

**Rules for the award of the doctoral degree
at Institute of Hydro-Engineering of the Polish Academy of Sciences
in Gdańsk**

Article 1. Legal basis

The rules of procedure for the award of the doctoral degree (hereinafter referred to as the Rules) at Institute of Hydro-Engineering of the Polish Academy of Sciences in Gdańsk (hereinafter referred to as the Institute) define the rules adopted by the Academic Board of the Institute, which are valid for doctoral proceedings started from 1 October 2019. The legal basis of the Rules are the following:

1. the Act of 20 July 2018 *Law of Higher Education and Science* (Journal of Laws 2018, item 1668, as amended), hereinafter referred to as the Act,
2. the Act of 3 July 2018 *Provisions Implementing Law of Higher Education and Science* (Journal of Laws 2018, item 1669, as amended),
3. the Act of 10 April 2010 about the *Polish Academy of Sciences* (Journal of Laws 2010, item 1183, 1655),
4. other applicable legal acts, including the Institute's Statutes and the Regulations of the Academic Board.

Article 2. The Institute's powers

1. The Institute is authorised to confer the academic degree of Doctoral in the discipline of civil engineering and transport, belonging to the field of engineering sciences.
2. In case of loss of this entitlement during the ongoing proceedings for the award of the doctoral degree, the Institute will ensure that the proceedings can be continued in another doctoral-granting institution which is authorised to confer the doctoral degree in the discipline of civil engineering and transport. Should it not be possible to ensure continuation of the proceedings in another entity, the entity will be designated by the Council of Scientific Excellence.

Article 3. Procedure for submission of doctoral dissertation to the Institute

The submission of a doctoral dissertation at the Institute takes place:

- 1) in the mode of doctoral students' training at Doctoral School at Gdańsk University of Technology or the Tri-City Doctoral School of the Polish Academy of Sciences,
- 2) in the extramural mode.

Article 4. The body authorised to confer the doctoral degree

The academic degree of a doctor is conferred, by means of an administrative decision, by the Institute's Academic Board (hereinafter referred to as the Board). The decision is signed by the Chair of the Board.

Article 5. The scope of work of the Doctoral Proceedings Committee

1. The Board, at the first meeting of a new term, appoints from among its members a permanent, at least 9-person, Doctoral Proceedings Committee (hereinafter: the Committee), in a manner set out in separate regulations. A member of the Committee may be a person holding the academic title of a professor or the academic degree of a doctor habilitated. The members of the Committee will include, on an as needed basis, reviewers appointed for a given doctoral proceedings and supervisor(s) of a doctoral dissertation.
2. After reviewing all documents specified in Article 6, at a meeting of the Board the Committee presents previously adopted resolutions concerning the initiation or refusal of proceedings for the conferment of the academic degree of a doctor, concerning the appointment of an examination board in extramural proceedings for the conferment of the academic degree of a doctor, concerning admission or non-admission of a dissertation for a doctoral dissertation defense and concerning the conferment or refusal of the academic degree of a doctor. The Committee may request a distinction for a dissertation that meet the requirement specified in Article 16.
3. Applications for the appointment of a supervisor, the appointment of reviewers, the appointment of committees for the conduct of doctoral examinations and the resolutions of the Committee concerning the initiation or refusal of the initiation of the doctoral proceedings, admission or non-admission for a doctoral dissertation defense, awarding or refusing to award the degree of a doctor as well as the application for a distinction for a dissertation are considered at the Board's meetings.

Article 6. Requirements for initiating proceedings for the award of the academic degree of a doctor

1. The proceedings for the award of the degree of a doctor are be initiated by a person who:
 - 1) Holds the professional title of Master of Science, Master of Science Engineer or equivalent, or holds a diploma conferring the right to apply for the award of the degree of a doctor in the country in whose system of higher education the awarding institution operates.
 - 2) Has academic achievements including at least:
 1. 1 individual or co-authored scientific article in which the candidate's contribution is at least 50%, published in a scientific journal or in the peer-reviewed proceedings of an international conference, which in the year of publication of the article in its final form were included in the current list drawn up by the Ministry of Science and Higher Education, or

2. 1 scientific monograph published by a publishing house which, in the year of publishing the monograph in its final form, was included in the current list drawn up by the Ministry of Science and Higher Education, or a chapter in such a monograph.
 - 3) Holds a certificate or diploma of graduation certifying knowledge of the English language at a level of proficiency of at least B2.
 - 4) In the case of applying for a doctoral degree in the mode of doctoral studies at Doctoral School at Gdansk University of Technology or at Tri-City Doctoral School of the Polish Academy of Sciences, presents a certificate of studies completion.
 - 5) In the case of applying for a doctoral degree in extramural mode, applies to the Council for the appointment of a supervisor or supervisors.
 - 6) Will submit an application for the initiation of proceedings to award the degree of a doctor, addressed to the Board Chair. He/She is to attach to the application the doctoral dissertation together with the positive opinion of the supervisor or supervisors.
3. The submission of the application to initiate proceedings for the award of the degree of a doctor must be preceded by a presentation at an open institute seminar of the candidate's activities and scientific achievements to date, related to the discipline of civil engineering and transport.
- 4.
3. To the application to initiate proceedings the following must be attached:
- 1) The original or a certified copy of the document stating the possession of the professional degree of Master of Science, Master of Engineering or other equivalent.
 - 2) Curriculum vitae indicating the course of education and employment to date.
 - 3) A list of scientific achievements.
 - 4) If the scientific article referred to in Point 1.2.a) is co-authored, a statement from all co-authors specifying their individual contribution to the creation of the article. The applicant will be exempted from submitting the declaration in the event of the death of the co-author, him/her being declared dead or him/her being permanently disabled making it impossible to obtain the required declaration.
 - 5) In the case of an application for the award of the degree of a doctor on the basis of an independent and separate part of a collective work, declarations of all co-authors, specifying the individual contribution of each of them into the work.
 - 6) In the case of an application for the doctoral degree in the extramural mode, the name, title or academic degree of the proposed supervisor and his/her written consent, together with a statement that he/she meets the statutory requirements to act as a supervisor in doctoral proceedings.

- 7) In the case of doctoral students at Doctoral School at Gdansk University of Technology or Tri-City Doctoral School of the Polish Academy of Sciences, an opinion of the supervisor who supervised dissertation preparation at the doctoral school and a certificate of graduation from the School.
 - 8) A certificate or a certified copy of it, evidencing the achievement of at least B2 proficiency in English.
 - 9) 5 copies of the dissertation, including one in electronic version.
4. Documents confirming the fulfilment of the conditions required for the initiation of the proceedings for the award of the doctoral degree as listed in Points 1 and 3 are to be submitted by the candidate to the Institute Office, from where they are to be forwarded to the Chair of the Committee.

Article 7. Verification of qualifications at level 8 of the Polish Qualification Framework

1. The verification of obtaining by a candidate of the qualifications at level 8 of the Polish Qualification Framework applies only to candidates applying for the doctoral degree in the extramural mode.
2. In order to carry out the verification, at the request of the Committee, the Academic Board, in accordance with its regulations, will appoint examination boards as needed. A member of the board may be a person holding the title of a professor or the degree of a doctor habilitated. Each examination board is composed of the chairperson and three members as well as the supervisor of a given doctoral proceedings.
3. A candidate applying for the doctoral degree in the extramural mode is to pass the following before an examination board:
 - a) An oral examination of a fundamental nature, demonstrating advanced general knowledge in the discipline of civil engineering and transport,
 - b) A detailed oral examination related to the subject of the doctoral dissertation and demonstrating the ability to conduct scientific work independently,
 - c) A written examination in the form of a test, checking the knowledge of the methodology of scientific research, knowledge of legal and ethical aspects of scientific activity, knowledge of technology transfer and commercialization of research results, including problems related to the protection of intellectual property.

The Board may appoint a separate examination board for each examination.

4. Examinations end with a grade given by the chairperson of the examination board in agreement with its members, according to the following grading scheme:

1) very good	5.0
2) good plus	4.5
3) good	4.0
4) satisfactory plus	3.5
5) satisfactory	3,0
6) fail	2.0

A failing grade means a negative result of the examination.

5. The examination board's minutes, which are intended for the Committee, include the grade obtained in the examination and information that the examination has resulted in a pass or fail grade.
6. In the event of failing one of the examinations for the Ph.D. degree, the Committee may, at the candidate's request submitted within 2 weeks of failing the examination, allow the candidate to retake the examination, but not earlier than within three months after taking the examination for the first time and not more than once.

Article 8. Manner of appointing and changing a supervisor, supervisors or an assistant supervisor

1. The decision of appointing a supervisor, supervisors or an assistant supervisor at the Institute is made by the Council upon the Committee's request, only in the case of doctoral studies in the extramural mode.
2. A supervisor is appointed at the next meeting of the Academic Board, but not earlier than 30 days from the date of application for appointment of a supervisor by the candidate. A person who has agreed to take up this function at the time of application will be appointed as a supervisor.
3. A supervisor is appointed in a secret ballot by an absolute majority of votes in the presence of at least half of the eligible persons.
4. The members of the Board who have the academic title of a professor or a doctor habilitated are entitled to vote.
5. In case of the Board's refusal to appoint a supervisor, the Board Chairperson informs the candidate in writing within 2 weeks of the Board's meeting at which the decision was made.
6. A person proposed as a doctoral dissertation supervisor who is not a member of the Board participates in the meeting of the Board during which the appointment of the dissertation supervisor takes place without the right to vote.
7. In the case of an interdisciplinary subject or international cooperation, the supervisor or the Board Chairperson may request the appointment of a second supervisor.
8. A doctoral student may request the Board, via the Committee, to appoint an assistant supervisor, indicating the proposed candidate.

9. The request for the appointment of an assistant supervisor should be agreed in advance between the supervisor and the doctoral student.
10. If a supervisor is not employed full-time at the Institute as the primary workplace, the doctoral student must appoint an assistant supervisor fulfilling this condition. In this situation an assistant supervisor is designated by the President of the Board in agreement with the supervisor and the doctoral student.
11. A supervisor can be a person with the degree of a doctor habilitated or a professor, and an assistant supervisor - a person with the degree of a doctor.
12. A supervisor can be a person who does not meet the requirements specified in Point 11, who is an employee of a foreign university or scientific institution, provided the Board decides that this person has significant achievements in the field of scientific problems discussed by the dissertation.
13. A supervisor cannot be a person who within the last 5 years:
 - 1) was a supervisor of 4 doctoral students who were removed from the register of doctoral students due to a negative result of the mid-term evaluation at the doctoral school, or
 - 2) supervised the preparation of a dissertation by at least 2 applicants for the doctoral degree who did not receive positive reviews.
14. A supervisor can resign in justified cases. In case of resignation, the current Supervisor must:
 - (a) inform the Chair of the Board in writing of the reasons for his/her decision, and
 - b) submit a declaration concerning the use of the results of previous work with a doctoral student in the doctoral dissertation.
15. In the case of resignation, the current supervisor fulfils his/her duties until a new supervisor is appointed.
16. In case of resignation of the existing supervisor or his/her inability to perform his/her duties due to a fortuitous event, within 14 days from the date of the Chair of the Board notifying the doctoral student of this fact, the doctoral student has the right to choose a new supervisor, notifying the Chair of the Board of this fact in writing, enclosing a consent of the new supervisor to undertake this function.
17. If the doctoral student does not submit the agreed proposal for a new supervisor within 14 days, one will be designated by the Chair of the Board within 30 days.
18. A supervisor who does not fulfil his/her duties properly may be dismissed with the consent of the doctoral student and the Chair of the Board. The provisions specified in Points 11 and 12 will apply to the appointment of a new supervisor.

19. An assistant supervisor may be dismissed from his/her function upon a justified written request of the supervisor or upon a written request of the doctoral student, with the consent of the supervisor.
20. The decision of dismissing or changing the supervisor and the assistant supervisor is taken by the Chair of the Board.

Article 9. Remuneration of a supervisor and an assistant supervisor

A Supervisor and an assistant supervisor in the proceedings for awarding the doctoral degree are be entitled to one-time remuneration. The remuneration of a supervisor amounts to 83%, and of an assistant supervisor - 50%, of the remuneration of a professor. The remuneration is paid after the conclusion of the proceedings for the award of the doctoral degree as a result of which the degree was conferred.

Article 10. Manner of appointing reviewers and reviewing doctoral dissertation

1. In the proceedings for the conferment of the academic degree of a doctor, 3 reviewers are appointed from among persons who are not employees of the Institute and a university, an institute of the Polish Academy of Sciences, a research institute or an international institute whose employee is the applicant for the degree of a doctor.
2. Reviewers are appointed by the Academic Board from among at least 6 candidates proposed by the Committee.
3. Reviewers can be persons holding the title of a professor or the degree of a doctor habilitated.
4. A reviewer can be a person who does not meet the conditions stipulated in Point 3 but is a faculty member of a foreign university or a scientific institution, provided the Academic Board decides that the person has significant achievements in the field of scientific issues dealt with in the dissertation.
5. Reviewers are to prepare reviews of a doctoral dissertation within 2 months of its submission.
6. In justified cases, the Committee may extend the deadline for the submission of reviews by another month.
7. If the review has not been received within three months, the Committee may request the Academic Board to appoint a new reviewer. The Academic Board will decide on the dismissal of the reviewer who is late in submitting his/her opinion and on the appointment of a new reviewer.
8. A review of a doctoral dissertation includes a thoroughly justified opinion on whether or not the dissertation meets the requirements of the Act.
9. A review may contain conclusions on the possible supplementation or correction of the dissertation.

10. A supplemented or corrected dissertation requires additional reviews by the same reviewers.
11. In the event a dissertation is a part of a collective work, a review should include an assessment of the candidate's individual contribution to its creation.

Article 11. Remuneration of reviewers

A reviewer in the proceedings for the conferment of the doctoral degree is entitled to a one-time remuneration. The reviewer's remuneration amounts to 27% of the remuneration of a professor.

Article 12. Dissertation requirements

1. A dissertation can be written in Polish or English.
2. A doctoral dissertation demonstrates general theoretical knowledge of the candidate in the discipline of civil engineering and transport and the ability to conduct independent research work.
3. The subject of the dissertation is an original solution to a scientific problem or an original solution in the application of the results of own research in the economic or social sphere.
4. A dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technology, implementation work as well as an independent and isolated part of a collective work.
5. In the case of an application for the doctoral degree based on a separate and distinct part of a collective work, statements of all co-authors should be submitted, specifying the individual contribution of each of them to the work.
6. A dissertation should be accompanied by an abstract in Polish and English.
7. In the case of a non-admission to the defense of the dissertation or a refusal to award the degree of a doctor, the same dissertation cannot be the basis for reapplying for the degree of a doctor.

Article 13. Rules for calculating the fees for the proceedings for the award of the academic degree of a doctor in the extramural mode

1. The fee is not charged to the applicant for the degree of a doctor who has completed the studies at Doctoral School of Gdańsk University of Technology or at Tri-City Doctoral School of the Polish academy of Sciences.

2. A person who applies for the award of the doctoral degree in the extramural mode is to pay a fee to the Institute for the conduct of the proceedings in this case.
3. The amount of the fee cannot exceed the costs of the proceedings, including the remuneration of the supervisor(s), assistant supervisor and reviewers, administrative costs and other costs directly related to the given doctoral proceedings.
4. In justified cases, the director of an institute of the Polish Academy of Sciences may waive the fee for doctoral proceedings in whole or in part.
5. In the case of a researcher of the Institute, the costs of the proceedings are borne by the employer.

Article 14. Activities required in proceedings for the award of the degree of a doctor

The proceedings for the award of the doctoral degree at the Institute consists of the following activities:

1. In the case of the extramural mode, the appointment of a supervisor by the Academic Board, upon the proposal of the Committee.
2. Examination of the text of a doctoral dissertation by the dissertation supervisor using the Uniform Anti-Plagiarism System and submission of the examination report to the Chair of the Board.
3. The Committee's statement that the candidate meets or fails to meet the requirements set out in Art. 6.
4. The initiation of or a refusal to initiate the procedure for the conferment of the doctoral degree a doctoral dissertation by the Board, at the request of the Committee. The decision to initiate or refuse to initiate the proceedings for the conferment of the doctoral degree is to be taken by the Board with an absolute majority of votes in a secret ballot, with at least half of the eligible members present. The eligible members are the members of the Academic Board holding the academic title of a professor or the degree of a doctor habilitated.
5. Should the Academic Board refuse to initiate proceedings for the conferment of the degree of a doctor, the candidate will be notified in writing of the decision of the Board by its Chair, within 2 weeks of the meeting of the Council at which the refusal was made.
6. In the case of a decision of the Board to initiate a doctoral procedure, the appointment of reviewers in accordance with the rules outlined in Art. 10.
7. In the case of the extramural mode, appointment of an examination board by the Board and conducting doctoral examinations, in accordance with Art. 7.

8. Approval by the Committee of the results of the proceedings conducted so far and adoption of a resolution to admit the dissertation to doctoral dissertation defense, if it obtains at least two positive reviews.
9. In the event of a decision to refuse admission to the doctoral dissertation defense, informing the candidate for the degree of a doctor, by the Chair of the Board, that he/she is entitled to lodge a complaint with the Board for Scientific Excellence, to be submitted via the Board.
10. Placing the text of the doctoral dissertation, together with an abstract, in the Institute's Public Information Bulletin no later than 30 days before the designated date of defense. Immediately after being placed in the Bulletin, making them available in the Polon system.
11. Informing about the date of the doctoral dissertation defense all national scientific institutions which are entitled to confer the Doctoral degree in the discipline of civil engineering and transport, at least two weeks before the planned date of the defense.
12. Defense of doctoral dissertation at an open meeting of the Board.
13. The Committee adopting a resolution on accepting or not accepting the doctoral dissertation defense, on awarding or not awarding the candidate the doctoral degree and on awarding a distinction, provided that the requirements specified in Art. 16 are met.
14. Putting the resolutions of the Board listed in Point 13 to the vote of the Board and awarding or refusing to award the degree of a doctor.

Article 15. Doctoral dissertation defense

1. The dissertation defense takes place at an open meeting of the Committee, with the participation of the supervisor and reviewers. The participation of at least two reviewers in the defense is necessary.
2. The Committee Chair is to conduct the defense, and in his/her absence, the Committee Deputy Chair or a designated member of the Committee.
3. Prior to the commencement of the defense, the supervisor presents the profile of the doctoral student.
4. During the defense, the doctoral student presents the main theses and conclusions of the dissertation, after which the reviewers present their opinions.
5. In the absence of the reviewer, the supervisor of the defense orders the reading of the full review.
6. After presenting the reviews, the doctoral student responds to the reviewers' questions and comments formulated in the reviews.

7. After presenting answers to the reviewers' questions, the defense supervisor opens a discussion in which all present are permitted to take the floor.
8. After the discussion, the Chair closes the open meeting of the Committee.
9. At the end of the defense, the Committee, at a closed meeting, with an ordinary majority of votes in a secret ballot, adopts a resolution on accepting or not accepting the defense of the doctoral dissertation and draws up a draft resolution of the Academic Board on awarding or refusing to award the candidate the academic degree of a doctor.

Article 16. Requirements for awarding the doctoral degree with distinction

1. In the event that at least two reviewers in their reviews request that the doctoral dissertation be awarded with distinction, the Committee verifies whether the doctoral dissertation meets the requirements for distinction, which are as follows:
 - (a) The doctoral dissertation significantly exceeds the average level of doctoral theses in terms of the problem solved and the research methods used.
 - b) The doctoral student has publications or papers accepted for publication in journals included in the list of the Ministry of Science and Higher Education, assigned to the discipline of civil engineering and transport, for a minimum of 70 points each.
 - c) In the case of a student of a doctoral school, the doctoral student has achieved an average studies grade at least 4.5, and in the case of an extramural applicant, an average grade in doctoral examinations of at least 4.5.
 - (d) The presentation of the dissertation during the defense and the manner in which the doctoral student addressed the reviewers' questions and comments were highly evaluated by the committee.
2. If all the requirements for distinction are met and the motion for distinction is supported by all reviewers present at the meeting, and is passed in a secret ballot by a majority of 2/3 of votes, validly cast by the members of the Committee present at the closed meeting, the Committee submits the motion for distinction of the doctoral dissertation to the Academic Board for a vote.

Article 17. Awarding the Doctoral Degree

1. The Board, at the next meeting after the defense of the doctoral dissertation, adopts a resolution on awarding or refusing to award the degree of a doctor in a secret ballot, with an absolute majority of votes, with the participation of at least half of those entitled.
2. The resolution on the award of the academic degree of a doctor becomes valid upon its adoption by the Board.

3. A person awarded the academic degree of a doctor receives a doctoral diploma and a copy of that diploma. At the request of the person concerned, copies of the diploma can be issued in English. Doctoral diplomas as well as their duplicates and copies intended for legal circulation abroad are to be authenticated at the request of the person concerned by the President of the Polish Academy of Sciences. A fee is charged for the authentication.
4. In the case when an applicant for the degree of a doctor has attributed in the dissertation or articles being a condition for the initiation of the doctoral proceedings the authorship of a significant fragment of another person's publication or other elements of another person's scientific work, the Academic Board of the Institute annuls the decision on awarding the degree of a doctor.

Article 18. Awarding the degree of a doctor with distinction

The Board may confer the degree of a doctor with distinction if:

1. The Committee submits a motivated motion for distinction to the Board for a vote.
2. An ordinary majority of eligible persons votes in favour of the motion for the distinction in a secret ballot.

Article 19 Doctoral promotion

1. The doctoral promotion is ceremonial in its nature and takes place during the open part of the Board meeting, as a separate agenda item.
2. The doctoral promotion includes:
 - (a) opening of the ceremony by the Chair of the Board,
 - b) the doctoral student taking the oath and being presented with the doctoral diploma,
 - c) a speech by the Director of the Institute,
 - d) closing of the ceremony by the Chair of the Board.
3. The text of the oath constitutes an appendix to these Rules of Procedure.

Article 20. Final provision

The provisions of the Administrative Procedure Code apply to proceedings for the award of the academic degree of a doctor to the extent not regulated by these Rules of Procedure.