

## The Procedure for Receiving a PhD Degree at CAMK

To initiate the doctoral procedure, the candidate must have at least one scientific publication in a peer reviewed scientific journal.

### The Candidate

Shall submit an application to the Director of the Nicolaus Copernicus Astronomical Center of the Polish Academy of Sciences (hereafter CAMK) to initiate the procedure for receiving a PhD degree. The candidate shall attach the following to the application:

- 1) a copy of the document confirming their title of magister (master) or magister inżynier (master of engineering) (in special cases – licencjat (bachelor) or inżynier (engineer) and the document confirming that the candidate has received a “Diamond Grant”);
- 2) proposal of the topic and the concept of dissertation, indicating the area of knowledge (science), the field of science (physics) and the scientific discipline (astronomy) of the doctorate;
- 3) a name of the candidate for the function of the promotor (PhD thesis supervisor) (also co-promotor or auxiliary promotor, if necessary);
- 4) a proposal of the additional discipline, within which one of the doctoral exams will be conducted;
- 5) a list of research papers and information on the popularization of science;
- 6) a note on the course of doctoral procedure, in case the candidate previously applied for the PhD degree;
- 7) candidates who have received the “Diamond Grant” shall attach the opinion of their science tutor;
- 8) the candidates can also submit the following documents with their applications:
  - a) certificate confirming their knowledge of a modern foreign language (the list of acceptable certificates can be found in Appendix 1 to the Regulation – see below);
  - b) an application to submit the doctoral dissertation in a language other than Polish.

### The Scientific Council

- 1) Initiates the procedure for receiving a PhD degree.
- 2) Designates the promotor (also co-promotor or auxiliary promotor, if necessary).
- 3) Appoints examination committees in the following fields:
  1. the primary discipline corresponding to the subject of the dissertation – comprising at least four persons holding the title of profesor or habilitated doctor (doktor habilitowany) in the given discipline, including the promotor or co-promotor;
  2. secondary discipline – comprising at least three persons, of which at least one holds the title of profesor or habilitated doctor in the given discipline, or persons holding equivalent rights;
  3. modern foreign language – comprising at least three persons, of which at least one is an academic teacher of that language, and the remaining hold a doctoral title.
- 4) Committee meetings may be attended, without voting rights, by the auxiliary promotor invited by the chairperson of the Scientific Council.
- 5) May appoint the doctoral committee, which accepts the doctoral dissertation and admits the candidate to defend it in public, consisted of at least 7 qualified scientists including 2 referees and the promotor. The referees could be appointed before submission of the doctoral dissertation to the promotor, only in case when dissertation is almost complete (then a synopsis of the PhD thesis is required).

### The Candidate

Shall submit the doctoral dissertation with an abstract to the promotor in electronic and paper forms.

1. The dissertation may have the form of a book manuscript or thematically consistent collection of articles published or accepted for publication in scientific journals. **In the later case statements of contributions by the co-authors (if any) are necessary.**
2. The doctoral dissertation may also consist of a self-contained, extracted part of a collective work, provided that it shows the individual contribution of the candidate (**statements of contributions by the co-authors are necessary**).
3. With the Scientific Council’s consent, the doctoral dissertation may be submitted in a language other than Polish.
4. The doctoral dissertation should be provided with an abstract in English, whereas a doctoral dissertation written in a foreign language should also contain a summary in Polish. **If the doctoral**

**dissertation is a collection of articles, it should be provided with a comprehensive introduction in English.**

### **Promotor**

Submits the doctoral dissertation to the chairperson of the Scientific Council with their own written opinion.

### **The Scientific Council**

At the request of the Chairperson, appoints at least two reviewers who are neither employees of CAMK nor members of the Scientific Council. There cannot be any reasonable doubt as to the impartiality of the reviewers.

- 1) The reviewers submit their reviews to the Scientific Council in paper and electronic form no later than two months of the receipt of the request for its preparation. In justifiable cases the Scientific Council may extend this term by one month.
- 2) Should the dissertation form part of a collective work, the review must include an evaluation of the candidate's individual input.
- 3) The review may contain conclusions concerning the supplementation or correction of the doctoral dissertation, which shall be conveyed to the candidate and the promotor by the Scientific Council. The supplemented or corrected doctoral dissertation shall be submitted by the candidate to the Scientific Council, to be reviewed again by the same reviewers. The reviewers submit their reviews of the supplemented or corrected doctoral dissertation within one month of the date of receipt of the request for its preparation.
- 4) Immediately upon receipt of the last review, the chairperson of the Scientific Council submits the reviews to the Central Commission for Degrees and Titles (Centralna Komisja do Spraw Stopni i Tytułów) with an abstract of the dissertation with the purpose of their publication in the Public Information Bulletin.
- 5) Familiarised with the doctoral dissertation, promotor's opinion and reviews, the Scientific Council (or the doctoral commission) **adopts a resolution to accept the doctoral dissertation and admit the candidate to defend it in public.**
- 6) A doctoral dissertation, which has not been accepted, cannot be the basis for an application for the title of doctor in other organisational units.

### **The Candidate**

Shall pass the doctoral exams before their PhD dissertation is accepted.

1. The dates of exams are determined by the chairperson of the Scientific Council in consultation with the appointed committees. If the candidate fails to take the doctoral exams within the designated time limit or fails to submit their doctoral dissertation, the Scientific Council may adopt a resolution to close their doctoral studies.
2. The exams are assessed according to the scale defined in the Doctoral Studies Regulations.
3. At the candidate's request, in the event of a failure to pass one of the exams, the Scientific Council, may permit the candidate to retake the exam, but no earlier than three months after the date of the first exam and not more than once.
4. A candidate who presents an appropriate certificate is exempt from taking a modern foreign language exam.

### **The Scientific Council**

at the following meeting after acceptance of dissertation and admission for public defence, conducts a public defence of the doctoral dissertation, having notified other organisational units authorised to confer the degree of doctor in the given scientific discipline of the place and date thereof with at least 10 days' notice and posting an announcement in CAMK. The notice and announcement shall also contain the information of the place where the doctoral dissertation has been submitted and posting of an abstract of the doctoral dissertation with reviews at the website of CAMK.

### **Public Defence (short summary):**

1. Presentation of the candidate by the promotor.
2. Concise presentation of the main results of the PhD thesis by the candidate (about 20 minutes).
3. Presentation of the referees' reports.

4. Answer to the referees' comments by the candidate.
5. Questions.
6. Closed meeting of the Scientific Council.
7. PhD promotion.

**Pursuant to**

- The Act on academic degrees and titles and on degrees and title in art of 3 June 2016 (<http://dziennikustaw.gov.pl/du/2016/882/1>), **hereinafter referred to as the Act.**
- The Regulation of the Minister of Science and Higher Education of 26 September 2016 on the detailed procedure and conditions in doctoral studies, habilitation proceedings and awarding the title of profesor (*professor*) (<http://dziennikustaw.gov.pl/DU/2016/1586/1>) **hereinafter referred to as the Regulation.**