed by the organizational unit of the Federation – the Academic Promotions Office.
2. The value of the overall similarity coefficient (PRP), following the check referred to in sec. 1, should be at a low level (30%). The final decision on accepting the result of the check shall be made by the supervisor or supervisors.≤
3. The report confirming the check of the doctoral dissertation using the Uniform Anti-Plagiarism System shall be signed by the supervisor or supervisors and forwarded by them to the Council Chair. A qualified electronic signature, a personal signature or a trusted signature may be used for signing. A document so signed may be printed.
4. If the doctoral dissertation takes the form of a Series of Publications, the relevant organizational unit of the Federation shall provide the Council Chair with a bibliometric analysis of the publications included in the Series of Publications. If the doctoral dissertation is a compact written work, the bibliometric analysis shall concern the publications constituting the candidate's scientific body of work.
5. The Council Chair shall make available to the Doctoral Committee a copy of the report referred to in sec. 3 and the analysis referred to in sec. 4.

§ 16

1. Not later than 30 days before the scheduled date of the defense of the doctoral dissertation, the Federation shall make available in the BIP the doctoral dissertation

together with its summary, and furthermore the reviews of the doctoral dissertation after they have been submitted to the Council Chair by all reviewers.

2. In the case of a doctoral dissertation whose subject matter is covered by legally protected confidentiality, only the reviews shall be made available, excluding content covered by such confidentiality.
3. The documents referred to in sec. 1 shall be posted in the POL-on System promptly after they have been made available.

V. PROCEDURE FOR APPOINTING AND SCOPE OF ACTIVITIES OF THE DOCTORAL COMMITTEE

§ 17

1. Activities in proceedings for the conferral of the academic degree of doctor in a given scientific discipline that are not reserved for the Scientific Council shall be conducted by the Doctoral Committee.
2. The Doctoral Committee shall be appointed by the Scientific Council. The Doctoral Committee may deliberate in a permanent or variable composition depending on the subject of the proceedings.
3. Subject to Article 190 sec. 5 of the Act and sec. 3, the Doctoral Committee may be composed of persons holding the title of professor or the degree of habilitated doctor, or persons who have acquired rights equivalent to those of a habilitated doctor, representing the scientific discipline in which the candidate is applying for the conferral of the doctoral degree or a related discipline, employed at Participating Entities as their primary place of employment.
4. A person with respect to whose impartiality there are justified doubts may not be a member of the Doctoral Committee, in particular where:
 - 1) the candidate or his or her supervisor is or was married to that person, or is a relative or relative by affinity up to the second degree, or is or was cohabiting with the member of the Doctoral Committee;
 - 2) the candidate or his or her supervisor is or was a person connected with the member of the Doctoral Committee by virtue of adoption, guardianship or curatorship;
 - 3) other circumstances exist that may give rise to justified concerns as to the maintenance of professional competence, impartiality or objectivity in the performance of the activities of the Doctoral Committee.
5. The Doctoral Committee shall consist of at least seven members, including at least five members of the Scientific Council holding at least the degree of habilitated doctor in the discipline in which the candidate is seeking the doctoral degree or in a related discipline, or persons who have acquired rights equivalent to those of a habilitated doctor or the title of professor in the field to which that discipline is assigned. The Doctoral Committee shall, where possible, include at least two representatives of each of the Participating Entities, in compliance with the principle of parity.
6. The work of the Doctoral Committee for a given scientific discipline shall be directed by the Committee Chair appointed by the Scientific Council from among its members.

7. The members of the Doctoral Committee shall elect the Committee Secretary from among themselves.
8. The Doctoral Committee shall adopt resolutions by an absolute majority of votes in the presence of at least half of the members of the Doctoral Committee.
9. The Chair and the Secretary of the Doctoral Committee shall organize the activities of the Doctoral Committee.
10. Meetings of the Doctoral Committee may be held by means of electronic communication ensuring, in particular:
 - 1) real-time transmission of the meeting between its participants,
 - 2) real-time multilateral communication in which the participants of the meeting may speak in the course thereof,- in compliance with the necessary security rules.
11. Resolutions of the Doctoral Committee and the minutes shall be signed on its behalf by the Committee Chair. The Committee Chair may use a qualified electronic signature, a personal signature or a trusted signature. A document so signed may be printed. The printout constitutes only a copy of the electronic document and is not equivalent to the original.
12. Minutes of the meetings of the Doctoral Committee shall be taken by the Committee Secretary. The minutes shall set out the most important points of the meeting. The Committee Secretary shall transmit the resolutions and the minutes to the Committee Chair, who shall keep them at least until the date on which the documentation is transmitted to the Council Chair.
13. Upon completion of the proceedings, the Committee Chair shall transmit the complete documentation of the given proceedings to the Council Chair.
14. If no Doctoral Committee is established to perform actions in the proceedings for the conferral of the doctoral degree in a given scientific discipline, such actions, including conducting the defense of the doctoral dissertation, shall be performed by the Scientific Council. The provisions concerning the operation of the Doctoral Committee shall apply mutatis mutandis to the operation of the Scientific Council, whereby the Council Chair shall perform the duties of the Committee Chair, the Council Secretary shall perform the duties of the Committee Secretary, and the members of the Scientific Council shall be members of the Doctoral Committee.

§ 18

1. The learning outcomes referred to in § 4 sec. 1 item 2 shall be verified, subject to sec. 7, by the Verification Committee appointed in the manner provided for in § 19 sec. 3, on the basis of:
 - 1) documentation submitted by the candidate confirming the course of his or her professional and scientific work to date and the competences held that are consistent with the outcomes being verified (learning outcomes achieved at the School or the Doctoral Academy, curriculum vitae, list of scientific works and creative professional works, grants, participation in training courses, conferences, etc.);
 - 2) an interview conducted with the candidate by the Verification Committee;

- 3) examinations confirming that the candidate has achieved the learning outcomes for qualifications at PRK level 8 in the discipline in which the candidate is seeking the conferral of the doctoral degree.
2. The Verification Committee shall verify the learning outcomes concerning proficiency in a modern foreign language referred to in § 4 sec. 1 item 2 in accordance with the following rules:
 - 1) The list of certificates confirming proficiency in a modern foreign language constitutes Appendix No. 2 to the Rules. A certificate not on the list may be deemed sufficient to confirm the required foreign language learning outcomes, provided that it is positively verified by the Foreign Languages Center of VIZJA University.
 - 2) Where a higher education diploma was issued at a time when the regulations did not require a student to attain proficiency in a modern foreign language at level B2, foreign language proficiency may be confirmed by the diploma supplement and, if no supplement was attached to the diploma, by a certificate issued by the higher education institution that issued the diploma. This provision shall apply mutatis mutandis to higher education diplomas obtained abroad.
 - 3) If the required proficiency in a modern foreign language is not confirmed in the manner specified in sec. 2 items 1-2, the provisions of § 19 shall apply, subject to the examination being conducted by an examiner designated by the Foreign Languages Center of the participating entity, who is a member of the Examination Committee.
3. Verification of learning outcomes at PRK level 8 may also consist in completing the doctoral seminar program or individual classes covered by the Doctoral Academy program or the Doctoral School program.
4. Minutes of the verification of learning outcomes shall be taken by a minute-taker. The minutes shall be signed by the Chair of the Verification Committee and transmitted to the Chair of the Doctoral Committee.
5. Following a positive verification of the learning outcomes referred to in sec. 1, the Doctoral Committee shall confirm, by way of a resolution, that the candidate has achieved the learning outcomes for qualifications at PRK level 8 in the discipline in which he or she is seeking the conferral of the doctoral degree.
6. The Scientific Councils shall specify the criteria and documents on the basis of which the Verification Committees may verify learning outcomes for qualifications at PRK level 8.
7. The tasks of the Verification Committee may be performed by the Doctoral Committee. In such a case, the Chair of the Doctoral Committee shall be the Chair of the Verification Committee.

§ 19

1. Where learning outcomes are verified on the basis of the provisions of § 18 sec. 1 item 3, the Doctoral Committee shall, by way of a resolution, on the basis of a proposal of the Verification Committee referred to in § 18 sec. 1 or on the basis of its own determinations, formulate guidelines concerning the number, scope and form of examinations in the given scientific discipline. The number of examinations in the given scientific discipline may not exceed two.

2. The Doctoral Committee shall determine and present to the candidate the number, scope and form of examinations in the scientific discipline in which the candidate is seeking the conferral of the academic degree of doctor, together with their schedule.
3. The examination shall be conducted before the Examination Committee, consisting of at least three members of the Doctoral Committee designated by the Committee Chair and the supervisor or supervisors. The Chair of the Doctoral Committee shall designate the Chair of the Examination Committee and the minute-taker.
4. The candidate shall be informed of the date and place of the examination at least 14 days before the examination. On any given day, the candidate may not take more than one examination, unless the candidate submits an application for two examinations to be held on one day.
5. The examination shall be graded. When grading the examination, the examination committee shall apply the following grades:
 - 1) pass with distinction, or
 - 2) pass, or
 - 3) fail.
6. The award of passing grades in all examinations referred to in sec 1 confirms the achievement of learning outcomes for qualifications at PRK level 8. The award of a failing grade in any of the examinations means that the candidate has not achieved the learning outcomes for qualifications at PRK level 8.
7. Minutes of the examination shall be taken by a minute-taker. The minutes shall contain, in particular, the content of the questions asked and their assessment. The minutes shall be signed by the Chair of the Examination Committee and transmitted to the Chair of the Doctoral Committee. After the minutes have been drawn up, the members of the Examination Committee or the candidate may submit objections to them in writing. The Chair of the Doctoral Committee shall transmit the minutes to the Chair of the Verification Committee referred to in § 18 sec. 1.
8. At the request of the candidate submitted within 14 days of the date on which a failing grade is awarded, a repeat examination shall be conducted. The repeat examination shall take place no earlier than three months after the previous examination. The examination may be repeated only once in connection with a given application referred to in § 12 sec. 1.

§ 20

1. The Doctoral Committee shall confirm, in the form of a resolution with a statement of reasons, that the candidate meets each of the requirements referred to in § 4 sec. 1 items 1-3 or in § 4 sec. 1 items 1-2 and § 5 sec. 5.
2. The resolution referred to in sec. 1 shall be signed on behalf of the Doctoral Committee by the Committee Chair, who shall then transmit it to the Council Chair.
3. Following the adoption of the resolution referred to in sec. 1, the tasks of the Doctoral Committee shall include:
 - 1) adopting a resolution on proposing to the Scientific Council at least 4 candidates for reviewers of the doctoral dissertation;

- 2) adopting a resolution on the admission of the candidate to the defense of the doctoral dissertation, or;
 - 3) adopting a resolution on submitting an application to the Scientific Council for refusal to admit the candidate to the defense of the doctoral dissertation;
 - 4) conducting the defense of the doctoral dissertation;
 - 5) adopting a resolution on submitting an application to the Scientific Council for the conferral or refusal to confer the doctoral degree;
 - 6) adopting a resolution on submitting an application to the Scientific Council for a distinction of the doctoral dissertation.
4. The Doctoral Committee shall adopt the resolutions specified in sec. 3 items 2, 5 and 6 by an absolute majority of votes in the presence of at least half of the members of the Doctoral Committee by secret ballot. The Chair of the Doctoral Committee may order an open vote on his or her own initiative or at the request of 1/3 of the members of the Doctoral Committee.

VI. REVIEWERS OF THE DOCTORAL DISSERTATION

§ 21

1. In the proceedings for the conferral of the academic degree of doctor, the Scientific Council, at the request of the competent Doctoral Committee, shall appoint, by way of a resolution, three reviewers from among persons who are not employees of the Participating Entities or of the higher education institution, institute of the Polish Academy of Sciences, research institute or international institute employing the candidate. The resolution of the Scientific Council on the appointment of reviewers of the doctoral dissertation shall be adopted by an absolute majority of votes in the presence of at least half of the members of the Scientific Council by secret ballot. The resolution may be processed by circulation procedure.
2. A reviewer may only be a person holding the degree of habilitated doctor or a person who has acquired rights equivalent to those of a habilitated doctor, or the title of professor in the given scientific discipline, or a scientific body of work in the area of the issues addressed by the doctoral dissertation.
3. A person who does not meet the conditions specified in sec. 2 and who is an employee of a foreign higher education institution or scientific institution may be a reviewer if the Scientific Council deems that such person has significant achievements in the area of the scientific issues addressed by the doctoral dissertation.
4. The appointed reviewers shall become members (with the same rights) of the Doctoral Committee appointed to perform actions in the given proceedings for the conferral of the academic degree of doctor.
5. The Council Chair shall deliver the doctoral dissertation to the reviewer, together with information on the content of the Rules, immediately after the reviewer's appointment. The agreement for the preparation of the review shall be concluded by the President.

§ 22

1. A person in respect of whom there are reasonable doubts as to his or her professional competence, impartiality or objectivity in preparing the review may not be a reviewer. In particular, a reviewer may not be a person who:
 - 1) supervised the candidate's diploma thesis;
 - 2) is the candidate's superior or is in another employment relationship with the candidate or the candidate's supervisor;
 - 3) is or was married to, or cohabiting with, the candidate or the supervisor of the dissertation;
 - 4) is a relative by blood or by affinity up to the second degree of the candidate or the supervisor of the dissertation;
 - 5) is or was related to the candidate or the supervisor by virtue of adoption, custody or guardianship;
 - 6) is a co-author, editor or publishing reviewer of the publications or other achievements of the candidate included in the list referred to in Article 220 sec. 2 item 2 of the Act.
2. A member of the RDN may not be a reviewer.

§ 23

1. The reviewer shall prepare the review within two months of the date of service of the doctoral dissertation. The review of the doctoral dissertation shall be transmitted to the Council Chair.
2. The review referred to in sec. 1 should contain a conclusion together with a statement of reasons concerning, in particular, whether the reviewed doctoral dissertation meets the conditions specified in § 5 sec. 1-2 and in Article 187 of the Act.
3. Where the review transmitted does not contain the reasoned conclusion referred to in sec. 2, the Council Chair shall request the reviewer to supplement it without delay.
4. The conclusion referred to in sec 2 may be:
 - 1) positive;
 - 2) conditional, indicating the issues requiring improvement in the doctoral dissertation in order to meet the conditions specified in § 5 sec. 1 and 2;
 - 3) negative.
5. If the reviewer fails to meet the deadline referred to in sec. 1, the Council Chair shall call upon the reviewer to transmit the review without delay, and no later than within 14 days of the date of the request, under pain of termination of the agreement for the preparation of the review through the reviewer's fault and the imposition of penalties for delay in the untimely transmission of the review.

§ 24

1. The Council Chair shall transmit the reviews of the doctoral dissertation to the candidate upon receiving them from all reviewers.
2. Upon receipt of a review with a conditional conclusion referred to in § 23 sec. 4 item 2, the candidate shall submit to the Council Chair the corrected doctoral dissertation together

with a written response to the review containing the conditional conclusion within no more than six months of the date of receipt of the review.

3. The Council Chair shall promptly deliver the corrected doctoral dissertation, together with the candidate's response referred to in sec. 2, to all reviewers. Subsequently, all reviewers shall prepare reviews of the corrected doctoral dissertation with either a positive conclusion or a negative conclusion only.

§ 25

Upon receipt of reviews of the doctoral dissertation meeting the requirements referred to in § 23 sec. 2, the Council Chair shall transmit the reviews to the competent Doctoral Committee.

VII. ADMISSION TO THE DEFENSE OF THE DOCTORAL DISSERTATION

§ 26

1. Having examined all reviews of the doctoral dissertation, the Doctoral Committee shall:
 - 1) adopt a resolution on the admission of the candidate to the defense of the doctoral dissertation, or
 - 2) apply to the Scientific Council for a decision refusing to admit the candidate to the defense of the doctoral dissertation.
2. A candidate who has received positive reviews from at least two reviewers may be admitted to the defense of the doctoral dissertation.
3. The Scientific Council shall adopt a resolution refusing to admit the candidate to the defense of the doctoral dissertation by an absolute majority of votes by secret ballot, in the presence of at least half of the persons entitled.
4. The resolution of the Scientific Council refusing to admit the candidate to the defense of the doctoral dissertation may be processed by circulation procedure and shall contain a statement of reasons.
5. A complaint against the decision refusing admission to the defense of the doctoral dissertation may be lodged with the RDN within 7 days of the date of its service.

VIII. DEFENSE OF THE DOCTORAL DISSERTATION

§ 27

1. After the candidate has been admitted to the defense of the doctoral dissertation and the information referred to in § 16 sec. 1 has been made available in the BIP, the Doctoral Committee shall set the date, time and place of the defense of the doctoral dissertation. No later than 10 days before the scheduled date of the defense of the doctoral dissertation, the Federation shall make available in the BIP on its website – information on the date, place and manner in which it will be conducted.
2. The defense of the doctoral dissertation may not take place earlier than 30 days from the date on which the information referred to in § 16 sec. 1 is made available in the BIP.

3. On the same day, a member of the Doctoral Committee may not participate in more than two doctoral dissertation defenses.
4. The Chair of the Doctoral Committee shall promptly inform the candidate of the date, time, and place of the doctoral dissertation defense.
5. The Chair of the Doctoral Committee shall promptly announce on the Federation's website and in the customary manner:
 - 1) the date, time, and place of the doctoral dissertation defense;
 - 2) the title of the doctoral dissertation and the first name and surname of its author;
 - 3) the supervisor, supervisors, or auxiliary supervisor of the doctoral dissertation;
 - 4) the reviewers;
 - 5) as applicable, the scientific discipline, in which the doctoral dissertation was prepared, or the field of science.

§ 28

1. The defense of the doctoral dissertation shall take place during a meeting of the Doctoral Committee divided into an open part and a closed part. The open part shall be open to all interested persons, unless the subject matter of the doctoral dissertation is covered by legally protected confidentiality. The Chair of the Doctoral Committee may order a person who disrupts the defense of the doctoral dissertation to leave it.
2. During the defense of the doctoral dissertation:
 - 1) the Doctoral Committee shall deliberate in the presence of at least half of the members of the Doctoral Committee and at least two reviewers;
 - 2) the candidate shall be personally present at the place of the doctoral dissertation defense.
3. Within the open part of the meeting of the Doctoral Committee, the defense of the doctoral dissertation shall consist of:
 - 1) the presentation of the candidate's academic curriculum vitae by the supervisor or another person designated by the Chair of the Doctoral Committee;
 - 2) the presentation by the candidate of the summary of the doctoral dissertation (autoreferat);
 - 3) the presentation of the reviews of the doctoral dissertation by the reviewers or, in their absence, by a member of the Doctoral Committee designated by the Chair of the Doctoral Committee;
 - 4) a public discussion of the doctoral dissertation, in which all persons present at the meeting may take part by asking the candidate questions;
 - 5) the candidate's response to the reviews of the doctoral dissertation presented and answers to the questions asked during the public discussion of the doctoral dissertation.
4. After the discussion of the doctoral dissertation is closed, the Chair of the Doctoral Committee shall order the commencement of the closed part of the meeting of the Doctoral Committee, in which only the members of the Doctoral Committee shall take part.
5. During the closed part of the meeting, the Doctoral Committee shall adopt, by secret ballot, a resolution on applying to the Scientific Council for the conferral of the academic

degree of doctor. Where the resolution on applying to the Scientific Council for the conferral of the academic degree of doctor does not obtain an absolute majority of votes, the Doctoral Committee shall be deemed to have adopted a resolution on applying to the Scientific Council for refusal to confer the academic degree of doctor.

6. The Doctoral Committee shall apply to the Scientific Council for refusal to confer the academic degree of doctor in particular if it finds that:
 - 1) the doctoral dissertation does not meet the requirements referred to in § 5 sec. 1 and 2, or
 - 2) the candidate has not successfully defended the doctoral dissertation.
7. The resolution of the Doctoral Committee on applying to the Scientific Council for refusal to confer the doctoral degree shall contain a statement of reasons agreed upon by the members of the Doctoral Committee.
8. Where the doctoral dissertation constitutes a particularly distinguished scientific achievement, the Doctoral Committee may, by a majority of at least 2/3 of the votes of the members present at the meeting, apply to the Scientific Council with a reasoned application for the conferral of the academic degree of doctor with distinction. An application to this effect may be submitted by a Reviewer in the review or by a member of the Doctoral Committee during its deliberations. The provision of sec. 5 shall apply mutatis mutandis.
9. Minutes shall be taken of the defense of the doctoral dissertation, and the defense shall be recorded. The provision of § 19 sec. 7 shall apply mutatis mutandis, subject to the proviso that the minutes shall be taken by a person designated by the Committee Chair, and the minutes shall also contain the content of the answers given.
10. The open part of the doctoral dissertation defense shall be recorded (audio recording) by the Secretary of the Doctoral Committee, who shall transfer the recording to the Committee Chair, who shall store it at least until the date on which the documentation is transferred to the Council Chair. The recording shall be stored by the Chair for a period of 30 days from the date of completion of the defense, after which it shall be archived or deleted in accordance with the applicable regulations.

IX. CONFERRAL OF THE ACADEMIC DEGREE OF DOCTOR

§ 29

1. The Chair of the Doctoral Committee shall promptly transmit to the Council Chair the resolutions referred to in § 28 sec. 5, 6, and 8, together with the statement of reasons and the minutes of the meeting of the Doctoral Committee during which the defense of the doctoral dissertation took place.
2. The Scientific Council, by secret ballot and by an absolute majority of votes, in the presence of at least half of the members of the Scientific Council entitled to vote, shall decide, in the form of a resolution, on the conferral of or refusal to confer the academic degree of doctor. Where the resolution on the conferral of the academic degree of doctor has not obtained an absolute majority of votes, the Scientific Council shall be deemed to have refused to confer the academic degree of doctor and shall adopt a resolution refusing to confer the

academic degree of doctor. The resolution shall contain a statement of reasons. The Council Chair shall then serve it on the candidate.

3. Upon the application of the Doctoral Committee referred to in § 28 sec. 8, the Scientific Council may, by an absolute majority of votes in the presence of at least half of the members of the Scientific Council entitled to vote, adopt a separate resolution on the conferral of the academic degree of doctor with distinction.
4. No later than 30 days from the date of adoption of a resolution on the conferral of or refusal to confer the academic degree of doctor, the Federation shall make a copy of that resolution available in the BIP, subject to the cases referred to in § 30. In such a case, the relevant copy of the resolution shall be published in the BIP no later than 30 days from the date of the final resolution of the matter.

§ 30

1. A decision refusing to confer the academic degree of doctor may be appealed to the RDN through the Scientific Council.
2. The time limit for filing an appeal shall be 30 days from the date of service of the resolution.
3. The Scientific Council shall forward the appeal to the RDN, together with its opinion and the case files, within three months from the date on which the appeal was filed. The Scientific Council may first request the Doctoral Committee to state its position.

§ 31

In the event of non-admission to the defense of the doctoral dissertation or the issuance of a resolution refusing to confer the academic degree of doctor, the same dissertation may not serve as the basis for reapplying for the conferral of the academic degree of doctor.

§ 32

1. Where the candidate has appropriated the authorship of a substantial portion or other elements of another person's work or scientific finding, the President shall declare the decision conferring the degree invalid.
2. In the case referred to in sec. 1, the President shall publish such information in the BIP.

XI. EXTERNAL PROCEDURE

§ 33

1. Before the initiation of proceedings for the conferral of the doctoral degree, a person seeking the doctoral degree in the external procedure shall submit to the President an application for the appointment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor. In special cases arising from the interdisciplinary nature of the planned doctoral dissertation, a person seeking the doctoral degree in the external procedure may submit an application for the appointment of two supervisors. The President shall register the application in the RDF and forward it to the competent Scientific Council.

2. The application referred to in sec. 1 shall be accompanied by:
 - 1) the written consent of the supervisor or supervisors, or of the supervisor and the auxiliary supervisor, to perform the function;
 - 2) a copy of the diploma confirming the award of the professional title of magister, magister inżynier, or an equivalent title, or of a diploma referred to in Article 326 sec. 2 item 2 or Article 327 sec. 2 of the Act, entitling its holder to apply for the conferral of the doctoral degree in the country in whose higher education system the issuing institution operates, together with a translation of the document by a sworn translator (the original or a duplicate copy of the diploma to be presented for inspection); a candidate holding a diploma of completion of studies abroad shall additionally attach the diploma, together with the diploma supplement if one was issued, translated into Polish by a sworn translator;
 - 3) the proposed topic and concept of the doctoral dissertation, indicating the area of knowledge, field of science, and scientific discipline; the doctoral dissertation should be at least 70% complete, which the applicant and the supervisor shall confirm by way of a statement;
 - 4) a list of previous scientific works together with their bibliographic description, and information on activities popularizing science;
 - 5) documentation confirming the candidate's professional and scientific career to date and the competences held that are consistent with the learning outcomes being verified (learning outcomes achieved within the School or the Doctoral Academy, a list of creative professional works, grants, participation in training courses, conferences, etc.);
 - 6) a certificate, or a diploma of completion of studies together with the diploma supplement, certifying knowledge of a modern foreign language at a proficiency level of at least B2;
 - 7) information on the course of the doctoral proceedings (przewód doktorski) or of the proceedings for the conferral of the academic degree of doctor, if the candidate has previously applied for the conferral of the academic degree of doctor and the degree was not conferred;
 - 8) a certificate from the doctoral school confirming completion of education at the doctoral school, if applicable;
 - 9) an academic curriculum vitae;
 - 10) a personal data questionnaire;
 - 11) a GDPR statement;
 - 12) the relevant opinion of the Bioethics Committee, if necessary;
 - 13) a statement on the use of artificial intelligence text generation tools in the preparation of the doctoral dissertation,
 - 14) other documents, including opinions confirming skills in conducting scientific research, if the candidate holds such documents.
3. The Council Chair shall promptly submit the application, together with the attachments referred to in sec. 2, to the competent Doctoral Committee.
4. The Doctoral Committee shall set the date of a meeting attended by the person seeking the conferral of the doctoral degree in the external procedure and the candidates for

supervisor or supervisors, or for supervisor and auxiliary supervisor. Other persons invited by the Doctoral Committee may participate in the meeting.

5. During the meeting referred to in sec. 4, the person seeking the conferral of the doctoral degree in the external procedure shall present the topic and concept of the doctoral dissertation, which shall then be discussed.
6. After the meeting referred to in sec. 4, the Doctoral Committee shall consider the application referred to in sec. 1 and present to the Scientific Council a written assessment of the discussion on the concept of the doctoral dissertation. If the results of the discussion on the concept of the dissertation are positive, which the Committee shall determine by way of a resolution, it shall submit to the Scientific Council an application for the appointment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor. Otherwise, it shall submit an application for refusal to appoint a supervisor or supervisors, or a supervisor and an auxiliary supervisor. Where the application for the appointment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor, does not obtain an absolute majority of votes, the Doctoral Committee shall be deemed to have adopted a resolution recommending refusal to appoint a supervisor or supervisors, or a supervisor and an auxiliary supervisor.
7. No later than two months from the date on which the Doctoral Committee submits the application referred to in sec. 6, the Scientific Council shall adopt, by secret ballot and by an absolute majority of votes, in the presence of at least half of the members of the Scientific Council, a resolution on the appointment of or refusal to appoint a supervisor or supervisors, or a supervisor and an auxiliary supervisor. The resolution may be processed by circulation procedure.
8. Where the Scientific Council adopts a resolution refusing to appoint a supervisor or supervisors, or a supervisor and an auxiliary supervisor, the candidate shall have the right, after 6 months from the date of its adoption, to submit a new application for the appointment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor, upon satisfying the following conditions:
 - 1) submission of the new application on the basis of a revised version of the concept of the doctoral dissertation,
 - 2) proposal of candidates for supervisor or supervisors other than those named in the previous application.
9. § 10 shall apply to the appointment of a supervisor for a person seeking the conferral of the academic degree of doctor in the external procedure.
10. The doctoral dissertation should be submitted no later than within 24 months from the date of appointment of the supervisor. In justified cases, upon the application of the candidate for the doctoral degree, with a favorable opinion of the supervisor, this time limit may be extended by the Scientific Council by a total period not exceeding 6 months, and in particularly justified cases – up to 30 months from the date of appointment of the supervisor.

§ 34

1. In the case of a candidate in the external procedure, in order to verify the candidate's achievement of the learning outcomes for qualifications at level 8 of the PRK, the Doctoral

Committee shall always set at least 1 examination in the scientific discipline, subject to § 18 sec. 3.

2. In particularly justified cases, in particular where the candidate demonstrates an exceptional scientific or professional body of work in the given discipline, the Doctoral Committee may, upon the application of the candidate with a favorable opinion of the supervisor, adopt a resolution exempting the candidate from the obligation to take the examination in the given discipline.

§ 35

1. A fee shall be charged for conducting the proceedings for the conferral of the doctoral degree to cover the costs of the proceedings.
2. The amount of, and the rules and procedure for paying, the fee for the proceedings for the conferral of the doctoral degree in the external procedure shall be determined by the President by way of an ordinance, taking into account:
 - 1) the total costs incurred by the Federation for the remuneration of the supervisor or supervisors, the auxiliary supervisor, and the reviewers;
 - 2) the lump-sum costs incurred by the Federation for administrative and technical support,
 - 3) refusal to initiate proceedings for the conferral of the doctoral degree.
3. In particularly justified cases, the President may, upon the written application of a candidate in the external procedure, exempt the candidate from the obligation to pay all or part of the fee for the proceedings for the conferral of the academic degree of doctor.
4. The fee referred to in sec. 1 shall not be charged to:
 - 1) an academic teacher or a research employee employed at the Participating Entities as the primary place of employment;
 - 2) a person seeking the doctoral degree who has completed education at the Doctoral School operated within the Federation.
5. The exemption from the fee under sec. 4 item 1 shall apply only for the period of the person's employment at a Participating Entity as the primary place of employment. In the event of termination of employment during the proceedings or a change of the primary place of employment, the fee shall be charged on general terms.
6. The total amount of fees resulting from exemptions from the fee under sec. 4 item 1 shall be borne in accordance with Article 182 sec. 6 of the Act and settled by the Participating Entities.
7. In the case of an academic teacher other than one referred to in sec. 4 item 1, and in the case of a research employee, the costs of the proceedings shall be borne by the entity specified in the Act or in the agreement referred to in Article 182 sec. 7 of the Act.
8. An employee of the Participating Entities who is not an academic teacher may, by decision of the President, be exempted in whole or in part from the fees covering the costs of the proceedings, provided that the employee is employed at a Participating Entity full-time under an employment relationship. The terms of the exemption from the fee shall be specified in an agreement concluded by the Federation with the person seeking the doctoral degree.

XII. DOCTORAL ACADEMY

§ 36

1. The Federation/UAFM may provide education preparing for the submission of an application for the initiation of proceedings for the conferral of the academic degree of doctor in the external procedure. This education shall be provided under the name Doctoral Academy and shall include, in particular, doctoral seminars and other forms of classes supporting the preparation of the doctoral dissertation.
2. The Doctoral Academy shall be managed by the Director of the Doctoral Academy, who shall issue ordinances and decisions. These documents shall be registered in the RDF.
3. The Doctoral Academy is a non-obligatory form of education preparing participants to write a doctoral dissertation and obtain the academic degree of doctor. Participation in the Doctoral Academy is subject to a fee.
4. The Doctoral Academy shall be organized within a scientific discipline in which the Federation holds the authorization to confer the academic degree of doctor, provided that some of the classes provided for in the Doctoral Academy program may be common to two or more disciplines.
5. Education at the Doctoral Academy shall last 6 semesters. At the request of a participant, the period of education may be extended to 8 semesters.
6. The Doctoral Academy may be conducted with the participation of a professional self-government body, a public authority, or another entity conducting activities in the area corresponding to the given scientific discipline. Such entities may participate in its financing.

§ 37

1. A person who holds the professional title of magister (Master's degree) or an equivalent title may apply for qualification for participation in the Doctoral Academy. The provisions of § 4 sec. 1 item 1 of the Rules shall apply mutatis mutandis.
2. A person referred to in Article 186 sec. 2 of the Act may also apply for participation in the Doctoral Academy. The provisions of § 4 sec. 2 of the Rules shall apply mutatis mutandis.
3. The President shall, by way of an ordinance, determine in both languages:
 - 1) The education program of the Doctoral Academy.
 - 2) The Regulations of the Doctoral Academy, including the recruitment rules and admission criteria.
 - 3) The number of places and the deadlines in the recruitment procedure.
 - 4) The organization of the academic year at the Doctoral Academy.

§ 38

1. The Chair of the Scientific Council of the given discipline, at the request of the Director of the Academy, shall designate candidates for academic tutors – subsequently supervisors. Candidates for academic tutors – subsequently supervisors – shall, at the request of the Chair of the Scientific Council, be obliged to submit:

- 1) key terms characterizing their scientific activity,
 - 2) their research interests and the scope of the scientific research they conduct,
 - 3) proposed research areas addressed to Participants applying to the Doctoral Academy or Candidates for the Doctoral School.
2. A person applying for admission to the Doctoral Academy shall submit an application to the Director of the Doctoral Academy. The following shall be attached to the application:
 - 1) a personal questionnaire and consent to the processing of personal data;
 - 2) a copy of the diploma of completion of master's studies, and in the case of a person referred to in Article 186 sec. 2 of the Act, a copy of the diploma of completion of first-cycle studies, or a certificate or student record book confirming completion of at least the third year of uniform master's studies;
 - 3) consent to assume the duties of academic tutor – subsequently supervisor, subject to sec. 3;
 - 4) a self-report summary (autoreferat) concerning the candidate's scientific interests;
 - 5) a list of the candidate's scientific publications, if any;
 - 6) proof of payment of the recruitment fee;
 - 7) other documents required under the admission criteria adopted for the given discipline.
 3. In the case of recruitment to the Doctoral Academy in English, consent to assume the duties of academic tutor – subsequently supervisor – shall not be required from candidates.
 4. The Director of the Doctoral Academy shall forward the documents referred to in sec. 2 to the Qualification Committee and to the RDF.
 5. Recruitment to the Doctoral Academy shall be conducted by a three-member Qualification Committee appointed by the President at the request of the Director of the Academy. The Chair and members of the Qualification Committee shall be appointed from among the representatives of the Scientific Councils of the disciplines. In exceptional cases, a person holding the academic degree of doctor may become a member of the Qualification Committee. The provision of § 17 sec. 4 shall apply mutatis mutandis.
 6. The Qualification Committee shall draw up minutes of the recruitment procedure presenting the most important points of the meeting. Upon completion of the procedure, the Chair of the Qualification Committee shall transfer the complete documentation of the given procedure to the Director of the Doctoral Academy.
 7. A decision of the Qualification Committee refusing to qualify a candidate for participation in the Doctoral Academy may be appealed to the Director of the Academy. The appeal shall be lodged within 14 days of receipt of the decision, through the Qualification Committee.
 8. Admission to the Doctoral Academy shall take place by way of entry on the list of participants, without the obligation to issue a decision. Candidates shall be entered on the list of participants by the Director of the Doctoral Academy in accordance with specific provisions and according to the ranking prepared by the Qualification Committee. A Doctoral Academy participant shall be registered in the RDF.
 9. An agreement shall be concluded with a Doctoral Academy participant. The agreement shall be concluded by the President.

10. Until the Director of the Doctoral Academy is appointed, and also in the event of his or her temporary inability to perform his or her duties, his or her tasks shall be performed by the President.

§ 39

1. A Doctoral Academy participant shall submit an application for the appointment of a supervisor no later than by the end of the second semester of the Doctoral Academy. § 33 shall apply mutatis mutandis, subject to the proviso that, in § 33 sec. 9, the doctoral dissertation should be submitted no later than within 36 months of the date of appointment of the supervisor, and with the exclusion of § 33 sec. 2 item 3. The Doctoral Academy participant shall attach to the application referred to in § 33 sec. 1 an individual research plan with the opinion of the supervisor.
2. Education at the Doctoral Academy shall be carried out in accordance with the education program and the individual research plan accepted by the supervisor. The program may provide for classes common to several disciplines. The education program of the Doctoral Academy shall be registered in the RDF.
3. An agreement shall be concluded with tutors or supervisors. The agreement shall be concluded by the President.
4. Classes under the education program shall be conducted in Polish. At the request of the Director of the Academy, the President may decide to launch education under the education program in English. In such a case, the program documents shall be translated into English.

§ 40

1. The obligations of a Doctoral Academy participant shall include:
 - 1) fulfillment of the obligations arising from the Regulations of the Doctoral Academy;
 - 2) fulfillment of the obligations arising from the education program of the Doctoral Academy;
 - 3) preparation of a proposed individual research plan and its submission for acceptance by the supervisor and the Scientific Council;
 - 4) implementation of the individual research plan;
 - 5) submission to the Director of the Doctoral Academy, no later than October 15 of the given year, of an annual report on the implementation of the individual research plan for the previous year, with the opinion of the tutor or supervisor,
 - 6) submission of the doctoral dissertation within the time limit provided for in the individual research plan, not exceeding 8 semesters from the commencement of education at the Doctoral Academy; the provision of § 33 sec. 9 sentence 2 shall apply mutatis mutandis;
 - 7) timely payment of the required fees.
2. The Director of the Doctoral Academy shall conclude a service agreement with the Doctoral Academy participant.
3. The Doctoral Academy program may provide for the participant to conduct teaching classes or to participate in conducting them in an amount not exceeding 30 teaching hours in a given academic year. The classes shall be conducted in the Participating Entities.

§ 41

1. Participation in the Doctoral Academy shall end upon the initiation of the proceedings referred to in § 12 sec. 1 or as a result of removal from the list of Doctoral Academy participants.
2. A Doctoral Academy participant who fails to fulfill the obligations referred to in § 40 may be removed from the list of Doctoral Academy participants.
3. The Director of the Doctoral Academy may also decide to remove a participant from the list in the event of:
 - 1) a breach of the principles of academic ethics,
 - 2) acting to the detriment of the good reputation of the Federation or the Doctoral Academy,
 - 3) loss of trust due to unworthy conduct or an attitude incompatible with the dignity of a person applying for the academic degree of doctor.
4. The decision on removal from the list of Doctoral Academy participants shall be made by the Director of the Doctoral Academy. A decision of the Director of the Doctoral Academy may be appealed to the President. The appeal shall be lodged within 14 days of receipt of the decision, through the Director of the Doctoral Academy.

§ 42

1. The amount of the fees for recruitment and participation in the Doctoral Academy and the rules for their collection and settlement shall be determined by the President by way of an ordinance.
2. A tutor or supervisor at the Doctoral Academy may not simultaneously supervise more than 5 Doctoral Academy participants in a given semester.

§ 43

Matters concerning the organization of the Doctoral Academy not regulated in the resolution shall be decided by the President.

XIII. DOCTORAL DIPLOMA

§ 44

1. A person on whom the academic degree of doctor has been conferred shall be issued a doctoral diploma together with a duplicate copy.
The diploma shall include, among other things, the graphic marks of the Federation and of the Participating Entities.
2. At the request of the person on whom the academic degree of doctor has been conferred, submitted to the President, a duplicate copy of the diploma shall be issued in English, French, Spanish, German, Russian, or Latin.
3. In the event of loss of the original diploma, the person on whom the academic degree of doctor has been conferred may apply for the issuance of a replacement. The replacement shall be issued on a form with content identical to that of the original.

4. For the issuance of an additional duplicate copy of the doctoral diploma in Polish or in a foreign language and for the issuance of a replacement, fees shall be charged in the amount specified in an ordinance of the President.

XIV. DOCUMENTATION

§ 45

1. The Chair of the Scientific Council shall transfer the complete documentation, in paper and electronic form, of the completed doctoral proceedings to the President within 14 days of the date of adoption of the resolution of the Scientific Council on the conferral of, or refusal to confer, the academic degree of doctor, subject to the cases referred to in § 30. In the situations referred to in § 30, the time limit shall run from the date of the final resolution of the matter. The Chair of the Doctoral Committee shall be obliged, within 7 days of the date on which the request is transmitted, to transfer to the Chair of the Scientific Council all documents necessary to complete the documentation of the completed doctoral proceedings.
2. The documentation of the doctoral proceedings, including the doctoral dissertation, shall be transferred to the Federation Archive of Diploma Theses (part of the RDF).
3. The President shall, by way of an ordinance, determine the appropriate templates of resolutions, statements, applications, analyses, documents, and minutes.
4. The template of the doctoral diploma and the templates of the duplicate copies constitute Appendices No. 3–7 to the Rules.

*to the rules of procedure for conferring the academic degree of doctor
at the VIZJA University Scientific Federation*

RECOMMENDATIONS CONCERNING DOCTORAL PROCEEDINGS

Pursuant to Article 186 sec. 1 of the Act of July 20, 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2024, item 1571, the Act), the Federation Assembly recommends that candidates for the academic degree of doctor have the minimum scientific achievements indicated below.

PART I DOCTORAL PROCEEDINGS – SERIES OF PUBLICATIONS

1. The Series of Publications should meet the following minimum requirements:
 - 1) the Series of Publications shall consist of at least **3 publications**, in at least two of which the candidate for the academic degree of doctor must be the first author,
 - 2) the publications in the Series of Publications must have a combined impact factor (according to Web of Science, Scopus, or PubMed) at a level **not lower than 1.0**,
 - 3) the total number of points of the Series of Publications constituting the doctoral dissertation may not be less than **200**,
 - 4) at least **two** publications in the Series of Publications must be original papers – presenting the results of original research of an empirical, technical, or analytical nature.
2. If a given achievement is not applicable in a given discipline (does not occur in practice), the Scientific Council of the Discipline may omit it when formulating recommendations.

PART II EFFECTIVE DATE OF THE RECOMMENDATIONS

The recommendations indicated above shall apply to applications submitted **after September 30, 2026**.

LIST OF CERTIFICATES

CONFIRMING PROFICIENCY IN A FOREIGN LANGUAGE AT PRK LEVEL 8 (B2 according to the CEFR)

1. A certificate confirming proficiency in a foreign language issued by the National School of Public Administration as a result of linguistic verification proceedings.
2. Certificates confirming proficiency in foreign languages at least at level B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment" (CEFR) – "Europejski system opisu kształcenia językowego: uczenie się, nauczanie, ocenianie" (ESOKJ):
 - 1) certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
 - i. First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT), ii. Diplôme d'Étude en Langue Française (DEL F) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2), Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSL CF), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2), iii. Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS), iv. Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
 - v. Los Diplomas de Español como Lengua Extranjera (DELE):
 - El Diploma de Español Nivel B2 (Intermedio),
 - El Diploma de Español Nivel C1,
 - El Diploma de Español Nivel C2 (Superior), vi. Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2), vii. Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT):



- Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2),
- Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2),
- Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1);
- Nederlands als Tweede Taal II (NT2-II) (B2)/Dutch as a Second Language II (NT2-II) (B2), viii. Prøve i Dansk 3 (B2),

Studieprøven (C1),

- ix. Certificate of proficiency in Slovene at the intermediate level/ Certificate of Slovene on the Intermediate Level (B2), Certificate of proficiency in Slovene at the advanced level/Certificate of Slovene on the Advanced Level (C1);

2) certificates of the following institutions:

a) Educational Testing Service (ETS) – in particular the following certificates:

- Test of English as a Foreign Language (TOEFL) – at least 87 points in the Internet-Based Test (iBT) version;
- Test of English as a Foreign Language (TOEFL) – at least 180 points in the Computer-Based Test (CBT) version, supplemented by at least 50 points in the Test of Spoken English (TSE);
- Test of English for International Communication (TOEIC) – at least 700 points;
- Test de Français International (TFI) – at least 605 points,

b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),

c) LanguageCert International ESOL Qualifications:

- LanguageCert Level 1 Certificate in ESOL International (Listening, Reading, Writing) (Communicator B2) 603/1961/6, also appearing as LanguageCert International ESOL Communicator B2 Listening, Reading, Writing;
- LanguageCert Level 2 Certificate in ESOL International (Listening, Reading, Writing) (Expert C1) 603/1963/X, also appearing as LanguageCert International ESOL Expert C1 Listening, Reading, Writing;
- LanguageCert Level 3 Certificate in ESOL International (Listening, Reading, Writing) (Mastery C2) 603/1965/3, also appearing as LanguageCert International ESOL Mastery C2 Listening, Reading, Writing,

d) Edexcel / Pearson Language Assessments / Pearson Language Tests / London Chamber of Commerce and Industry Examination Board:

- Pearson English International Certificate (formerly PTE – Pearson Test of English)
 - paper-based version: level 3 (CEFR B2); level 4 (CEFR C1); level 5 (CEFR B2);
- Pearson English International Certificate (formerly PTE – Pearson Test of English)
 - computer-based version: level 3 (CEFR B2); level 4 (CEFR C1); level 5 (CEFR B2); – PTE Academic – min. 59 points;
- PTE Academic Online – min. 59 points;
- Versant Professional English Test: B2 (58–75 points); C1 (75–83 points); C2 (84–90 points);
- London Chamber of Commerce and Industry (LCCI) – English for Business Level 2 and higher;



- London Chamber of Commerce and Industry (LCCI) – Foundation Certificate for Teachers of Business English (FTBE).
- e) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – in particular the following certificates: International English Language Testing System IELTS – above 6 points,
- f) British Council: Aptis (General, Advanced or for Teachers version) – with an overall result of B2 or higher, in the full 5-module computer-based version.
- g) Chambre de commerce et d'industrie de Paris (CCIP) – in particular the following certificates:
 - Diplôme de Français des Affaires 1er degré (DFA 1) (B2),
 - Diplôme de Français Professionnel (DFP) Affaires B2,
 - Diplôme de Français des Affaires 2ème degré (DFA 2) (C1),
 - Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – in particular the certificate Prüfung Wirtschaftsdeutsch International (PWD) (C1),
- i) Kultusministerkonferenz (KMK) – in particular the certificate Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) – in particular the following certificates:
 - Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) – B2 Mittelstufe Deutsch,
 - Mittelstufe Deutsch (C1),
 - C1 Oberstufe,
 - Wirtschaftssprache Deutsch (C2),
- k) Hochschulrektorenkonferenz (HRK),
- l) Società Dante Alighieri – in particular the following certificates:
 - PLIDA B2,
 - PLIDA C1,
 - PLIDA C2,
- m) Università degli Studi Roma Tre – in particular the following certificates:
 - Int.It (B2),
 - IT (C2),
- n) Università per Stranieri di Siena – in particular the following certificates:
 - Certificazione d'Italiano come Lingua Straniera CILS Due B2,
 - Certificazione d'Italiano come Lingua Straniera CILS Tre C1,
 - Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- o) Pushkin State Russian Language Institute,
- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praze,



- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca – centrum pre slovenčinu ako cudzí jazyk,
 - s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
 - t) Coordinating Council for Language Proficiency Certification of the University of Warsaw – certificates at a minimum level of B2;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular the following certificates:
- B2 Certificate in English – advantage,
 - B2 Certificate in English for Business Purposes – advantage,
 - Certificate in English for Technical Purposes (B2),
 - telc English B2,
 - telc English B2 Business,
 - telc English B2 Technical,
 - telc English C1;
 - Certificat Supérieur de Français (B2),
 - telc Français B2;
 - Zertifikat Deutsch Plus (B2),
 - Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf),
 - telc Deutsch B2,
 - telc Deutsch C1;
 - Certificado de Español para Relaciones Profesionales (B2), – telc Español B2;
 - Certificato Superiore d'Italiano (B2),
 - telc Italiano B2;
 - telc Русский язык B2.
3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) – level HSK (Advance).
4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate – level 1 (Advance).
5. Diplomas of completion of:
- 1) higher education studies in foreign philology or applied linguistics;
 - 2) a teacher training college of foreign languages; 3) the National School of Public Administration.
6. A document issued abroad confirming the attainment of an academic degree or title, or of a degree or title in the field of art – the language of instruction of the institution providing the education shall be recognized.
7. A document confirming the completion of higher education studies or postgraduate studies abroad or in the Republic of Poland – the language of instruction shall be recognized if the language of instruction was exclusively a foreign language.
8. A document issued abroad recognized as equivalent to the secondary school-leaving certificate (matura) – the language of instruction shall be recognized.

9. International Baccalaureate Diploma.
10. European Baccalaureate Diploma (European Baccalaureate).
11. A certificate of having passed a departmental examination at:
 - 1) the Ministry of Foreign Affairs;
 - 2) the office serving the minister competent for the economy, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
 - 3) the Ministry of National Defense – level 3333, level 4444 according to STANAG 6001.
12. A certificate issued by the National School of Public Administration confirming qualifications for work in a senior state position.
13. A document confirming entry on the list of sworn translators in the Republic of Poland, or a document confirming the holding of sworn translator rights in another Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – party to the Agreement on the European Economic Area, or in the Swiss Confederation.

DOCTORAL DIPLOMA TEMPLATE



Federacja Naukowa
Uniwersytet VIZJA



Kwalifikacja pełna na poziomie
ósmym Polskiej Ramy Kwalifikacji
i europejskich ram kwalifikacji

**Federacja Naukowa
Uniwersytet VIZJA**
z siedzibą w Warszawie

DYPLOM DOKTORSKI

.....
(imię i nazwisko)

urodzony/a dnia r. w
(data) (miejsce)

na podstawie przedstawionej rozprawy doktorskiej

.....
(tytuł rozprawy doktorskiej)

uzyskał/a w dniu stopień naukowy

DOKTORA

.....
(wskazanie dziedziny nauki i dyscypliny naukowej)

Nr dyplomu

.....
pieczęć urzędowa

Warszawa, dnia r.
(data wydania dyplomu)

.....
(pieczęć imienna i podpis Prezydenta)



UNIwersytet VIZJA



UNIwersytet
ZACHODNI
WE WROCŁAWIU



UNIwersytet
Andrzeja Frycza Modrzewskiego
w Krakowie

Appendix 4
to the rules of procedure for conferring the academic degree of doctor
in the VIZJA University Scientific Federation

TEMPLATE OF THE DUPLICATE COPY OF THE DOCTORAL
 DIPLOMA



Federacja Naukowa
Uniwersytet VIZJA



Kwalifikacja pełna na poziomie
ósmym Polskiej Ramy Kwalifikacji
i europejskich ram kwalifikacji

Federacja Naukowa
Uniwersytet VIZJA
z siedzibą w Warszawie
(ODPIS)

DYPLOM DOKTORSKI

(imię i nazwisko)

urodzony/a dnia r. W
(data) (miejsc)

na podstawie przedstawionej rozprawy doktorskiej

(tytuł rozprawy doktorskiej)

uzyskał/a w dniu stopień naukowy

DOKTORA

(wskazanie dziedziny nauki i dyscypliny naukowej)

Nr dyplomu

pieczęć uczelni

Warszawa, dnia r.
(data wydania dyplomu)

Warszawa, dnia r.
(data sporządzenia odpisu)

(pieczęć i imię i podpis Prezydenta)



UNIWERSYTET VIZJA



UNIWERSYTET
ZACHODNI
WE WROCŁAWIU



UNIWERSYTET
Andrzeja Frycza Modrzewskiego
w Krakowie

Appendix 5
to the rules of procedure for conferring the academic degree of doctor
in the VIZJA University Scientific Federation

TEMPLATE OF THE COPY OF THE DOCTORAL DIPLOMA FOR THE FILES


**Federacja Naukowa
Uniwersytet VIZJA**


Kwalifikacja pełna na poziomie
ósmym Polskiej Ramy Kwalifikacji
i europejskich ram kwalifikacji

**Federacja Naukowa
Uniwersytet VIZJA**
z siedzibą w Warszawie
(ODPIS PRZEZNACZONY DO AKT)
DYPLOM DOKTORSKI

.....
(imię i nazwisko)

urodzony/a dnia r. W
(data) (miejsc)

na podstawie przedstawionej rozprawy doktorskiej

.....
(tytuł rozprawy doktorskiej)

uzyskał/a w dniu stopień naukowy

DOKTORA

.....
(wskazanie dziedziny nauki i dyscypliny naukowej)

Nr dyplomu

.....
pieczęć uczelni

Warszawa, dnia r.
(data wydania dyplomu)

Warszawa, dnia r.
(data sporządzenia odpisu)

.....
(pieczęć i imię i podpis Prezydenta)


UNIwersYTET VIZJA


**UNIwersYTET
ZACHODNI
WE WROCLAWIU**


UNIwersYTET
Andrzeja Frycza Modrzewskiego
w Krakowie



Federacja Naukowa
Uniwersytet VIZJA



Vollqualifikation - Polnischer
Qualifikationsrahmen, achtes
Niveau

**Wissenschaftliche Föderation
Universität VIZJA**
mit Sitz in Warschau

(ABSCHRIFT)

DOKTORDIPLOM

.....
(Vorname/-n und Nachname)

geboren am in
(Datum) (Ort)

auf der Grundlage der vorgelegten Doktorarbeit

.....
(Titel der Doktorarbeit)

erwarb am den akademischen Grad eines

DOKTORS

.....
(Angabe des Wissenschaftsbereichs und der wissenschaftlichen Disziplin)

Diplom-Nr.

.....
Dienststempel

Warschau, am
(Ausstellungsdatum des Diploms)

Warschau, am
(Ausstellungsdatum des Diploms)

.....
(Namensstempel und Unterschrift des Präsidenten)



UNIWERSYTET VIZJA



UNIWERSYTET
ZACHODNI
WE WROCŁAWIU



UNIWERSYTET
A F M
Andrzeja Frycza Modrzewskiego
w Krakowie



Federacja Naukowa
Uniwersytet VIZJA



Cualificación completa del
Marco Polaco de
Cualificaciones – octavo nivel

**Federación Científica
Universidad VIZJA**
con sede en Varsovia

(COPIA)

DIPLOMA DE DOCTORADO

.....
(nombre(s) y apellidos)

nacido/a el de en
(fecha) (lugar)

sobre la base de la tesis doctoral titulada

.....

.....
(título de la tesis doctoral)

obtuvo el día el grado académico de

DOCTOR

.....
(indicación del ámbito del conocimiento y de la disciplina científica)

N.º de diploma

sello oficial

Varsovia, a
(fecha de expedición del diploma)

.....
(sello personal y firma del presidente)

Varsovia, a
(fecha de expedición del diploma)





Federacja Naukowa
Uniwersytet VIZJA



Qualification pleine au niveau
huit du Cadre Polonais des
Certifications

Fédération scientifique
Université VIZJA

avec siège à Varsovie

(COPIE)

DIPLÔME DE DOCTORAT

.....
(prénom(s) et nom)

né(e) le à
(date) (lieu)

sur la base de la thèse de doctorat présentée

.....

.....
(titre de la thèse de doctorat)

a obtenu le le titre universitaire de

DOCTEUR

.....
(indiquer le domaine scientifique et la discipline)

Numéro de diplôme

Cachet officiel

Varsovie, le
(date de délivrance du diplôme)

.....
(cachet nominatif et signature du Président)

Varsovie, le
(date de délivrance du diplôme)





Federacja Naukowa
Uniwersytet VIZJA



Full qualification at Polish
Qualifications Framework
level eight

VIZJA University
Scientific Federation
based in Warsaw

(COPY)

DOCTORAL DEGREE DIPLOMA

.....
(full name)

born on in
(date) (place)

on the basis of the doctoral dissertation presented

.....
(title of the doctoral dissertation)

on (date) was awarded an academic degree of

DOCTOR

.....
(specify the field of study and academic discipline)

Diploma No.

official stamp

Warsaw, ...
(diploma issue date)

.....
(personal stamp and the Mayor's signature)

Warsaw, ...
(diploma issue date)





Federacja Naukowa
Uniwersytet VIZJA



Qualificatio completa in gradu
octavo Structurae Polonae
Qualificationum

Foederatio Scientifica
Universitatis VIZJA

Varsoviae sedem habens

(EXEMPLAR)

DIPLOMA DOCTORIS

.....
(nomen/nomina et cognomen)

natus/nata die anno in
(dies, mensis, anno) (locus natalis)

ex dissertatione doctorali praesentata

.....
(titulus dissertationis doctoralis)

die ad gradum promotus est (promota est)

DOCTORIS

.....
(Indicatio scientiae atque disciplinae scientificae)

Numer diplomatis

Sigillum officiale

Varsoviae, die
(datum diplomatis)

.....
(Sigillum et subscriptio Praesidis Scholam Doctoralis)

Varsoviae, die
(datum exemplaris)





Federacja Naukowa
Uniwersytet VIZJA



Полная квалификация Польской
рамки квалификаций – уровень
восьмой

Научная федерация
Университет VIZJA

с местонахождением в Варшаве

(КОПИЯ)

ДИПЛОМ ДОКТОРА НАУК

.....
(имя (имена) и фамилия)

родился/родилась г. в
(дата) (место)

на основании представленной докторской диссертации

.....

.....
(название докторской диссертации)

получил(а) г. ученую степень

ДОКТОРА

.....
(указание области науки и научной дисциплины)

№ диплома

гербовая печать

Варшава, ... г.
(дата выдачи диплома)

.....
(именная печать и подпись Президента)

Варшава, ... г.
(дата выдачи диплома)



DESCRIPTION OF THE DOCTORAL DIPLOMA TEMPLATE AND COPIES

1. *The original diploma is in A3 format (297x420 mm), single-sided print*
2. *The duplicate copy and the copy for the files are in A4 format (210x297 mm), single-sided print*
3. *The original diploma and the copies shall be printed in color on satin paper with a grammage of min. 120 g/m²*
4. *The original diploma and the copies bear a border.*
5. *The logo of the VIZJA University Scientific Federation is set centrally into the upper part of the border.*
6. *Border color - CMYK: 100,60,30,0*
7. *On all versions of the diploma (original, duplicate copy, copy for the files), the PRK logo is placed in the upper right corner. The UV logo is placed in the lower left corner, and the UAFM logo in the lower right corner.*
8. *All logos placed on the diploma (FNUV, PRK, UV, UAFM) must be used in accordance with the usage guidelines dedicated to the respective marks.*
9. *In the duplicate copy of the diploma and in the copy of the diploma for the files, the inscription "ODPIS" (DUPLICATE COPY) or "ODPIS PRZEZNACZONY DO AKT" (COPY FOR THE FILES), respectively, shall be placed above the designation of the type of diploma.*
10. *The official seal of the Federation on the original and the copies is embossed in the paper*
11. *The terms appearing in the template, "urodzony/a" (born) and "uzyskał/a" (obtained), are printed in the appropriately inflected form*
12. *Typefaces and font color:*
 - *the template of the diploma and copies has been prepared using the Times New Roman font in black,*
 - *the original and the copies of the diploma are filled in with computer print, using the Arial font in black.*
13. *The original diploma and the duplicate copy are issued in a tube.*

RULES OF PROCEDURE FOR CONFERRING THE ACADEMIC DEGREE OF HABILITATED DOCTOR IN THE VIZJA UNIVERSITY SCIENTIFIC FEDERATION

I. GENERAL PROVISIONS

§ 1

Proceedings for the conferral of the academic degree of habilitated doctor (doktor habilitowany) in the VIZJA University Scientific Federation shall be conducted on the basis of the applicable regulations, in particular:

- 1) the Act of July 20, 2018 – *Law on Higher Education and Science* (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the “**Act**”;
- 2) the Statutes of the VIZJA University Scientific Federation;
- 3) the Rules of Procedure for Conferring the Academic Degree of Habilitated Doctor in the VIZJA University Scientific Federation, hereinafter referred to as the “**Rules**”.
- 4) the provisions, applied mutatis mutandis, of the Act of June 14, 1960 – *Code of Administrative Procedure* (consolidated text: Journal of Laws of 2024, item 572, as amended).

§ 2

The terms used in the Rules shall mean:

- 1) **BIP** – the Public Information Bulletin of the VIZJA University Scientific Federation;
- 2) **Participating Entity** – VIZJA University or Andrzej Frycz Modrzewski University;
- 3) **candidate** – a person applying for the conferral of the academic degree of habilitated doctor;
- 4) **Council Chair** – the Chair of the Scientific Council of the Discipline;
- 5) **Scientific Council** – the Scientific Council of the Discipline;
- 6) **RDF** – the Federation Data Repository referred to in separate regulations.
- 7) **RDN** – the Council for Scientific Excellence;
- 8) **POL-on System** – Integrated Information System on Higher Education and Science POL-on;
- 9) **Federation** – the VIZJA University Scientific Federation.

§ 3

The academic degree of habilitated doctor shall be conferred in a field of science and a scientific discipline.

§ 4

1. The academic degree of habilitated doctor shall be conferred on a person who:
 - 1) holds the academic degree of doctor;
 - 2) has in his or her body of work scientific achievements constituting a significant contribution to the development of a given scientific discipline, including at least:
 - a) one scientific monograph published by a publisher which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 letter a of the Act, or
 - b) one series of thematically related scientific articles published in scientific journals or in peer-reviewed proceedings 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 sec. 2 item 2 letter b of the Act, or
 - c) one implemented original design, construction or technological achievement;
 - 3) demonstrates significant scientific activity carried out at more than one higher education institution, scientific institution or cultural institution, in particular a foreign one.
2. The habilitation achievement referred to in sec. 1 item 2 may constitute part of a collective work if the elaboration of a separate issue constitutes the individual contribution of the candidate.
3. The publication requirement shall not apply to achievements whose subject matter is covered by the protection of classified information.
4. The Scientific Council shall, by way of a resolution, by September 30, 2026, determine, on the basis of the recommendations defined in Appendix 1 to the Rules, recommendations concerning the series of thematically related scientific articles and the scientific output other than the habilitation achievement.
5. The recommendations referred to in sec. 4 shall apply from October 1, 2026, subject to sec. 6.
6. In justified cases, upon the application of a candidate for the degree of habilitated doctor, the Scientific Council may postpone the date referred to in sec. 5, however not later than until October 1, 2027.

§ 5

1. Resolutions of the Scientific Council referred to in the Rules shall be signed on its behalf by the Council Chair. The Council Chair may use a qualified electronic signature, a personal signature or a trusted signature to sign resolutions and minutes. A document so signed may be printed. The printout constitutes only a copy of the electronic document and is not equivalent to the original.
2. After the proceedings have been completed, the Habilitation Committee Secretary shall compile the documentation of the given proceedings. The recording shall form part of the documentation.

§ 6

The candidate shall have the right to inspect the files of his or her own case, including the minutes and resolutions, and to replay the recording of the habilitation colloquium referred to in the Rules.

II. INITIATION OF PROCEEDINGS FOR THE CONFERRAL OF THE DEGREE OF HABILITATED DOCTOR

§ 7

1. Proceedings for the conferral of the academic degree of habilitated doctor shall be initiated upon the candidate's application submitted to the Scientific Council through the RDN.

The Chair of the Scientific Council shall register the submitted application in the RDF.¹

2. The application shall include:
 - 1) a description of the professional career,
 - 2) a list of the achievements referred to in § 4 sec. 1 item 2,
 - 3) an indication of the Scientific Council selected to conduct the proceedings for the conferral of the academic degree of habilitated doctor, 4) a list of attachments.
3. The description of the professional career shall include, in particular, information on:
 - 1) authorship or co-authorship of scientific monographs or chapters thereof, and of scientific publications in scientific journals or peer-reviewed proceedings of international conferences,
 - 2) leading international or national research projects or participation in such projects, in particular those financed from funds granted by the European Research Council, the National Science Center, the National Center for Research and Development, the Polish National Agency for Academic Exchange, the Foundation for Polish Science or the minister competent for higher education and science,
 - 3) delivering papers at international or national scientific conferences,
 - 4) research internships at foreign or national research centers,
 - 5) reviewing scientific publications or research projects,
 - 6) scientific activity other than that listed in items 1-5,
 - 7) awards, distinctions or scholarships granted individually or collectively in connection with scientific achievements,
 - 8) membership in bodies, organizations or institutions related to science, including editorial boards or councils of scientific journals,
 - 9) employment history related to scientific activity, 10) teaching activity and activity popularizing science.
4. The description of the professional career should enable an assessment of whether the candidate meets the condition referred to in § 4 sec. 1 item 3.
5. Where the achievements referred to in § 4 sec. 1 item 2 include multi-author works, the candidate shall submit statements signed by the candidate and the co-authors indicating

¹ Council for Scientific Excellence, 00 - 901 Warsaw, pl. Defilad 1 (Palace of Culture and Science, floor XXIV, room 2414). Details of the proceedings, including the application documentation: <https://www.rdn.gov.pl/postepowanie-habilitacyjne.html>

the individual, substantive contribution of each person to the creation of the given work. The specification of the contribution of each person, including the candidate, should enable a precise assessment of the candidate's personal share and role in the creation of the given work. Where, for reasons beyond the candidate's control, it is not possible to obtain the co-authors' statements, the candidate may attach a statement of the publication's editor, the first author, the corresponding author, the project leader or the team leader specifying the candidate's individual contribution to the creation of that publication. Where, for reasons beyond the candidate's control, it is not possible to obtain statements from the aforementioned persons, the candidate shall submit such a statement together with an explanation of the reasons why the aforementioned persons have not submitted statements.

6. The candidate shall attach to the application referred to in sec. 1:
 - 1) the original or a duplicate copy of the diploma confirming the conferral of the academic degree of doctor referred to in § 4 sec. 1 item 1;
 - 2) copies or photocopies of the publications referred to in § 4 sec. 1 item 2 letters a and b, or a description of the completed original design, engineering or technological achievement referred to in § 4 sec. 1 item 2 letter c;
 - 3) a statement signed by the candidate that the information contained in the description of the professional career is true and that the candidate is aware that providing false information constitutes grounds for reopening the proceedings for the conferral of the academic degree of habilitated doctor;
 - 4) a GDPR statement.
7. In the case of the publications referred to in sec. 6 item 2, the candidate shall submit one paper copy of each publication together with its electronic copy saved in PDF format.
8. The candidate may also attach to the application materials other than those specified in sec. 6 that are relevant to the assessment of the fulfillment of the conditions referred to in § 4 sec. 1. The provision of sec. 7 shall apply *mutatis mutandis*.
9. A member of the Habilitation Committee may, through the Chair of the Habilitation Committee, request the candidate to provide, within 14 days, explanations in connection with the information contained in the application.
10. The Council Chair, on behalf of the Scientific Council, shall call upon the candidate to remedy the formal deficiencies of the application on the terms set out in the Code of Administrative Procedure.

§ 8

1. Upon receipt from the President of the application referred to in § 7 sec. 1, the Council Chair shall promptly make an electronic copy of the forwarded application available to the members of the Scientific Council.
2. Within four weeks of the date of receipt of the application from the RDN, the Scientific Council shall adopt a resolution on consenting to the conduct of proceedings for the conferral of the academic degree of habilitated doctor. Where the resolution on consenting to the conduct of proceedings for the conferral of the academic degree of habilitated doctor has not obtained an absolute majority of votes, the Scientific Council shall be deemed to have adopted a resolution refusing consent to the conduct of proceedings for the conferral of the academic degree of habilitated doctor and returning

the application to the RDN. The resolution referred to in the preceding sentence shall include a statement of reasons.

§ 9

1. The candidate may withdraw the application for the conferral of the academic degree of habilitated doctor by submitting a request in writing.
2. In the event of withdrawal of the application referred to in sec. 1, the Scientific Council shall promptly adopt a resolution discontinuing the proceedings for the conferral of the academic degree of habilitated doctor. The Council Chair shall serve the resolution on the RDN.
3. In the event of withdrawal of the application after the appointment of the habilitation committee:
 - 1) the same application may not form the basis for seeking the conferral of the academic degree of habilitated doctor at another habilitation-conferring entity,
 - 2) the applicant may not seek the conferral of the academic degree of habilitated doctor for a period of two years.

III. HABILITATION COMMITTEE

§ 10

1. The RDN shall designate four members of the Habilitation Committee, including the Chair of the Habilitation Committee and three reviewers.
2. Within six weeks of the date of receipt of the information on the members of the Habilitation Committee referred to in sec. 1, the Scientific Council shall appoint the Habilitation Committee by way of a resolution.
3. The Habilitation Committee shall consist of:
 - 1) the four members designated by the RDN referred to in sec. 1,
 - 2) two members holding the academic degree of habilitated doctor, or persons who have acquired rights equivalent to those of a habilitated doctor, or holding the title of professor, employed at the Participating Entities, including the Secretary of the Habilitation Committee, elected by the Scientific Council,
 - 3) a reviewer designated by the Scientific Council.
4. Candidates for members of the Habilitation Committee referred to in sec. 3 items 2 and 3 shall be nominated by the Council Chair or by at least three members of the Scientific Council. The Scientific Council shall elect the members of the Habilitation Committee by an absolute majority of votes in the presence of at least half of the members of the Scientific Council.
5. The Council Chair shall promptly make the application together with its attachments available to the members of the Habilitation Committee in the form of an electronic copy and shall inform them of the content of the Rules.
6. The Council Chair shall provide infrastructure and administrative support to the Habilitation Committee.
7. The Secretary of the Habilitation Committee shall organize the activities of the Habilitation Committee.

§ 11

1. The Scientific Council shall designate the reviewer from among persons who are not employees of the Participating Entities and who hold the academic degree of habilitated doctor, or have acquired rights equivalent to those of a habilitated doctor, or hold the title of professor, and who have a current scientific body of work and a recognized national or international reputation, and in particular who, in the period of five years prior to their designation as reviewer, have led research projects or published the results of their own scientific research in peer-reviewed journals and scientific publishing houses of recognized reputation, or have cooperated with representatives of other research centers.
2. When designating the reviewer, the Scientific Council shall take into account a scientific specialization corresponding to the range of issues related to the candidate's scientific achievements indicated in the list referred to in § 7 sec. 2 item 2.
3. A person who does not meet the conditions set out in sec. 1 and who is an employee of a foreign higher education institution or research institution may be a reviewer if the Scientific Council finds that such person has a significant body of work in the range of issues related to the candidate's scientific achievements indicated in the list referred to in § 7 sec. 2 item 2.
4. A member of the RDN, or a person in respect of whom there are justified doubts as to the maintenance of professionalism, impartiality or objectivity in the preparation of a review, may not be a member of the Habilitation Committee, including a reviewer. In particular, a person may not be a member of the Habilitation Committee, including a reviewer, who:
 - 1) in the period of the last five years has twice failed to meet the deadline for preparing a review referred to in § 12 sec. 2,
 - 2) is or was the spouse, a relative or a relative by affinity of the candidate for the degree of habilitated doctor, or a person cohabiting with the candidate,
 - 3) is or was a person related to the candidate by virtue of adoption, custody or guardianship,
 - 4) is or was a subordinate or direct superior of the candidate for the degree of habilitated doctor,
 - 5) is a co-author, editor or publisher's reviewer of publications or other achievements of the candidate included in the list referred to in Article 220 sec. 2 item 2 of the Act,
 - 6) is or was the supervisor or auxiliary supervisor of the candidate's doctoral dissertation,
 - 7) participated or participates jointly with the candidate in research teams implementing projects financed through national or international competitions,
 - 8) conducted scientific work jointly with the candidate at research institutions,
 - 9) served as a member of the habilitation committee or as a reviewer in previously conducted proceedings or a doctoral or habilitation procedure of the candidate for the degree of habilitated doctor.

§ 12

1. The President shall conclude:
 - 1) with the reviewer, an agreement for the preparation of a review,
 - 2) with a Committee member, an agreement for participation in the work of the Habilitation Committee.

2. Within eight weeks of the date of service on the reviewer of the application referred to in § 7 sec. 1, the reviewer shall prepare a review in writing and then promptly forward it to the Council Chair. The review shall contain a reasoned assessment of whether the candidate's scientific achievements meet the requirements set out in § 4 sec. 1 item 2.
3. Where the reviewer fails to meet the deadline referred to in sec. 2, the Council Chair shall call upon the reviewer to forward the review promptly, and no later than within 14 days of the date of service of the request, under pain of termination of the agreement for the preparation of a review through the reviewer's fault. The Council Chair shall inform the RDN that the reviewer has exceeded the deadline referred to in sec. 2.
4. Where the forwarded review does not contain the reasoned assessment referred to in sec. 2, the Council Chair shall request the reviewer to supplement it promptly.
5. Upon receipt of the review, the Council Chair shall promptly forward it to the Habilitation Committee.

§ 13

1. The Habilitation Committee shall conduct a habilitation colloquium covering the candidate's scientific achievements presented in the given proceedings, excluding a colloquium covering the achievements referred to in Article 219 sec. 3 of the Act.
2. The Habilitation Committee, after consulting the Council Chair and the candidate, shall set the date of the habilitation colloquium, taking into account § 14 sec. 5. The Chair of the Habilitation Committee shall inform the candidate of the date, time and place of the habilitation colloquium at least 14 days in advance and shall publish this information in the BIP.
3. The habilitation colloquium shall be held at the seat of the Federation or at the seat of a Participating Entity in the presence of at least 5 members of the Habilitation Committee, including the chair, the secretary and at least three reviewers.
4. The habilitation colloquium may be held using means of electronic communication ensuring, in particular, real-time transmission of the colloquium between its participants and real-time multilateral communication within which the participants of the colloquium may speak in the course thereof, while observing the necessary security rules, provided that the candidate is present in person at the place where the habilitation colloquium is held.
5. The habilitation colloquium shall consist of two parts:
 - 1) the presentation by the candidate of his or her scientific achievements to the Habilitation Committee;
 - 2) a discussion between the members of the Habilitation Committee and the candidate concerning the candidate's scientific achievements.
6. After the discussion with the candidate, the Habilitation Committee shall deliberate.
7. Minutes shall be taken and an audio recording made of the meetings of the Habilitation Committee by the Secretary of the Habilitation Committee. The minutes shall present the key points of the meeting, including the questions put to the habilitation candidate, the candidate's answers and the statements of the committee members during the closed session. The minutes shall be agreed upon by all members of the Habilitation Committee. In the case of an open vote, the votes cast by the individual members of the Habilitation Committee shall be recorded in the minutes. The minutes shall be signed by the Secretary and the Chair of the Habilitation Committee. After the minutes have been drawn up, the

members of the Habilitation Committee or the candidate may submit objections to them in writing.

8. The Secretary of the Habilitation Committee shall compile the documentation of the habilitation proceedings. Upon completion of the proceedings, the Chair of the Habilitation Committee shall forward the complete documentation of the given proceedings to the Chair of the Scientific Council.

§ 14

1. The Habilitation Committee, at a meeting held in the presence of at least 5 members of the Habilitation Committee, including the chair, the secretary and at least three reviewers, shall adopt by open vote a resolution containing an opinion on the conferral of the degree of habilitated doctor. At the candidate's request, the Habilitation Committee shall adopt the resolution by secret ballot.
2. The opinion referred to in sec. 1 may be positive or negative. The opinion may not be positive if at least two reviews are negative. Where the resolution on issuing a positive opinion does not obtain a majority of votes, the Habilitation Committee shall be deemed to have adopted a resolution issuing a negative opinion.
3. Where the candidate's scientific achievement referred to in § 4 sec. 1 item 2 constitutes an outstanding contribution to the development of a given scientific discipline, the Habilitation Committee may, by a majority of at least 2/3 of the votes of the members of the Habilitation Committee present at the meeting, submit to the Scientific Council a reasoned application for the conferral of the academic degree of habilitated doctor with distinction.
4. The resolution of the Habilitation Committee referred to in sec. 1 may be adopted at a meeting following the completed habilitation colloquium referred to in § 13, but may not be adopted earlier than 14 days after the date on which the information referred to in § 18 sec. 1 items 1-3 is made available in the BIP.
5. Within six weeks of the date of receipt of the reviews, the Habilitation Committee shall forward to the Scientific Council the resolutions referred to in secs. 1 and 3, together with the documentation of the proceedings for the conferral of the academic degree of habilitated doctor.
6. Resolutions of the Habilitation Committee shall be signed on its behalf by the Chair of the Habilitation Committee.

§ 15

1. The statement of reasons for the opinion referred to in § 14 sec. 1 shall contain, in particular, an indication of the reasons for which the Habilitation Committee adopted a given assessment of the candidate's fulfillment of each of the conditions for the conferral of the academic degree of habilitated doctor referred to in § 4 sec. 1. The statement of reasons shall be agreed upon by the members of the Habilitation Committee.
2. The candidate may present to the Scientific Council, in writing, his or her position on the opinion referred to in § 14 sec. 1.

§ 16

1. The Chair or the Secretary of the Habilitation Committee shall present the course of the habilitation proceedings to the Scientific Council.

2. The Council Chair may invite the members of the Habilitation Committee to the meeting of the Scientific Council at which a resolution on the conferral or refusal to confer the academic degree of habilitated doctor is to be adopted.
3. On the basis of the resolution referred to in § 14 sec. 1, within one month of the date of its receipt, the Scientific Council shall, by secret ballot, by an absolute majority of votes in the presence of at least half of the members of the Scientific Council entitled to vote, take a decision in the form of a resolution on the conferral or refusal to confer the academic degree of habilitated doctor, and shall then promptly serve it on the candidate. Where the resolution on the conferral of the academic degree of habilitated doctor does not obtain the absolute majority of votes referred to in the preceding sentence, the Scientific Council shall be deemed to have adopted a resolution refusing to confer the academic degree of habilitated doctor. The Scientific Council shall refuse to confer the degree where the opinion referred to in § 14 sec. 1 is negative.
4. A resolution refusing to confer the academic degree of habilitated doctor shall include a statement of reasons containing, in particular, an indication of the reasons for which the Scientific Council adopted a given assessment of the candidate's fulfillment of each of the conditions for the conferral of the academic degree of habilitated doctor referred to in § 4 sec. 1. The statement of reasons shall additionally address the candidate's position referred to in § 15 sec. 2, if such position has been presented by the candidate.
5. At the request of the Habilitation Committee referred to in § 14 sec. 3, the Scientific Council may, by an absolute majority of votes in the presence of at least half of the members of the Scientific Council entitled to vote, adopt a resolution on the conferral of the academic degree of habilitated doctor with distinction.

§ 17

1. An appeal against a resolution refusing to confer the academic degree of habilitated doctor shall lie to the RDN through the Scientific Council.
2. The time limit for filing an appeal shall be 30 days from the date of service of the resolution together with the statement of reasons.
3. The Scientific Council shall forward the appeal to the RDN together with its opinion and the case files within three months of the date on which the appeal was filed. The Scientific Council may first request the Habilitation Committee to present its position.

§ 18

1. The Federation shall make available in the BIP, without delay upon their receipt:
 - 1) the candidate's application, without the attachments referred to in § 7 sec. 6-8,
 - 2) information on the composition of the Habilitation Committee,
 - 3) the reviews,
 - 4) the resolution of the Habilitation Committee containing a reasoned opinion on the conferral of the academic degree of habilitated doctor,
 - 5) the resolution on the conferral of the academic degree of habilitated doctor or on the refusal to confer it, or the resolution on the discontinuance of the proceedings for the conferral of the academic degree of habilitated doctor.
2. The candidate's application, information on the composition of the Habilitation Committee, and the reviews shall be posted in the POL-on System without delay after they have been made available.

IV. FEE FOR THE PROCEEDINGS FOR THE CONFERRAL OF THE DEGREE OF HABILITATED DOCTOR

§ 19

1. The candidate shall pay a fee for the proceedings for the conferral of the degree of habilitated doctor.
2. The amount of the fee for the proceedings for the conferral of the degree of habilitated doctor and the rules for its payment shall be determined by the President by way of an ordinance, taking into account:
 - 1) the total costs incurred by the Federation for the remuneration of the members of the Habilitation Committee,
 - 2) the flat-rate costs incurred by the Federation for administrative and technical support.
3. In particularly justified cases, the President may, upon the candidate's written application, exempt the candidate from the obligation to pay all or part of the fee for the proceedings for the conferral of the academic degree of habilitated doctor.
4. The fee referred to in sec. 1 shall not be charged to an academic teacher employed at the Participating Entities as the primary place of employment.
5. The exemption from the fee under sec. 4 shall apply only for the period of employment of the person concerned at a Participating Entity as the primary place of employment. If the employment terminates during the pending proceedings or the primary place of employment changes, the fee shall be charged on general terms.
6. The total of the fees resulting from exemptions from the fee under sec. 4 shall be borne in accordance with Article 182 sec. 6 of the Act and settled by the Participating Entities.
7. In the case of an academic teacher other than the one referred to in sec. 4 and in the case of a research employee, the costs of the proceedings shall be borne by the entity indicated in the Act or in the agreement referred to in Article 182 sec. 7 of the Act.
8. An employee of the Participating Entities who is not an academic teacher may, by decision of the President, be exempted in whole or in part from the fees covering the costs of the proceedings, provided that such employee is employed at a Participating Entity full-time under an employment relationship. The conditions of the exemption from the fee shall be set out in an agreement concluded by the Federation with the person seeking the degree of habilitated doctor.

V. HABILITATION DIPLOMA

§ 20

1. A person on whom the degree of habilitated doctor has been conferred shall be issued a habilitation diploma together with a duplicate copy. The diploma shall include, among other things, the graphic marks of the Federation and of the Participating Entities.
2. At the request of the person on whom the degree of habilitated doctor has been conferred, submitted to the President, a duplicate copy of the diploma shall be issued in English, French, Spanish, German, Russian, or Latin.

3. In the event of loss of the original diploma, the person on whom the degree of habilitated doctor has been conferred may apply for the issuance of a replacement. The replacement shall be issued on a form with content identical to that of the original.
4. Fees in the amount specified in an ordinance of the President shall be charged for the issuance of an additional duplicate copy of the habilitation diploma in Polish or in a foreign language and for the issuance of a replacement.

VI. DOCUMENTATION

§ 21

1. The Chair of the Scientific Council shall compile the documentation of the completed habilitation proceedings, in paper and electronic form, and shall transmit it to the President within 14 days of the date of adoption of the resolution of the Scientific Council on the conferral or refusal to confer the academic degree of habilitated doctor, subject to the cases referred to in § 17. In the situations referred to in § 17, the time limit shall run from the date of the final resolution of the case. The Chair of the Habilitation Committee shall be obliged, within 7 days of the date on which the request is transmitted, to provide the Chair of the Scientific Council with all documents necessary to compile the documentation of the completed habilitation proceedings.
2. The documentation of the habilitation proceedings, including the habilitation dissertation, shall be transferred to the Federation's Diploma Theses Archive (part of the RDF).
3. The President shall, by way of an ordinance, determine the relevant templates of resolutions, statements, applications, analyses, documents, and minutes.
4. The template of the habilitation diploma and the templates of the duplicate copies constitute Appendices No. 2 - 6 to the Rules.

*Appendix 1
to the rules of procedure for conferring
the academic degree of habilitated doctor
at the VIZJA University Scientific Federation*

RECOMMENDATIONS CONCERNING HABILITATION PROCEEDINGS

Pursuant to Article 221 sec. 14 of the Act of July 20, 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2024, item 1571, the Act), the Federation Assembly recommends that candidates for the degree of habilitated doctor have the minimum scientific achievements indicated below.

PART I HABILITATION PROCEEDINGS - HABILITATION ACHIEVEMENT IN A SERIES OF THEMATICALLY RELATED SCIENTIFIC ARTICLES (Article 219 sec. 1 item 2 letter b)

§ 1

1. In a series of thematically related scientific articles:
 - 1) The candidate should have at least **5** thematically related original research papers,
 - 2) the total IF of the series should not be **less than 5**,
 - 3) in at least **3 papers** of the series, the candidate should be the first author, and the candidate's contribution should be significant and not less than 50% to the formulation of the research concept, the preparation and conduct of the research, the preparation of the text, and the interpretation of the results in the papers of the series.
2. A review paper, a case report, or a letter to the editor does not constitute an original paper. Publications making up the series may not be used for the purposes of other proceedings for the conferral of the degree of doctor or habilitated doctor.
3. If a given achievement is not applied in a given discipline (does not occur in practice), the Scientific Council of the Discipline may omit it when formulating the recommendations.

PART II HABILITATION PROCEEDINGS - SCIENTIFIC OUTPUT OTHER THAN THE HABILITATION ACHIEVEMENT

§ 2

1. Have a publication output falling within the given discipline, published after obtaining the doctoral degree and not covered by the habilitation achievement:
 - 1) the candidate's scientific output should include at least **8 original** papers,
 - 2) have a publication output falling within the given discipline with a total number of points **of not less than 600 points**, or, with respect to the 6 best papers, a cumulative impact factor **of not less than 6.0**,
 - 3) Have a scientific output whose total minimum scientometric parameters (according to Web of Science, Scopus, or PubMed) are as follows:
 - a) Hirsch index - **at least 5**.
 - b) total citations excluding self-citations - **at least 50**.
 - 4) Have managed the implementation of at least **1 own research project** financed from external sources and registered at a research entity.
 - 5) Demonstrate at least one significant scientific activity carried out at more than one university (other than the participating entities (UV, UAFM)) or scientific institution, in particular a foreign one:
 - 1) at least 1 original paper worth at least 100 points published in journals on the list of the Ministry of Education and Science (MEiN),
 - 2) a research internship lasting at least 1 month at a domestic or foreign entity conducting scientific activity.

PART III RULES FOR CALCULATING POINTS IN A SERIES OF THEMATICALLY RELATED SCIENTIFIC ARTICLES AND IN THE SCIENTIFIC OUTPUT

§ 3

The number of points referred to in § 1 and 2 shall be calculated:

- 1) Using the following documents:
 - a) for achievements prior to January 1, 2013 - points according to list A of the *"Appendix to the Communication of the Minister of Science and Higher Education of December 17, 2013"*,
 - b) for achievements from January 1, 2013 to December 31, 2018 - points according to the *"Communication of the Minister of Science and Higher Education of January 25, 2017 on the list of scientific journals together with the number of points awarded for scientific publications in those journals, established on the basis of the lists announced in 2013-2016"*,
 - c) for achievements from January 1, 2019 - points according to the Communication of the Minister competent for higher education *on the list of scientific journals and peer-reviewed materials from international conferences, published on the minister's relevant website.*
- 2) Using the points converted in accordance with Table 1.

Table 1

Points for publications	
Point levels in force from 01.01.2019	Converted points for achievements published before 31.12.2018
200 points	50 points
140 points	45 points
100 points	35 points
70 points	30 points
40 points	25 points
20 points (from the Ministry of Science and Higher Education list)	20 points
20 points (not on the lists)	15 points
200 points / 300 points (H, S, T) (monograph)	50 points
80 points / 120 points (H, S, T) (monograph)	30 points / 40 points
20 points / 120 points (H, S, T) (monograph not on the list)	15 points / 30 points
50 points / 75 points (H, S, T) (chapter in a monograph)	25 points / 30 points
20 points (chapter in a monograph)	15 points
20 points (H, S, T) (chapter in a monograph not on the list)	15 points
5 points (chapter in a monograph not on the list)	5 points

PART IV EFFECTIVE DATE OF THE RECOMMENDATIONS

The above recommendations shall apply to applications submitted **after September 30,**

2026.

TEMPLATE OF THE HABILITATION DIPLOMA


Federacja Naukowa
Uniwersytet VIZJA

**Federacja Naukowa
Uniwersytet VIZJA**
z siedzibą w Warszawie

DYPLOM HABILITACYJNY

.....
(imię/imiiona i nazwisko)

urodzony/a dnia r. W
(data) (miejscu)

na podstawie osiągnięcia naukowego -

.....
(określenie osiągnięcia naukowego)

..... oraz oceny aktywności naukowej

.....
(określenie osiągnięcia naukowego)

uzyskał/a stopień naukowy

DOKTORA HABILITOWANEGO
nauk

.....
(wskazanie dziedziny nauki i dyscypliny naukowej)

nadany uchwałą Rady Naukowej Dyscypliny z dnia

Nr dyplomu Recenzenci w postępowaniu habilitacyjnym:
(tytuł/stopień naukowy - imię i nazwisko)

.....
Przewodniczący/a Rady Naukowej Dyscypliny

.....
(pieczęć imienna i podpis Prezydenta)

pieczęć urzędowa

Warszawa, dnia r.
(data wydania dyplomu)

 **UNIwersytet VIZJA**

 **UNIwersytet
ZACHODNI
WE WROCŁAWIU**

 **UNIwersytet
A
F
M** Andrzeja Frycza Modrzewskiego
w Krakowie

Appendix 3
to the rules of procedure for conferring
the academic degree of habilitated doctor
at the VIZJA University Scientific Federation

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA



Federacja Naukowa
Uniwersytet VIZJA

**Federacja Naukowa
Uniwersytet VIZJA**
z siedzibą w Warszawie

(ODPIS)
DYPLOM HABILITACYJNY

.....
(imię i nazwisko)

urodzony/a dnia r. W
(data) (miejscę)

na podstawie osiągnięcia naukowego -

..... oraz oceny aktywności naukowej
(określenie osiągnięcia naukowego)

uzyskał/a stopień naukowy
DOKTORA HABILITOWANEGO
nauk

.....
(wskazanie dziedziny nauki i dyscypliny naukowej)

nadany uchwałą Rady Naukowej Dyscypliny z dnia

Nr dyplomu Recenzenci w postępowaniu habilitacyjnym:
(tytuł stopień naukowy - imię i nazwisko)

.....
.....
.....
.....

.....
Przewodniczący/a Rady Naukowej Dyscypliny (położyć znaczka i podpis Przewodniczącego)

.....
położyć znaczka

Warszawa, dnia r.
(data wydania dyplomu)

Warszawa, dnia r.
(data sporządzenia odpisu)



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**UNIwersYTET
ZACHODNI
WE WROCLAWIU**



UNIwersYTET
Andrzeja Frycza Modrzewskiego
w Krakowie

Appendix 4
to the rules of procedure for conferring
the academic degree of habilitated doctor
at the VIZJA University Scientific Federation

TEMPLATE OF THE COPY OF THE HABILITATION DIPLOMA FOR THE FILES



**Federacja Naukowa
Uniwersytet VIZJA**

**Federacja Naukowa
Uniwersytet VIZJA**
 z siedzibą w Warszawie
 (ODPIS PRZEZNACZONY DO AKT)
DYPLOM HABILITACYJNY

(imię i nazwisko)

urodzony/a dnia f. W
 (data) (miejscowość)

na podstawie osiągnięcia naukowego -

..... oraz oceny aktywności naukowej

(określenie osiągnięcia naukowego)

uzyskał/a stopień naukowy

DOKTORA HABILITOWANEGO
nauk

(wskazanie dziedziny nauki i dyscypliny naukowej)

nadany uchwałą Rady Naukowej Dyscypliny z dnia

Nr dyplomu

Przewodniczący/a Rady Naukowej Dyscypliny

.....

Recenzenci w postępowaniu habilitacyjnym:
(tytuł stopień naukowy - imię i nazwisko)

.....
(pocegić imię i podpis Prezydenta)

Warszawa, dnia f.
(data wydania dyplomu)

Warszawa, dnia f.
(data sporządzenia odpisu)

pieczęć urzędu



UNIWERSYTET VIZJA



**UNIWERSYTET
ZACHODNI
WE WROCŁAWIU**



**UNIWERSYTET
Andrzeja Frycza Modrzewskiego
w Krakowie**

Appendix 5
to the rules of procedure for conferring
the academic degree of habilitated doctor
at the VIZJA University Scientific Federation

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA – GERMAN
 LANGUAGE



Federacja Naukowa
Uniwersytet VIZJA

Wissenschaftliche Föderation
Universität VIZJA
 mit Sitz in Warschau

(ABSCHRIFT)

HABILITATIONS DIPLOM

.....
(Vorname/-n und Nachname)

geboren am in
(Datum) (Ort)

aufgrund wissenschaftlicher Leistungen

.....

..... sowie der Bewertung der wissenschaftlichen Tätigkeit
(Bezeichnung der wissenschaftlichen Leistung)

erwarb den akademischen Grad

HABILITIERTER DOKTOR

der Wissenschaften

.....
(Angabe des Wissenschaftsbereichs und der wissenschaftlichen Disziplin)

Diplom-Nr

Rezensenten im Habilitationsverfahren:
(Titel/akademischer Grad – Vor- und Nachname)

.....

.....

.....

.....
Vorsitzender/in des Wissenschaftlichen Beirats der Disziplin

.....
(Namensstempel und Unterschrift des Präsidenten)

Dienstagel

Warschau, am
(Ausstellungsdatum des Diploms)

Warschau, am
(Erstellungsdatum der Abschrift)



UNIWERSYTET VIZJA



UNIWERSYTET
ZACHODNI
WE WROCŁAWIU



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F
M
Andrzeja Frycza Modrzewskiego
w Krakowie

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA – SPANISH
 LANGUAGE



Federacja Naukowa
 Uniwersytet VIZJA

Federación Científica
 Universidad VIZJA
 con sede en Varsovia

(COPIA)

DIPLOMA DE DOCTOR HABILITADO

.....

(nombre(s) y apellidos)

nacido/a el de en
 (fecha) (lugar)

sobre la base de la contribución científica

.....

..... y de la evaluación de la actividad científica

(descripción de la contribución científica)

obtuvo el grado académico de

DOCTOR HABILITADO

en ciencias

.....

(indicación del ámbito del conocimiento y de la disciplina científica)

Evaluadores en el procedimiento de habilitación:
 (título/grado académico, nombre y apellidos)

N.º de diploma

.....
 Presidente/a del Consejo Científico de la Disciplina

.....
 (sello personal y firma del Presidente)

.....

sello oficial

Varsovia, a
 (fecha de expedición del diploma)

Varsovia, a
 (fecha de expedición de la copia)



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 ZACHODNI
 WE WROCŁAWIU



UNIWERSYTET
 Andrzeja Frycza Modrzewskiego
 w Krakowie

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA – FRENCH
 LANGUAGE



Federacja Naukowa
 Uniwersytet VIZJA

Fédération scientifique
 Université VIZJA
 avec siège à Varsovie

(COPIE)

DIPLÔME DE DOCTEUR HABILITÉ (HDR)

.....
 (prénom(s) et nom)

né(e) le à
 (date) (lieu)

sur la base de ses réalisations scientifiques

..... et de l'évaluation de son activité scientifique
 (définition des réalisations scientifiques)

a obtenu le titre de
DOCTEUR HABILITÉ (HDR)
 en

 (indiquer le domaine scientifique et la discipline)

Rapporteurs dans le cadre de la procédure
 d'habilitation:
 (titre/diplôme universitaire - prénom et nom)

.....

Numéro de diplôme

.....
 Président(e) du Conseil scientifique de la discipline

.....
 (cachet nominatif et signature du président)

Cachet officiel

Varsovie, le
 (date de délivrance du diplôme)

Varsovie, le
 (date d'établissement de la copie)



UNIWERSYTET VIZJA



UNIWERSYTET
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 WE WROCŁAWIU



UNIWERSYTET
 Andrzeja Frycza Modrzewskiego
 w Krakowie

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA – ENGLISH
 LANGUAGE



Federacja Naukowa
Uniwersytet VIZJA

**VIZJA University
Scientific Federation**
based in Warsaw

(COPY)

POST-DOCTORAL DEGREE DIPLOMA

.....
(full name)

born on in
(date) (place)

on the basis of academic achievement

.....
(specify scientific achievement)

..... and the assessment of academic activity

was awarded an academic

POST-DOCTORAL DEGREE

in sciences

.....
(specify the field of study and academic discipline)

Diploma No

Reviewers in the post-doctoral degree awarding
procedure:
(academic title/degree – full name)

.....
.....
.....
.....

.....
Chairperson of the Scientific Council of the Discipline

.....
(personal stamp and the Mayor's signature)

.....
official stamp

Warsaw, ...
(diploma issue date)

Warsaw, ...
(date on which the copy was made)



UNIwersytet VIZJA



UNIwersytet
ZACHODNI
WE WROCŁAWIU



UNIwersytet
Andrzeja Frycza Modrzewskiego
w Krakowie

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA – LATIN
 LANGUAGE



Federacja Naukowa
Uniwersytet VIZJA

Foederatio Scientifica
Universitatis VIZJA

Varsoviae sedem habens

(EXEMPLAR)

DIPLOMA DOCTORIS HABILITATI

.....
(nomen/nomina et cognomen)

natus/nata die anno in
(dies, mensis, anno) (locus natalis)

ex effectu scientifico

.....
(Indicatio effectus scientifici) necnon ex aesiimatione activitatis scientifica

gradum academicum consecutus est (consecuta est)

DOCTORIS HABILITATI

scientiarum

.....
(Indicatio scientiae atque disciplinae scientificae)

Numerus diplomatis

.....
Censores in processu habilitationis:
(titulus/gradus academicus – nomen et cognomen)

.....
.....
.....

.....
Praeses Consilii Disciplinae Scientifica

.....
(Sigillum et subscriptio Praesidis)

.....
Sigillum officiale

Varsoviae, die
(datum diplomatis)

Varsoviae, die
(datum exemplaris)



UNIWERSYTET VIZJA



UNIWERSYTET
ZACHODNI
WE WROCŁAWIU



UNIWERSYTET
Andrzeja Frycza Modrzewskiego
w Krakowie

TEMPLATE OF THE DUPLICATE COPY OF THE HABILITATION DIPLOMA – RUSSIAN
 LANGUAGE



Federacja Naukowa
Uniwersytet VIZJA

Научная федерация
 Университет VIZJA
 с местонахождением в Варшаве

(КОПИЯ)

ДИПЛОМ ДОКТОРА ХАБИЛИТИРОВАННОГО

.....
(имя (имена) и фамилия)

родился/родилась Г. В
 (дата) (место)

на основании научного достижения

..... и оценки научной деятельности

.....
(указание научного достижения)

получил(а) ученую степень

ДОКТОРА ХАБИЛИТИРОВАННОГО

наук

.....
(указание области науки и научной дисциплины)

Рецензенты в процедуре habilitacji:
(ученое звание/ученая степень — имя и фамилия)

№ диплома

.....

.....

.....

.....
Президент Научного совета с дисциплины

.....
(именная печать и подпись Президента)

гербовая печать

Варшава, ... Г.
(дата выдачи диплома)

Варшава, ... Г.
(дата составления копии)



UNIwersytet VIZJA



UNIwersytet
ZACHODNI
WE WROCLAWIU



UNIwersytet
Andrzeja Frycza
Modrzewskiego
w Krakowie

DESCRIPTION OF THE TEMPLATE OF THE HABILITATION DIPLOMA AND DUPLICATE COPIES

1. The original diploma is in A3 format (297x420 mm), printed on one side
2. The duplicate copy and the copy for the files are in A4 format (210x297 mm), printed on one side
3. The original diploma and the copies are printed in color on satin paper with a weight of at least 120 g/m²
4. The original diploma and the copies bear a border.
5. The logo of the VIZJA University Scientific Federation is set centrally into the upper part of the border.
6. *Border color - CMYK: 100,60,30,0*
7. *On all versions of the diploma (original, duplicate copy, copy for the files), the PRK logo is placed in the upper right corner. The UV logo is placed in the lower left corner and the UAFM logo in the lower right corner.*
8. *All logos placed on the diploma (FNUV, PRK, UV, UAFM) must be used in accordance with the usage guidelines dedicated to each mark.*
9. On the duplicate copy of the diploma and on the copy of the diploma for the files, the inscription "ODPIS" (DUPLICATE COPY) or "ODPIS PRZEZNACZONY DO AKT" (COPY FOR THE FILES), respectively, shall be placed above the designation of the type of diploma.
10. The official seal of the Federation on the original and on the copies is embossed in the paper
11. The terms appearing in the template "urodzony/a" (born), "uzyskał/a" (obtained) are printed in the inflected form
12. Typefaces and font color:
 - the template of the diploma and of the copies has been prepared using the Times New Roman font in black,
 - the original and the copies of the diploma are completed in computer print, using the Arial font in black.
13. The original diploma and the duplicate copy are issued in a tube.