



Resolution No. 21/2021
of the Senate of Lodz University of Technology
of 26 May 2021
on defining the procedure for the
the conferment of a doctoral degree and the detailed procedure
on the conferment of a postdoctoral degree

(Consolidated text as amended by Resolution No. 8/2022)

Pursuant to Article 192 sec.2 and Article 221sec.14 point 1 of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended) and Article 179 of the Act of 3 July 2018 - Introductory provisions of the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), the Senate of Lodz University of Technology passes the following resolution:

CHAPTER 1

General provisions

§ 1

1. Terms used in this document mean:
 - 1) Doctoral Student - a person admitted to the Interdisciplinary Doctoral School of Lodz University of Technology who took the oath;
 - 2) Doctoral Candidate - a person applying for the award of a doctoral degree or a postdoctoral degree;
 - 3) PQF – Polish Qualification Framework;
 - 4) RDN – Council of Scientific Excellence;
 - 5) Scientific Discipline Council - the Council referred to in §19 of the Statute of TUL, further referred to as the Discipline Council;
 - 6) Council for Academic Degrees - the body of the University referred to in §10 and §15 of the Statute of TUL;
 - 7) Act - the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended).
2. Doctoral and postdoctoral degrees at Lodz University of Technology are conferred or refused by the competent Council for Academic Degrees, in the area of science and in a scientific discipline.
3. In the case of conferring a doctoral degree in the field of science - the competent body is the Senate of Lodz University of Technology.
4. Doctoral students studying at the Interdisciplinary Doctoral School of Lodz University of Technology are assigned a supervisor/supervisors/supervisor and an assistant supervisor within 3 months of starting their studies. Detailed rules of appointing a supervisor/supervisors/supervisor and an assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.
5. Upon a reasoned request of a doctoral candidate, or a supervisor/supervisors/supervisor and an assistant supervisor, the Council for Academic Degrees decides on a

supervisor/supervisors/supervisor and an assistant supervisor. Detailed rules for changing the supervisor/supervisors/supervisor and an assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.

6. In the case of losing the possibility of performing the function of the current supervisor/supervisors/supervisor and an assistant supervisor, upon the request of a doctoral candidate, the Council for Academic Degrees appoints a new supervisor/supervisors/supervisor and an assistant supervisor. Detailed rules of appointing a new supervisor/supervisors/supervisor and an assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.
7. The doctoral degree may be conferred jointly with other national or foreign academic units under the rules laid down in Article 185, sec. 2 of the Act.

CHAPTER 2

Procedure for the conferment of a doctoral degree at Lodz University of Technology

§ 2

The condition for the award of a doctoral degree at Lodz University of Technology is:

- 1) possession of the degree of MA, MSc, MSc Eng., or an equivalent degree or the diploma referred to in Article 326, sec. 2 or Article 327, sec. 2 of the Act, conferring the right to apply for the award of a doctoral degree in the country in which the higher education institution which awarded the degree operates. In exceptional cases justified by the highest quality of academic achievements, the academic degree may be conferred on a person who does not fulfil the requirements laid down above, being a graduate of first-cycle studies or a student who has completed the third year of uniform Master's studies;
- 2) an achievement of the learning outcomes for the qualification at level 8 of the PQF, which means:
 - a) completion of a programme of study at the Doctoral School at level 8 of the PQF or passing the examination referred to in §12;
 - b) proficiency in a non-native modern foreign language at a language proficiency level of at least B2, as attested by a certificate or diploma;
- 3) a track record of at least:
 - a) 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form was included in the list drawn up in accordance with the regulations issued under Article 267, sec. 2, item 2, letter b of the Act, or
 - b) 1 scientific monograph published by a publishing house that, in the year of publishing 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 a chapter in such a monograph, or
 - c) an artistic work of major importance;
- 4) where the scientific article referred to in point 3 letter a is of multiple authors, the doctoral candidate must submit, along with the request for initiation of the procedure, statements from the co-authors specifying their contribution to the article and indicating the individual contribution of the doctoral candidate. If it is not possible to obtain the statements, the candidate should submit a statement themselves, explaining the reasons for this situation;
- 5) in the case of authorship of a chapter in a scientific monograph - point 3 letter b - the doctoral candidate must submit, along with the request to initiate proceedings, a declaration of the co-authors of the monograph specifying their contribution to the monograph and specifying the individual

contribution of the doctoral candidate to the monograph. If it is not possible to obtain the statements, the candidate should submit the statement themselves, explaining the reasons for this situation;

- 6) the presentation and defence of the doctoral thesis;
- 7) fulfilment of other requirements specified by the Discipline Council in which the procedure for the conferment of the doctoral degree is to be initiated. In the case of multi-authored publications, the applicant for the degree of doctor must submit with the application for the initiation of the procedure statements of the co-authors specifying their contribution to the article and specifying the individual contribution of the candidate for the degree of doctor. If it is not possible to obtain the statements, the candidate shall submit the statement himself/herself, explaining the reasons for this situation. The additional requirements for the conferral of the doctoral degree set by the relevant Scientific Discipline Council do not apply to applicants for the conferral of the doctoral degree under the Ministry of Education and Science's programme "Implementation Doctorate" regardless of the discipline represented. The list of additional requirements for the award of the doctoral degree, as determined by the relevant Scientific Discipline Council, is attached as Appendix No. 1 to this Resolution

§ 3

1. The procedure for the conferment of a doctoral degree is initiated at the request of the doctoral candidate, in which that person should indicate the supervisor(s) and assistant supervisor(s). The template of the application constitutes appendix no. 2 to this Resolution.
2. The doctoral candidate should submit with their application documents confirming that they fulfil the conditions indicated in Article 189 of the Act:
 - 1) the original or a certified copy of the document:
 - a) confirming the possession of an MA, MSc, MSc Eng. degree or equivalent, or
 - b) confirming the completion of first-cycle studies or a certificate stating the completion of the third year of uniform Master's studies, together with the justification and documentation of the circumstances justifying the initiation of proceedings for the award of an academic degree in accordance with the procedure laid down in Article 186, sec. 2 of the Act;
 - 2) a certificate of attendance and completion of training at a doctoral school, attesting to qualifications at level 8 of the PQF (for candidates who have completed their training at a doctoral school);
 - 3) an original or certified copy of a certificate or diploma, attesting at least B2 level proficiency in a modern foreign language;
 - 4) a list of published scientific works, which is attached as appendix no. 3 to this Resolution;
 - 5) the doctoral thesis in hard copy and in electronic version together with a statement that the electronic version of the thesis is consistent with the hard copy, which constitutes appendix no. 4 to this Resolution;
 - 6) a positive opinion of the supervisor/supervisors/supervisor and an assistant supervisor on the thesis;
 - 7) an abstract of the thesis in English, and, in the case of a thesis prepared in a foreign language, also an abstract in Polish, in both paper and electronic versions;
 - 8) a record of the proceedings for the award of a doctoral degree if the applicant has previously applied for a doctoral degree in the same discipline.
3. The doctoral candidate submits the set of documents referred to in sections 1 and 2 to the Dean's Office of the faculty responsible for the discipline concerned.
4. *repealed*

§ 4

1. The doctoral candidate should submit an application to the appropriate Council for Academic Degrees through the Discipline Council appropriate to the subject of the thesis to be prepared. The Discipline Council formally verifies the documents and proposes (within one month of the receipt of the application) a minimum of nine candidates holding the title of Professor or Associate Professor to the Doctoral Committee, including:
 - a) six persons holding the title of professor or post-doctoral degree, including the chairperson of the Doctoral Committee. The members of the Committee should declare the discipline in the field of science to which the basic discipline corresponding to the topic of the doctoral dissertation belongs;
 - b) three reviewers.

It then forwards the documentation to the Council for Academic Degrees.

2. The Council for the Academic Degrees appoints a Doctoral Committee for the conduct of activities in the proceedings for the award of a doctoral degree, consisting of:
 - 1) six persons holding the title of Professor or Associate Professor, including persons declaring the disciplines in the field of science to which the basic discipline corresponding to the topic of the doctoral thesis belongs, including the Chairperson of the Committee who is a member of the Council for Academic Degrees;
 - 2) three reviewers.
3. The Doctoral Committee may not include the supervisor/supervisors/supervisor and an assistant supervisor of the doctoral candidate. The supervisor/supervisors/supervisor and an assistant supervisor participate in the meetings of the Committee without the right to vote.
4. The members of the Doctoral Committee are obliged to inform about any circumstances which may affect their impartiality and objectivity in the assessment of the doctoral candidate. In a situation of conflict of interest, the Committee decides to exclude a member of the Committee from the assessment procedure.
5. The Council for Academic Degrees may invite the Chairperson of the Doctoral Committee to a meeting in order to report on the course of the doctoral dissertation defence.
6. The doctoral dissertation is verified using the Anti-Plagiarism System, referred to in art. 351, para. 1 of the Act, by a supervisor/supervisors/supervisor and an auxiliary supervisor. The report from the Anti-Plagiarism System, signed by the supervisor(s)/supervisors/supervisor and an auxiliary supervisor, is attached to the documents.

§ 5

1. Reviewers are appointed from among persons holding the academic title of Professor or Associate Professor or an equivalent degree, representing the discipline in which the doctoral degree is awarded, and not being employees of the university, the institute of the Polish Academy of Sciences, a research institute or an international institute whose employee is the doctoral candidate. A reviewer may represent a discipline other than the one in which the proceedings are conducted if this is substantively justified by the subject of the doctoral dissertation, and the reviewer's academic record confirms his/her qualifications in this respect. The reviewer may be a person not holding a postdoctoral degree or the title of Professor who is an employee of a foreign higher education institution or a scientific institution, if the Council for Academic Degrees decides that the person has significant achievements in the area of scientific issues involved in the doctoral thesis.
2. The thesis review should include a justified and unequivocal assessment of whether the thesis meets the conditions specified in Article 187 of the Act.
3. The review should be drawn up within two months of the date on which the thesis is delivered to the reviewer.

4. Contracts with reviewers should be concluded, on behalf of the University, by the Dean of the faculty providing administrative services for the discipline in which the doctoral degree is to be conferred.

§ 6

1. The Dean's Office of the Faculty providing administrative services for a given discipline should, not later than 31 days before the scheduled date of the doctoral thesis defence, submit the electronic version of the thesis, together with its abstract and reviews, to the Science Department, and the paper version to Lodz University of Technology Library.
2. The Department of Science should forward the documentation referred to in sec. 1 to the Department of Management Organisation in order to make it immediately available in the Public Information Bulletin on the University's website.
3. Immediately after the documents are available in the Public Information Bulletin, the Science Department places them in the Integrated Information System for Higher Education and Science POL-on.

§ 7

1. The review may contain conclusions concerning supplementation or improvement of the doctoral dissertation, which the Doctoral Committee shall forward to the candidate and the supervisor(s) and assistant supervisor. The supplemented or improved doctoral dissertation shall be submitted by the candidate to the Committee, which shall refer it for re-evaluation by the same reviewers. The reviewers shall submit a review of the supplemented or revised dissertation to the Committee within one month of the date on which the review was commissioned. After reviewing the thesis reviews and the documentation, the Doctoral Committee decides whether to admit the thesis to the public defence.
2. In order to be admitted to the defence of the thesis, the doctoral candidate must receive at least two positive reviews and fulfil the requirements set out in § 2 and § 3.
3. The Doctoral Committee sets the date of the public defence, not earlier than 30 days after the thesis together with its abstract and reviews has been made available in the Public Information Bulletin on the University's website.
4. Subject to the provisions of sec. 5, the defence takes place at an open meeting of the Doctoral Committee, in the presence of the Chairperson and at least half of its members, including at least two reviewers and the supervisor/supervisors/supervisor and an assistant supervisor. In the absence of the reviewer, the Chairperson of the Committee orders the reading of the review.
5. The Council for Academic Degrees, upon the request of the supervisor/supervisors/supervisor and an assistant supervisor, reviewed by the Discipline Council, may adopt a resolution to exclude in part or in whole the openness of the meeting referred to in sec. 4 for an important reason, in particular in the case of the defence of a thesis the subject of which is covered by a legally protected secret.
6. During the defence, the doctoral candidate presents the main ideas and results of the thesis, and then the reviewers present their reviews. All those present at the meeting may take part in the discussion about the thesis.

§ 8

1. Following the conclusion of the public defence, the Doctoral Committee adopts, at a closed session, by a simple majority of votes, in the presence of at least half its members, and in a secret ballot, a resolution on a recommendation to confer, or to refuse to confer, the doctoral degree in the relevant discipline or field. The proceedings of the Committee may be conducted using technical equipment allowing for remote proceedings with simultaneous direct transmission of images and sound. The Protocol and the resolution adopted by the Committee using electronic means of communication is signed by the Chairperson of the Committee.
2. The Council for Academic Degrees adopts, on the proposal of the Doctoral Committee, a resolution on the conferment or refusal of the doctoral degree. The Council for Academic Degrees adopts its resolutions by a secret ballot, in the presence of at least half of its members, including at least half of the representatives of the discipline in which the resolution is to be adopted, by a simple majority of votes. In the event of an equal number of votes "for" and "against", a discussion is held and the vote on the matter is repeated, and in the event of a repeated failure to reach a decision, the Chairperson decides. The resolution of the Council for Academic Degrees, which is an administrative decision within the meaning of Article 107 of the Act of 14 June 1960 Code of Administrative Procedure (i.e. Journal of Laws 2021, item 735), concludes the procedure for the award of the doctoral degree.
3. Following the resolution to award the doctoral degree, the Discipline Council may decide to distinguish the thesis. The rules for distinguishing theses are laid down by the competent Disciplinary Council.

§ 9

The discontinuation of proceedings for the conferment of the doctoral degree is effected in accordance with the appropriately applied Article 105 § 1 of the Code of Administrative Proceedings, on the basis of a statement by the doctoral candidate - on the withdrawal of an application for the initiation of proceedings for the conferment of the degree, addressed to the Chairperson of the Council for Academic Degrees, or it may take place in accordance with the appropriately applied Article 105 § 2 of the Code of Administrative Proceedings - on the basis of a request for the discontinuation of these proceedings.

CHAPTER 3

Procedure for the award of a doctoral degree in the extra-mural mode

§ 10

1. A doctoral candidate in the extramural mode submits to the Council for Academic Degrees, through the Discipline Council appropriate to the subject of the thesis, an application for the appointment of a supervisor/supervisors/supervisor and an assistant supervisor, which constitutes appendix no. 5 to this Resolution. The application includes consent of the prospective supervisor/supervisors/supervisor and an assistant supervisor to fulfil this function.
2. The Discipline Council gives its opinion on the application and forwards it to the Council for Academic Degrees. The Council for Academic Degrees appoints the supervisor/supervisors/supervisor and an assistant supervisor within 30 days from the date of delivery of the application referred to in sec. 1, if the persons indicated in the application for the appointment of the supervisor/supervisors/supervisor and an assistant supervisor fulfil the requirements provided for in Article 190 of the Act.
3. The Council for Academic Degrees also decides on the change of the supervisor/supervisors/supervisor and an assistant supervisor upon the request of the doctoral candidate in the extramural mode or the supervisor/supervisors or an assistant supervisor, submitted through the Discipline Council and indicating the candidates for the above functions in agreement with the doctoral candidate. The new supervisor/supervisors or an assistant supervisor is/are appointed within 30 days from the date of the application. The change of supervisor/supervisors or an assistant supervisor is conditioned by the loss of capacity of the previous supervisor(s).

§ 11

1. The doctoral candidate, having been informed of the appointment of the supervisors, submits an application to the Council for Academic Degrees through the appropriate Discipline Council for the initiation of the procedure for the conferment of the doctoral degree, which constitutes appendix no. 6 to this Resolution, together with the documents referred to in § 3, sections 2 and 3 of this Resolution.
2. Following the initiation of proceedings for the conferment of the doctoral degree, an agreement on the financing of the costs of the proceedings is concluded with the candidate. This agreement regulates the fulfilment of two requirements for the conferment of the degree: an examination in the discipline in which the degree is to be conferred and knowledge of a modern foreign language other than the native language at a proficiency level of at least B2. § 25, sections 2, 3 and 4 of this Resolution apply accordingly.

§ 12

The doctoral candidate is required to pass an examination in the discipline in which the procedure for the award of the doctoral degree will be initiated, confirming qualifications at level 8 of the PQF. At the request of the doctoral candidate, submitted through the Discipline Council, the Council for Academic Degrees appoints an examination committee consisting of at least five persons holding the title of Professor or Associate Professor in the relevant academic discipline, including the Chairperson.

§ 13

In matters not regulated in Chapter 3, the provisions of this Resolution apply.

CHAPTER 4

Detailed procedure for the conferment of a postdoctoral degree at Lodz University of Technology and the appointment of members of the habilitation committee

§ 14

The requirement for the conferment of a postdoctoral degree at Lodz University of Technology is:

- 1) possession of a doctoral degree;
- 2) a track record of at least:
 - a) 1 scientific monograph published by a publishing house that, in the year of publishing 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) 1 series of thematically related scientific articles published in scientific journals or in peer-reviewed materials from international conferences, which in the year of publishing 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) 1 original achievement in design, construction, technology or art,
which represents a major contribution to the discipline; it may be part of a collective work if the development of a particular theme is the individual contribution of the applicant for the doctoral candidate;
- 3) demonstration of significant scientific or artistic activity in more than one university, research institution or cultural institution, particularly abroad.

§ 15

The obligation to publish does not apply to the candidate's achievements, the subject of which is covered by the protection of classified information.

§ 16

The doctoral candidate submits an application, through the RDN, to Lodz University of Technology.

§ 17

The Council for Academic Degrees adopts a resolution to consent or refuse to consent to the conduct of proceedings for the conferment of the postdoctoral degree within 4 weeks of the date of receipt from the RDN of the application for the conduct of proceedings, after consultation with the relevant Disciplinary Council. In case of a refusal to consent to conduct the proceedings, the application is returned to the RDN.

§ 18

The Council for Academic Degrees appoints, within 6 weeks of being informed of the members of the habilitation committee appointed by the RDN, the habilitation committee. For this purpose, the Council for Academic Degrees requests the relevant Disciplinary Council to nominate at least 3 candidates within 2 weeks. The Council for Academic Degrees appoints, as members of the habilitation committee, 2 persons holding the title of Associate Professor or the title of Professor, employed at the University (including the secretary) and a reviewer holding the title of Associate Professor or the title of Professor and with current scientific achievements and recognised reputation, including international, who is not an employee of the University.

§ 19

A member of the habilitation committee may not be a person with regard to whom there are justified doubts concerning their impartiality, e.g. a person who has joint publications or research work with the candidate or who is a publishing reviewer of the candidate's scholarly output. The members of the committee are obliged to inform of any circumstances that might affect their impartiality and objectivity in assessing the candidate.

§ 20

A reviewer may be a staff member of a foreign higher education institution or research institution if, in the opinion of the Council for Academic Degrees, they have made a significant contribution to the achievements of the doctoral candidate. A person who has twice in the last five years failed to meet the deadline for reviewing the achievements of doctoral candidates may not become a reviewer.

§ 21

Reviewers assess, within 8 weeks of the date of the receipt of the application, whether the scientific achievements of the doctoral candidate meet the requirements specified in Article 219, sec. 1, point 2 of the Act, and prepare reviews.

§ 22

1. After reviewing the reviews, the habilitation committee may decide to hold a habilitation colloquium; in the case of achievements in the social sciences, it conducts a habilitation colloquium. The colloquium is held within four weeks of the date of receipt of the final review.
 - 1) The committee informs the doctoral candidate of the place, date and subject of the colloquium at least seven days before the date set for it.
 - 2) The colloquium may be conducted by means of technical equipment allowing remote conversations with simultaneous direct transmission of images and sound.
 - 3) The colloquium is held at a meeting of the habilitation committee.
2. A meeting of the habilitation committee which adopts a resolution containing an opinion on the conferment of the postdoctoral degree is held not later than six weeks after the date of receipt of the final review.
 - 1) The committee passes a resolution in the presence of at least six members, including the Chairperson and the secretary.
 - 2) The resolution is taken in an open vote by a simple majority. At the request of the doctoral candidate, the committee may decide by secret ballot.
 - 3) An opinion cannot be positive if at least 2 reviews are negative.
 - 4) The committee's proceedings may be conducted by means of technical equipment allowing remote conversations with simultaneous live visual and audio transmission.
 - 5) The committee, after reading the reviews and after discussion, adopts a resolution containing an opinion on the conferment of the postdoctoral degree.
 - 6) The protocol and the resolution adopted by means of electronic communication is signed by the Chairperson of the committee.
 - 7) The secretary of the committee sends without delay the resolution containing the opinion on the conferment of the postdoctoral degree, together with the grounds and documentation of the proceedings, to the Council for Academic Degrees.

§ 23

1. The Council for Academic Degrees - based on a resolution of the habilitation committee - adopts a resolution constituting an administrative decision within the meaning of Article 107 of the Act of 14 June 1960 The Code of Administrative Proceedings concerning the conferment or refusal to confer the postdoctoral degree, within one month of the date of the delivery of the resolution containing the opinion on the conferment of the postdoctoral degree by the committee. The Council for Academic Degrees refuses to confer the degree if the opinion referred to in § 22 sec. 2 is negative.
2. The members of the habilitation committee may be invited to a meeting of the Council for Academic Degrees at which a resolution to confer or refuse the postdoctoral degree is to be adopted, without the right to vote.

3. The Council for Academic Degrees adopts resolutions by secret ballot, in the presence of at least half of its members, including at least half of the representatives of the discipline in respect of which the resolution is adopted, by a simple majority. In the event of an equal number of votes "for" and "against", a discussion is held and the vote is repeated, and in the event of a repeated failure to reach a decision, the Chairperson decides.

§ 24

1. The secretary of the habilitation committee forwards the following documents in electronic version to the Science Department within 5 working days of receiving the reviews: the doctoral candidate's application, information on the committee's members and the reviews. The Department of Science, within 2 working days from the date of receipt, forwards the documents to the Department of Management Organization. The Department of Management Organization, within 2 working days of receipt, makes the documents available in the Public Information Bulletin on the University's website. The Science Department, not later than 2 working days after making the documents available in the Public Information Bulletin, places them in the Integrated Information System for Higher Education and Science POL-on.
2. The secretary of the habilitation committee sends an electronic version of the resolution on awarding or refusing to award the postdoctoral degree to the Department of Science within 7 working days of its adoption. The Department of Science forwards the resolution to the Department of Management Organization within 2 working days of receiving it. The Department of Management Organization makes the resolution available in the Public Information Bulletin on the website of the University within 2 working days from the date of its receipt. The Science Department, not later than 2 working days after making the resolution available in the Public Information Bulletin, places it in the Integrated Information System for Higher Education and Science POL-on.

CHAPTER 5

Rules for establishing and waiving the fee for proceedings for the conferment of doctoral and postdoctoral degrees

§ 25

1. By virtue of the Act, persons who have completed their education at the Interdisciplinary Doctoral School of Lodz University of Technology as well as academic teachers employed at Lodz University of Technology are exempted from the fee for conducting proceedings for awarding a doctoral degree.
2. In particularly justified cases and upon a motivated application of a doctoral candidate, the Rector of TUL may also grant an exemption from the fee (in full or in part). The request should be submitted to the Council for Academic Degrees within 7 days of the date on which the candidate receives the estimate.
3. The amount of the fee for conducting proceedings for the conferment of the doctoral degree is calculated by the Dean's Office responsible for the administrative support of the discipline concerned, taking into account in particular the remuneration of supervisors, assistant supervisors and reviewers, as well as the costs of travelling to committee meetings, allowances and accommodation, and the costs of any necessary analyses commissioned by the Council for Academic Degrees. The estimate of costs, approved by the competent Council for Academic Degrees immediately after the initiation of proceedings, is delivered to the candidate, together with an indication of the deadline for payment of the fee.
4. The contract is concluded with the doctoral candidate or with the entity financing the procedure, which was indicated in the application for the initiation of the procedure. On behalf of Lodz University of Technology, the agreement is concluded by the Dean of the faculty whose Dean's Office has been appointed to deal with the given discipline.
5. The fee is paid by the candidate or the body financing the procedure within the period laid down in the contract.

§ 26

1. By virtue of the Act, academic staff employed at Lodz University of Technology are exempted from the fee for conducting proceedings for the conferment of a postdoctoral degree.
2. In particularly justified cases and upon a motivated application of a doctoral candidate, the Rector of TUL may also grant an exemption from the fee (in full or in part). The request should be submitted to the Council for Academic Degrees within 7 days of the date on which the candidate receives the estimate.
3. The amount of the fee for conducting proceedings for the conferment of the postdoctoral degree is calculated by the Dean's Office responsible for the administrative support of the discipline concerned, taking into account in particular the remuneration of reviewers, members of the habilitation committee as well as the costs of travelling to committee meetings, allowances and accommodation, and the costs of any necessary analyses commissioned by the Council for Academic Degrees. The estimate of costs, approved by the competent Council for Academic Degrees immediately after the initiation of proceedings, is delivered to the doctoral candidate, together with an indication of the deadline for payment of the fee.
4. The agreement is concluded with the doctoral candidate or with the entity financing the procedure indicated in the application for the initiation of proceedings. On behalf of Lodz University of Technology, the agreement is concluded by the Dean of the faculty whose Dean's Office has been appointed to deal with the given discipline.
5. The fee is paid by the with the doctoral candidate or the entity financing the procedure within the period laid down in the agreement.

CHAPTER 6

Provisions during the transitional period

§ 27

1. Doctoral theses and habilitation proceedings initiated and not completed before 1 October 2019 are conducted in accordance with the rules laid down in the Act on Academic Degrees and Academic Title and on Degrees and Title in Art (i.e. Journal of Laws of 2017, item 1789, as amended.) and in implementing acts issued on its basis, with the proviso that degrees are conferred in scientific fields and disciplines specified in the Regulation of the Minister of Science and Higher Education on scientific fields and disciplines and artistic disciplines (Journal of Laws of 2018, item 1818). The Councils for Academic Degrees may appoint doctoral committees, consisting of at least 7 persons, to accept a doctoral thesis and admit it to public defence. The members of the committees may be persons holding the title of Professor or Associate Professor in the scientific discipline in which the doctoral degree is to be conferred (or a related one) and in which they conduct research. The committees act under the authority of the Council for Academic Degrees and adopt, in the name and on behalf of that body, resolutions concerning acceptance of the doctoral thesis and admission to public defence, as well as acceptance of the public defence.
2. Proceedings not completed by 31 December 2022 are closed or discontinued as appropriate.
3. Proceedings for the conferment of doctoral and postdoctoral degrees initiated after 30 September 2019 are conducted on the basis of the Act and this Resolution, with the provisions that:
 - 1) in proceedings initiated until 31 December 2021 to the achievements referred to in:
 - a) § 2, (3), (a) include scientific articles published:
 - in scientific journals or peer-reviewed materials from international conferences included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, before the date of publication of that list,
 - before 1 January 2019 - in scientific journals which were included in either Part A or Part C of the list of scientific journals established pursuant to the regulations issued on the basis of Article 44(2) of the repealed Act on the Principles of Financing Science and announced by the Communication of the Minister of Science and Higher Education of 25

January 2017, or were included in Part B of that list, with at least 10 points awarded to scientific articles published therein,

- b) § 2 point 3 letter b and § 14 point 2 letter a, shall also include scientific monographs published by:
- a publishing house included in the list drawn up in accordance with the regulations issued pursuant to art. 267, sec. 2, item 2, letter a of the Act, before the date of publication of this list,
 - organizational unit of the entity whose publishing house is included in the list compiled pursuant to the regulations issued under Art. 267, par. 2, item 2, letter a of the Act;

2) in proceedings for the award of the academic degree of *doktor habilitowany*, the achievements referred to in § 14, (2) (b) shall also include scholarly articles published

a) in scientific journals or peer-reviewed materials from international conferences included in the list compiled in accordance with the regulations issued pursuant to Article 267, (2), item 2(b) of the Act, before the date of publication of that list,

b) before 1 January 2019 - in scientific journals which were included in either Part A or Part C of the list of scientific journals established pursuant to the regulations issued on the basis of Article 44(2) of the repealed Act on the Principles of Financing Science and announced by the Communication of the Minister of Science and Higher Education of 25 January 2017 or were included in Part B of that list, with at least 10 points awarded to scientific articles published therein.

§ 28

1. Candidates who commenced their doctoral studies before the academic year 2019/2020 and apply for the conferment of the doctoral degree according to the rules established by the Act submit an application for the appointment of a supervisor/supervisors/supervisor and an assistant supervisor (appendix no. 5) to the appropriate Council for Academic Degrees through the Discipline Council appropriate to the subject of the prepared thesis. After the appointment of the supervisor/supervisors/supervisor and an assistant supervisor, candidates submit an application for initiation of proceedings for awarding the doctoral degree (appendix no. 2) together with the documents referred to in § 3 sec. 2, excluding the document referred to in § 3 sec. 2 point 3. In place of the document referred to in § 3 sec. 2 point 2, the candidate submits a certificate signed by the head of studies confirming the completion of doctoral studies in accordance with a programme enabling the candidate to achieve the learning outcomes for qualification at level 8 of the PQF.
2. In the case of persons listed in section 1, learning outcomes in the field of knowledge of a modern foreign language are confirmed under the existing rules, based on the regulation of the Minister of Science and Higher Education of 26 September 2016 on the detailed procedure and conditions for conducting activities in doctoral thesis, in habilitation proceedings and in proceedings for the conferment of the title of professor (Journal of Laws of 2016, item 1586).
3. The persons referred to in section 1 are exempt from payment of the fee for proceedings for the award of the doctoral degree.

CHAPTER 7

Final provisions

§ 29

1. The Resolution No. 118/2019 of the Senate of Lodz University of Technology of 25 September 2019 on defining the procedure for the conferment of a doctoral degree and the detailed procedure for the conferment of a postdoctoral degree expires.
2. The Resolution enters into force on 26 May 2021.

ADDITIONAL REQUIREMENTS FOR THE AWARD OF A DOCTORAL DEGREE

AS DETERMINED BY THE COMPETENT SCIENTIFIC DISCIPLINE COUNCIL

Discipline	Number of publications
Mechanical engineering	2 publications with IF or 1 publication with IF and 1 patent application
Materials engineering	2 publications with IF or 1 publication with IF and 1 patent application
Chemical sciences	1 publication with IF or, in justified cases, the equivalent of a patent application
Chemical engineering	1 publication with IF
Food technology and nutrition	1 publication with IF
Automation, electronics and electrotechnics	1 publication with IF
Information and communication technology	1 publication with IF
Mathematics	1 publication with IF
Physical sciences	1 publication with IF or alternatively (in justified cases) 1 granted patent
Civil engineering and transport	1 publication with IF, in case of co-authorship the candidate's share in the publication is minimum 80%
Architecture and civil engineering	no additional requirements
Management and quality sciences	no additional requirements

Lodz, date

.....
(name and surname)

.....
(address)

.....
(telephone number)

.....
(e-mail address)

Chairperson of the Council for Scientific Degrees in the disciplines

.....
.....

Lodz University of Technology

APPLICATION

I apply for the initiation of proceedings to award a doctoral degree in a scientific field and discipline.....
/ field of science

..... on the basis of the doctoral thesis on: „.....”

The supervisor/supervisors is/are
.....
.....

(title, degree, name, surname, place of work of supervisor/supervisors)

The assistant supervisor is
.....

(title, degree, name, surname, place of work of assistant supervisor)

(signature of doctoral candidate)

Lodz, date

.....
(name and surname)

LIST OF PUBLISHED SCIENTIFIC WORK

1. Scientific articles in journals which, at the time the article was published, were included in the ministerial list of scientific journals and peer-reviewed proceedings of international conferences:

No	Author/authors of the publication	Title of the article	Name of journal, number, year, page range of article	ISSN	Number of ministerial points	IF (if applicable)	Number of citations in Web of Science (without self-citation)

2. Peer-reviewed proceedings from an international conference which, at the time of publication, were included in the ministerial list of scientific journals and peer-reviewed proceedings from international conferences:

No	Author/authors of the publication	Title of the article	Name of conference, time and venue	ISSN	Number of ministerial points	IF (if applicable)

3. Scientific monographs or chapters in peer-reviewed scientific monographs published by publishing houses which, at the time of publishing the monographs or chapters, were included in the ministerial list of publishers publishing peer-reviewed scientific monographs:

No	Author/authors of the publication	Tytuł monografii	Publisher, place of publishing, year of publishing, page range of monograph	ISBN	Number of ministerial points

4. List of other scientific publications:

5. Other academic achievements:

.....

(signature of doctoral candidate)

Lodz, date

.....
(name and surname)

DECLARATION

I declare that the electronic version of the thesis (file:pdf^{*)} on the subject of

„.....
.....

..... ” is consistent with the printed version of that thesis submitted to the Dean's Office of the Faculty of

.....

.....

(signature of doctoral candidate)

^{*)} enter file name

Lodz, date

.....
(name and surname)

.....
(address)

.....
(telephone number)

.....
(e-mail address)

Chairperson of the Council for Scientific Degrees in the disciplines

.....
.....
Lodz University of Technology

APPLICATION

I request that as part of the implementation of the obligation under Article 201sec. 2 of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended) to first consider the following persons when appointing the supervisor/supervisors/supervisor and an assistant supervisor:

Mrs/Mr^{*)}
name and surname, title and/or degree and unit/university of supervisor

Mrs/Mr^{*)}
name and surname, title and/or degree and unit/university of supervisor

Mrs/Mr^{*)}
name and surname, title and/or degree and unit/university of assistant supervisor

.....
legible signature of candidate

List of attachments:

1. Declaration by the supervisor/supervisors/supervisor and an assistant supervisor (separately for each person)

DECLARATION

I hereby give my consent to the scientific supervision of the candidate *)

Mrs/Mr *)
name of candidate

as a supervisor/assistant supervisor*) and I declare that I meet the requirements set out in Article 190 sections 4 - 6 of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended)

At the same time, I declare that I am currently providing scientific supervision* to:

..... candidate(s) (please indicate the number of candidates, taking into account this application), of which

..... at the Interdisciplinary Doctoral School of the Technical University of Lodz (see above);

..... as part of doctoral studies.

* concerns the provision of academic supervision as a supervisor or an assistant supervisor, regardless of the stage of study or stage of the procedure for awarding a doctoral degree.

.....
title/degree, name and surname and signature

Aware of the criminal responsibility under Article 233 of the Act of 6 June 1997 of the Criminal Code (i.e. Journal of Laws of 2020, item 1444, as amended) for making false statements, I declare that the above information is true.

.....
title/degree, name and surname and signature

*) delete as appropriate

Lodz, date

.....
(name and surname)

.....
(address)

.....
(telephone number)

.....
(e-mail address)

Chairperson of the Council for Scientific Degrees in the disciplines

.....
.....

Lodz University of Technology

APPLICATION

I apply for the initiation of proceedings to award a doctoral degree in a scientific field and discipline.....
/ field of science

..... on the basis of the doctoral thesis on: „.....”

The thesis supervisor(s) is/are.....

(title, degree, name and surname, place of work of supervisor(s))

.....

The assistant supervisor is

.....

(title, degree, name and surname, place of work of assistant supervisor(s))

.....
I undertake to pay the following procedure fee..... PLN

(in words:) by

.....
on account.....

(alternatively: provide details of the body financing the proceedings: name of body, address, Tax ID [NIP])

.....
(signature of doctoral candidate)