

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 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

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>

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) (miejsce)

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
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) (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

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

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

.....
Przewodniczący/a Rady Naukowej Dyscypliny (prezję i nazwisko i podpis Prezydenta)

.....
prezję dyplomu

Warszawa, dnia r.
(data wydania dyplomu)

Warszawa, dnia r.
(data sporządzenia odpisu)



UNIwersYTET VIZJA



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

.....
Przewodniczący/a Rady Naukowej Dyscypliny (pocegił imię i podpis Prezydenta)

.....
pieczęć urzędu

Warszawa, dnia r.
(data wydania dyplomu)

Warszawa, dnia r.
(data sporządzenia odpisu)

 **UNIwersytet VIZJA**  **UNIwersytet ZACHODNI WE WROCLAWIU**  **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



UNIWERSYTET
F
M
Andrzeja Frycza Modrzewskiego
w Krakowie

(COPIA)

.....
(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)



UNIWERSYTET VIZIA



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

.....
(définition des réalisations scientifiques)

et de l'évaluation de son activité scientifique

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
ZACHODNI
WE WROCLAWIU



UNIwersYTET
A
F
M
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



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 WROCŁAWIU



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.