

Regulations

for conducting the habilitation (postdoctoral) procedure

by the Scientific Council of the Institute of Physics of the Polish Academy of Sciences - *adopted on 30.03.2023*

The postdoctoral procedure carried out by the IP PAS Scientific Council includes two stages:

1. **Preliminary assessment carried out at the Institute of Physics of the Polish Academy of Sciences (IP PAS)** in accordance with these Regulations before the postdoctoral candidate submits an application to the Council of Scientific Excellence (RDN) to institute the postdoctoral procedure.
2. **The procedure stipulated by the Act of July 20, 2018, on Higher Education and Science** (Journal of Laws item 1668, as amended) contained in the Resolution of the IP PAS Scientific Council of 30-03-2023, specifying the detailed procedure, rules for determining the fees and the method of appointing members of the Habilitation Commission for the award of the habilitation (postdoctoral) degree.

The Rules and Method of performing a preliminary assessment at the IP PAS

The Rules

Notifying the Director of the Institute of Physics of the Polish Academy of Sciences of the intention to submit an application for instituting the postdoctoral procedure and undergoing the preliminary assessment is recommended both for employees of the IP PAS and for other candidates.

A preliminary assessment is not carried out in the case of applications submitted to the IP PAS by the Council of Scientific Excellence (RDN) after refusing to institute the procedure by another postdoctoral entity indicated by the postdoctoral candidate.

The Method

1. The candidates notify the Director of the Institute of Physics of the Polish Academy of Sciences of their intention to submit an application for instituting the postdoctoral procedure and submit to the Director a set of documents required by the Act.
2. The Director presents the case to the Commission for Independent Researcher Affairs (hereinafter referred to as the "SPN Commission") in order to obtain its opinion.
3. After reviewing the application documentation, the SPN Commission prepares an opinion on instituting the postdoctoral procedure or the need to supplement the application in the indicated elements.
4. The SPN Commission may appoint an internal expert or experts who will prepare written opinions without undue delay.
5. In the case of postdoctoral applications submitted to the IP PAS Director before October 1, 2023, the rule applies that the candidates give a public lecture on their scientific achievement at the IP PAS. The IP PAS Director invites the members of the IP PAS Scientific Council to this lecture.

6. The Director of the Institute of Physics of the Polish Academy of Sciences provides the candidate with the opinion of the SPN Commission along with a recommendation for further proceedings.

The Resolution of the Scientific Council of the Institute of Physics of the Polish Academy of Sciences of 30-03-2023

specifying the detailed procedure, rules for determining the fees and the method of appointing members of the Habilitation Commission on the award of the habilitation (postdoctoral) degree

In connection with Article 221 Section 14 of the Act of July 20, 2018, on Higher Education and Science (Journal of Laws, item 1668 as amended), hereinafter referred to as the "Act", the Scientific Council of the Institute of Physics of the Polish Academy of Sciences introduces the following procedure for awarding the habilitation (postdoctoral) degree.

Instituting the habilitation (postdoctoral) procedure

§ 1

1. The postdoctoral procedure is instituted upon a written application of the candidate submitted to the Director of the Institute of Physics of the Polish Academy of Sciences through the Council of Scientific Excellence (hereinafter referred to as "RDN") or upon application addressed to the Institute directly by the RDN following the refusal of another postdoctoral entity.
2. The candidate's application should indicate the Institute of Physics of the Polish Academy of Sciences as the postdoctoral entity selected to conduct the procedure, exact and natural sciences as the field, and physical sciences as the discipline in which the candidate is applying for a scientific degree.
3. The application should include the information and appendices required in Article 219:
 - An original or certified copy of the PhD diploma.
 - Information on a scientific achievement in the form of one published scientific monograph or one series of thematically related published scientific articles or one completed original design, construction, or technological achievement constituting a significant contribution to the development of a scientific discipline. The postdoctoral candidate shall attach to the application electronic publications or monographs constituting the basis for applying for the postdoctoral degree.
 - A description of the postdoctoral candidate's professional career, including a list of scientific papers and conference oral presentations, information on participation in research projects, and educational and

T-85

popularizing activities, as well as information on significant research activities carried out in more than one university or scientific institution, in particular a foreign one.

- If the scientific achievement is part of a collective work in which the candidate has developed a separate issue individually, statements of all or at least five (including the postdoctoral researcher) co-authors about their individual contribution to the joint publication are attached to each publication. The candidate is released from the obligation to submit a statement in the event of the co-author's death, declaring him/her deceased or his/her permanent health impairment which makes it impossible to obtain the required statement. In other justified cases, if it is not possible to obtain a statement from a given author, a relevant statement may be made by one of the co-authors. In the absence of such statements, the IP PAS Director asks the postdoctoral candidate to complete the application within two weeks.

Consent to conduct the postdoctoral procedure at the IP PAS

§ 2

1. Within 4 weeks of receiving the application from the RDN, the IP PAS Scientific Council adopts a resolution on granting consent or not consenting to conduct the procedure for awarding the postdoctoral degree.
2. Before adopting a resolution on conducting the postdoctoral procedure, the IP PAS Director presents to the Council the conclusions of the preliminary assessment made by the Commission for Independent Researcher Affairs in accordance with the Regulations of the postdoctoral procedure adopted by the IP PAS Scientific Council at the meeting on 30-03-2023.
3. The negative (refusal) decision is immediately forwarded by the IP PAS Director to the RDN.
4. If it is necessary to make a negative (refusal) decision on time in the period between the meetings of the IP PAS Scientific Council, the relevant resolution is adopted by electronic voting based on a written recommendation of the Presidium of the IP PAS Scientific Council.
5. If the RDN appoints the IP PAS as the postdoctoral entity to conduct the procedure after the negative (refusal) decision of another postdoctoral entity, the Act does not provide for the stage of consent to instituting the procedure and obliges the IP PAS Scientific Council to institute the postdoctoral procedure.

Appointment of the Habilitation Commission

§ 3

1. Within 6 weeks of receiving information about the members of the Habilitation Commission appointed by the RDN, the IP PAS Scientific Council adopts a resolution appointing a 7-person Habilitation Commission composed of:
 - a) 4 members appointed by the RDN (chairperson and 3 reviewers) and
 - b) 3 members appointed by the IP PAS Scientific Council: a reviewer (who is not an employee of the IP PAS) and a secretary and a member (employed at the IP PAS).

The method of appointing members of the Habilitation Commission

§ 4

1. Members of the Habilitation Commission are appointed by the IP PAS Scientific Council in a secret ballot, by an absolute majority of votes, in the presence of at least half of the authorized members of the Council.
2. The Scientific Council appoints members of the commission from among persons meeting the criteria set out in Article 221 Section 4 - 7 of the Act.

Evaluation of scientific achievements by reviewers

§ 5

1. After the appointment of the Habilitation Commission, the Chairperson of the IP PAS Scientific Council submits the application and documentation related to the procedure to the members of the Habilitation Commission.
2. Reviewers, within 8 weeks from the delivery of the application and documentation, assess whether the candidate's scientific achievement meets the requirements set out in Article 219 Section 1, Point 2 of the Act, and prepare reviews which they submit to the Chairperson of the Scientific Council.
3. When accepting the reviews, the Chairperson of the IP PAS Scientific Council checks whether they contain unequivocal recommendations on the award or refusal to award the postdoctoral degree, and if this condition is not met, the Chairperson returns the review for correcting.
4. After accepting all reviews, the Chairperson of the Scientific Council sends them to the members of the Habilitation Commission.
5. In the case of postdoctoral proceedings instituted by the RDN after September 30, 2023, the Habilitation Commission obligatorily conducts a postdoctoral colloquium in the field of the postdoctoral candidate's scientific achievements.
 - a) The postdoctoral colloquium is not conducted if at least 2 reviews are negative.
 - b) The postdoctoral colloquium is public.
 - c) Information about the date, place, and manner of conducting the colloquium is made available by the Institute of Physics of the Polish Academy of Sciences no later than 10 days before the scheduled date of the colloquium.

- d) The postdoctoral colloquium may be conducted outside the seat of the Institute of Physics of the Polish Academy of Sciences using electronic means of communication, ensuring: real-time transmission of the colloquium between its participants and real-time multilateral communication, under which participants of the colloquium can express their opinions during the colloquium.
6. If the application is withdrawn after the appointment of the Habilitation Commission, the same application cannot be the basis for applying for the postdoctoral degree in another entity granting the postdoctoral degree and the applicant may not apply for the postdoctoral degree for 2 years.
7. In the case of refusing to award the postdoctoral degree, an appeal may be made to the RDN. If the negative (refusal) decision is upheld, the person applying for the postdoctoral degree may re-apply for instituting the procedure for awarding it after at least 2 years. This period may be shortened by the RDN to 12 months in the event of a significant increase in scientific achievements.

The adoption of a resolution by the Habilitation Commission

§ 6

1. The meeting of the Habilitation Commission is organized by the Chairperson and Secretary of the Commission with the technical and financial support of the Institute of Physics of the Polish Academy of Sciences.
2. Within 6 weeks of receiving all the reviews, the Habilitation Commission at its meeting evaluates the application and the course of the procedure thus far and adopts a resolution containing a recommendation for the IP PAS Scientific Council on awarding or refusing to award the postdoctoral degree.
3. The resolution mentioned in Section 2 is made by the Habilitation Commission in an open vote, by an absolute majority of votes. The meeting of the Commission at the IP PAS must be attended by the Chairperson, the Secretary, and at least two reviewers. If necessary, it is allowed to participate in the meeting in the form of a teleconference.
4. At the request of the postdoctoral candidate, the vote is held secretly.
5. In the case of postdoctoral applications submitted to the IP PAS Director before October 1, 2023, the Habilitation Commission may invite the postdoctoral candidate to the postdoctoral colloquium.
6. According to Article 221, Section 10 of the Act: if at least two reviews are negative, the opinion of the Habilitation Commission cannot be positive.
7. In the case of a meeting of the Habilitation Commission in the form of a teleconference, the resolution of the Commission referred to in Section 2 and the minutes of the Commission's meeting are signed by the Chairperson and the Secretary of the Commission.

Awarding the habilitation (postdoctoral) degree

§ 7

1. The Chairperson of the IP PAS Scientific Council, after receiving a resolution from the Habilitation Commission on the recommendation to award or refuse to award the postdoctoral degree, shall place an item on this postdoctoral procedure in the agenda of the next meeting of the Council.
2. The Chairperson of the IP PAS Scientific Council invites members of the Habilitation Commission to participate in the part of the Council meeting devoted to the postdoctoral procedure. Members of the Habilitation Commission who are not members of the IP PAS Scientific Council participate in the meeting without the right to vote.
3. After getting acquainted with the course of all stages of the procedure and the resolution of the Habilitation Commission, the IP PAS Scientific Council adopts in a secret ballot, by an absolute majority of votes, in the presence of at least half of the authorized members of the Council, a resolution on awarding or refusing to award the postdoctoral degree.
4. According to Article 221 Section 12 of the Act: if the resolution of the Habilitation Commission is negative, the IP PAS Scientific Council refuses to award the degree.
5. The adoption by the IP PAS Scientific Council of the resolution referred to in Section 3 is tantamount to closing the postdoctoral procedure.

Informing about the course of the postdoctoral procedure

§ 8

1. The Director of the Institute of Physics of the Polish Academy of Sciences provides information on the course of the postdoctoral procedure in the Public Information Bulletin (BIP) on the IP PAS website and in the Integrated Information System on Higher Education and Science POL-on:
 - 1) the application of the person applying for the postdoctoral degree;
 - 2) information on the composition of the Habilitation Commission;
 - 3) the reviews;
 - 4) information on the date, place, and method of conducting the postdoctoral colloquium, if the postdoctoral procedure was instituted after September 30, 2023;
 - 5) a resolution containing an opinion on the award of the postdoctoral degree, together with a justification;
 - 6) the decision to award the postdoctoral degree or the refusal to award it.

The information referred to in Point 4 shall be made available no later than 10 days before the set date of the postdoctoral colloquium.

The rules for determining the fees

§ 9

1. The costs of the postdoctoral procedure for candidates employed at the Institute of Physics of the Polish Academy of Sciences are borne by the Institute.
2. The costs of the postdoctoral procedure of other persons will be covered by the Institute of Physics of the Polish Academy of Sciences, which will then apply for reimbursement by these persons or institutions employing them. The reimbursed procedure costs include: remuneration of members of the Habilitation Commission (determined in accordance with Article 184 of the Act), business trips of members of the Habilitation Commission, and costs of organizing the meeting of the Habilitation Commission.
3. In justified cases and at the candidate's request, the Director of the Institute of Physics of the Polish Academy of Sciences may exempt the candidate from the fee in whole or in part.

Prof. dr hab. Tomasz Ston
Tomasz Ston
Przewodniczący Rady Naukowej
Instytutu Fizyki PAN