



Resolution No. 35/2024
of the Senate of Lodz University of Technology
dated May 29, 2024.

on determining the procedure of
conferring the degree of doctor and the detailed procedure
on awarding the habilitation degree

Pursuant to Article 192(2) and (3) and Article 221(14) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended). The Senate of Lodz University of Technology adopts the following resolution:

Chapter 1
General provisions

1

1. Terms used in this document mean:
 - 1) PhD student – a person admitted to the Interdisciplinary Doctoral School of Lodz University of Technology, who has taken the oath;
 - 2) Candidate - a person applying for the award of a doctoral or postdoctoral degree;
 - 3) PQF - Polish Qualifications Framework;
 - 4) CSE [RDN] - Council for Scientific Excellence;
 - 5) Discipline Council - the body of the University referred to in § 10 section 1 and § 15a of the Statute of Lodz University of Technology;
 - 6) Law - the law of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended).
2. Doctoral and postdoctoral degrees at Lodz University of Technology are conferred or refused by the competent Discipline Council - in the field of science and scientific discipline.
3. In the case of granting doctoral degrees in the field of science - the competent body is the Senate of Lodz University of Technology.
4. Doctoral candidates studying at the Interdisciplinary Doctoral School of Lodz University of Technology shall be assigned a supervisor(s)/supervisor(s) and an assistant supervisor within 3 months from the date of commencement of training. Detailed rules for appointing a supervisor/supervisors/supervisor and assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.
5. At the justified request of the candidate or the supervisor(s)/supervisor and assistant supervisor, the Discipline Council decides to change the supervisor(s)/supervisor and assistant supervisor. Detailed rules for changing the supervisor(s)/supervisor and assistant supervisor are specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology.
6. In the event of the loss of the possibility of performing the function by the current supervisor/supervisors/supervisor and assistant supervisor, at the request of the candidate, the Discipline Council appoints a new supervisor/supervisors/supervisor and assistant supervisor. Detailed rules for appointing a new supervisor/supervisors/supervisor and 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 scientific entities under the rules set out in Section 185 (2) of the Act.

Chapter 2
Procedure for awarding the doctoral degree at Lodz University of Technology

2.

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

- 1) holding a Master's degree, a Master's degree in engineering or an equivalent degree, or a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, giving the right to apply for the award of a doctoral degree in the country in whose higher education system the university which issued it operates. In exceptional cases, justified by the highest quality of scientific achievements, an academic degree may be awarded to a person who does not meet the requirements set out above, who is a graduate of a first-cycle programme or a student who has completed the third year of a long-cycle Master's programme;
- 2) achievement of learning outcomes for qualifications at PQF level 8, which is understood as:
 - a) completion of the curriculum at the doctoral school at PQF level 8 or passing the exam referred to in § 12,
 - b) knowledge of a modern foreign language other than their mother tongue at least at the B2 level of language proficiency, confirmed by a certificate or diploma of graduation; in the absence of the above-mentioned confirmation, the Language Centre of Lodz University of Technology may conduct an exam confirming the knowledge of a modern foreign language at the level of language proficiency at least B2;
- 3) having a track record of at least:
 - a) 1 scientific article published in a scientific journal or in the peer-reviewed materials of 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 pursuant to Article 267 (2) (2) (b) of the Act, or
 - b) 1 scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list prepared in accordance with the regulations issued on the basis of Article 267(2)(2)(a) of the Act, or a chapter in such a monograph, or
 - c) a work of significant importance;
- 4) if the scientific article referred to in point 3(a) is multi-authored, the candidate is obliged to attach to the application for initiation of the procedure statements of co-authors specifying their participation in the creation of the article and the individual contribution of the candidate for the doctoral degree to the creation of the article. If it is not possible to obtain the declarations, the candidate submits the declaration himself/herself, explaining the reasons for the situation;
- 5) in the case of authorship of a chapter in a scientific monograph - point 3(b) - the candidate shall be required to attach to the application for the initiation of proceedings statements from the co-authors of the monograph specifying their contribution to the monograph and the individual contribution of the candidate for the doctoral degree to the monograph. If it is not possible to obtain the declarations, the candidate submits the declaration himself/herself, explaining the reasons for the situation;
- 6) presentation and defense of the doctoral dissertation.

3.

1. The procedure for awarding the doctoral degree is initiated at the candidate's request, in which he/she indicates the supervisor/supervisors/supervisor and the assistant supervisor. The template of the application is attached as Appendix No. 1 to this Resolution.
2. The dean's office of the faculty providing administrative services for the discipline concerned shall, within 30 days of the date of the initiation of proceedings for the conferment of the degree of doctor,

forward information on the initiation of proceedings to the Centre for the Support of Science in order to enter the candidate's data into the database of documents in promotion proceedings in the POL-on Integrated Information System for Higher Education and Science.

3. The applicant submits with the application documents proving that he/she meets the conditions indicated in Section 189(1) of the Act:
 - 1) original or certified copy of the document:
 - a) holding a professional degree of Master, Master of Engineering or equivalent, or
 - b) confirming the completion of a first degree programme or a certificate of completion of the third year of a Master's degree programme, together with justification and documentation of the circumstances justifying the initiation of proceedings for the award of an academic degree in accordance with the procedure provided for in Article 186(2) of the Act;
 - 2) a certificate confirming qualifications at PQF level 8 (applies to candidates who have completed education at a doctoral school);
 - 3) original or certified copy of a certificate or diploma confirming knowledge of a modern foreign language at the level of language proficiency at least B2;
 - 4) a list of published scientific papers, the template of which is attached as Appendix No. 2 to this Resolution;
 - 5) a doctoral dissertation in paper and electronic version together with a statement on the compliance of the electronic version of the doctoral dissertation with the printed version, the template of which is attached as Appendix No. 3 to this Resolution;
 - 6) a positive opinion of the supervisor(s)/supervisor/supervisor and assistant supervisor on the doctoral dissertation;
 - 7) an abstract of the doctoral dissertation in English, and in the case of a dissertation prepared in a foreign language, also an abstract in Polish, both in paper and electronic versions.
4. The candidate submits a set of documents referred to in paragraph 1 and paragraph 2 to the dean's office of the faculty competent for a given discipline.
5. The Discipline Council shall refuse to initiate the procedure for awarding the doctoral degree if the person who submitted the application for the initiation of such proceedings does not meet the requirements set out in § 2. A decision on refusal to initiate proceedings may be appealed against to the Council of Scientific Excellence.

4.

1. The candidate submits an application to the Discipline Council competent for the subject matter of the dissertation.
2. The Discipline Council formally verifies the documents and appoints the Doctoral Committee, which consists of:
 - 1) six persons holding at least the degree of habilitated doctor, including the Chairman of the Doctoral Committee. The members of the Committee should declare disciplines in the field of science to which the basic discipline corresponding to the topic of the doctoral dissertation belongs. In justified cases, the members of the Committee may declare their affiliation to another discipline;
 - 2) three reviewers of the doctoral dissertation.
3. The Doctoral Committee may not include: supervisor/supervisors/supervisor and assistant supervisor of the candidate. The supervisor(s)/supervisor and assistant supervisor shall participate in the meetings of the Committee without the right to vote.
4. Members of the Doctoral Committee are obliged to inform about any circumstances that may affect their impartiality and objectivity in the assessment of the candidate. In the event of a conflict of

interest, the Committee decides to exclude a Member of the Committee from the assessment procedure.

5. The Discipline Council may invite the Chairman of the Doctoral Committee to a meeting to report on the course of the doctoral dissertation defense.
6. The doctoral dissertation is checked using the Uniform Anti-Plagiarism System, referred to in Article 351 (1) of the Act, by the supervisor(s)/supervisor and assistant supervisor. A report from the Unified Anti-Plagiarism System, signed by the supervisor(s)/supervisor and assistant supervisor, is attached to the documentation.

5.

1. Reviewers are appointed from among persons holding at least a post-doctoral degree, representing the discipline in which the doctoral degree is awarded, who are not employees of the doctoral institution and the university, institute of the Polish Academy of Sciences, research institute or international institute whose employee is the candidate. A reviewer may represent a discipline other than the one in which the procedure is conducted, if it is substantively justified by the subject of the doctoral dissertation, and the reviewer's scientific achievements confirm his/her qualifications in this field. A reviewer may be a person who does not meet the conditions set out in the first sentence, who is an employee of a foreign university or scientific institution, if the Discipline Council considers that such a person has significant achievements in the field of scientific issues to which the doctoral dissertation relates.
2. The review of the doctoral dissertation contains a justified and unambiguous assessment of the fulfilment of the conditions set out in Article 187 of the Act.
3. The review is prepared within two months from the date of delivery of the doctoral dissertation to the reviewer.

6.

1. Dean's Office of the faculty providing administrative services for a given discipline, no later than 33 days before the scheduled date of the doctoral dissertation defense, submits the paper version to the Library of Lodz University of Technology, and electronic version of the doctoral dissertation with its abstract and reviews to Science Support Centre, which submits the documentation to the Management Organisation Unit for immediate access to the Public Information Bulletin on the University's website.
2. Immediately after making the documents available in the Public Information Bulletin, the Centre for Science Support publishes them in the Integrated Information System on Higher Education and Science POL-on.
3. The Dean's Office of the faculty providing administrative services for a given discipline, no later than 13 days before the scheduled date of the doctoral dissertation defense, provides the Science Support Centre with information on the date, place and manner of its conduct in order to make the information available, through the Management Organization Department, in the Public Information Bulletin on the University's website.

7.

1. The review may include proposals for supplementing or correcting the doctoral dissertation, which the Doctoral Committee submits to the candidate and the supervisor/supervisors/supervisor and assistant supervisor. The completed or corrected doctoral dissertation is submitted by the candidate to the Committee, which sends it for re-evaluation by the same reviewers. Reviewers shall submit a review of the completed or revised dissertation to the Committee within one month of the date on which the review was commissioned. After reading the reviews of the doctoral dissertation and documentation, the Doctoral Committee decides to admit the candidate to public defense.
2. The condition for admission to the defense of the doctoral dissertation is to receive at least two positive reviews and meet the requirements set out in § 2 and § 3.

3. The Doctoral Committee sets the date of public defense, not earlier than 30 days from the date of making the doctoral dissertation with its abstract and reviews available in the Public Information Bulletin on the University's website.
4. Subject to the provisions of paragraph 5, the defense takes place at an open meeting of the Doctoral Committee, in the presence of the Chairman and at least half of its composition, including at least two reviewers and the supervisor(s)/supervisor and assistant supervisor. In the case of the reviewer's absence, the Chairman of the Committee orders the reading of the review.
5. The Discipline Council, at the request of the supervisor(s)/supervisor and assistant supervisor, may adopt a resolution to exclude in part or in whole the openness of the meeting referred to in paragraph 4 for an important reason, in particular in the case of the defense of a doctoral dissertation, the subject of which is covered by legally protected secrecy.
6. During the defense, the candidate presents the main assumptions and results of the doctoral dissertation, and then the reviewers present their reviews. Everyone present at the meeting may speak in the discussion on the doctoral dissertation.

8.

1. After the completion of the public defense, the Doctoral Committee – at a closed session – by a simple majority of votes, in the presence of at least half of its members, in a secret ballot, adopts a resolution on the recommendation to award or refuse to confer a doctoral degree in the appropriate discipline or field. In the event of an equal number of votes "for" and "against", a discussion is held and the vote on a given issue is repeated, and in the event of another lack of a decision, the Chairman decides. The Committee's deliberations may be held with the use of technical devices enabling remote deliberations with simultaneous direct transmission of image and sound. The protocol and the resolution adopted by the Committee using electronic means of communication are signed by the Chairman of the Committee.
2. The Discipline Council, at the request of the Doctoral Committee, adopts a resolution on awarding or refusing to confer the doctoral degree. The Discipline Council adopts resolutions by secret ballot, in the presence of at least half of its members 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 a given issue is repeated, and in the event of another lack of a decision, the Chairman decides. Resolution of the Discipline Council, which is an administrative decision within the meaning of Article 107 of the Act of 14 June 1960 – the Polish Code of Administrative Procedure (i.e. Journal of Laws 2024, item 572), completes the procedure for awarding a doctoral degree.
3. Following the resolution to award the doctoral degree, the Council of the discipline may decide to distinguish the dissertation. The rules for distinguishing doctoral dissertations are determined by the Discipline Council.
4. Members of the Discipline Council who are professors and habilitated doctors employed as university professors are entitled to adopt resolutions in promotion proceedings.
5. The costs of the proceedings for the award of the doctoral degree, including the costs of concluding contracts with reviewers, shall be borne by the autonomous organisational unit referred to in § 17(1) of the Statutes of Lodz University of Technology in which the supervisor of the doctoral dissertation indicated first in the application for the appointment of the supervisor is employed. In case of disputes, the Rector indicates the unit paying the fee.

9.

Discontinuation of the procedure for awarding a doctoral degree is carried out in accordance with the appropriately applied Article 105 § 1 of the Polish Code of Administrative Procedure on the basis of the candidate's declaration on the withdrawal of the application for the initiation of the procedure for awarding the degree, addressed to the Chairman of the Disciplinary Council, or it may take place under the appropriately applied Article 105 § 2 of the Polish Code of Administrative Procedure – on the basis of a motion to discontinue the proceedings.

Chapter 3

Procedure for awarding a doctoral degree in the extramural procedure

10.

1. A person applying for the award of a doctoral degree in the extramural mode submits to the Council of the Discipline competent for the subject of the dissertation to be prepared, a request for the appointment of a supervisor(s) and assistant supervisor(s), a specimen of which is attached as Annex 4 to this Resolution. The application includes the consent of the future supervisor(s)/supervisor and assistant supervisor to perform this function.
2. The Discipline Council appoints a supervisor/supervisors/supervisor and an assistant supervisor within 30 days from the date of delivery of the application referred to in paragraph 1, if the persons indicated in the application for the appointment of a supervisor(s)/supervisor/supervisor and assistant supervisor meet the requirements provided for in Article 190 of the Act.
3. The Discipline Council, at the request of a person applying for the award of a doctoral degree in the extramural procedure or at the request of the supervisor(s) or the assistant supervisor, also decides to change the supervisor(s) or the assistant supervisor; The application must indicate candidates for the above functions in consultation with the person applying for the award of a doctoral degree. A new supervisor(s) or an assistant supervisor are appointed within 30 days from the date of the application. The change of supervisor(s) or assistant supervisor is conditioned by the loss of the ability to perform the function by the current supervisor(s).
4. The supervisor(s)/supervisor and assistant supervisor prepare an opinion on the doctoral dissertation prepared in the extramural mode within 2 months from the date of its submission for opinion.
5. A person applying for the award of a doctoral degree in the extramural mode, in order to prepare a doctoral dissertation, has the right to use the research and IT infrastructure of the University on the terms specified in a separate resolution.

11.

1. Having been informed of the appointment of supervisors, the candidate shall submit an application to the Discipline Council, appropriate to the subject of the dissertation to be prepared, for the commencement of the procedure for the conferment of the doctoral degree, the specimen of which is attached as Appendix 5 to this Resolution, together with the documents referred to in § 3(3) and (4) of this Resolution.
2. After the initiation of the procedure for awarding the doctoral degree, an agreement is concluded with the candidate for the implementation and financing of the costs of conducting the procedure for awarding the doctoral degree in the extramural mode at Lodz University of Technology. The template of the agreement is attached as Appendix No. 6 to this Resolution. § 25 sections 2, 3 and 4 of this resolution shall apply accordingly.

12.

The candidate is obliged to pass an exam in the discipline in which the procedure for awarding the doctoral degree will be initiated, confirming qualifications at PQF level 8. At the request of the candidate, the Council of Discipline shall appoint an examination committee consisting of at least five persons holding at least a post-doctoral degree in the relevant scientific discipline, including the chairperson. Taking exams in the discipline in which the proceedings will be initiated can take place

with the use of technical devices enabling remote conversations with simultaneous direct transmission of image and sound.

13.

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

Chapter 4

Detailed procedure for awarding the degree of habilitated doctor at Lodz University of Technology and the method of appointing members of the Habilitation Committee

14.

The condition for awarding the degree of habilitated doctor at Lodz University of Technology is:

- 1) holding a doctoral degree;
- 2) scientific or artistic achievements, including at least:
 - a) 1 scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list prepared in accordance with the regulations issued on the basis of Article 267(2)(2)(a) of the Act, or
 - b) 1 series of thematically related scientific articles published in scientific journals or in peer-reviewed materials of international conferences, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, or
 - c) 1 completed original design, construction, technological or artistic achievement which are a significant contribution to the development of a given discipline; it may be part of a collective work, if the development of a separate issue is an individual contribution of the candidate;
- 3) demonstrate significant scientific or artistic activity carried out in more than one university, scientific institution or cultural institution, in particular a foreign one.

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

17.

Within 4 weeks from the date of receipt of the request from the RDN to conduct the procedure, the Discipline Council adopts a resolution on granting consent or refusal to consent to the conduct of the procedure for awarding the degree of habilitated doctor. In the event of refusal to consent to the procedure, the application is returned to the RDN.

18.

1. Within 6 weeks from the date of receipt of information about the members of the Habilitation Committee appointed by the RDN, the Discipline Council appoints the Habilitation Committee, which consists of 2 persons holding the degree of habilitated doctor or the title of professor, employed at the University (including the Secretary) and a reviewer holding the degree of habilitated doctor or the title of professor, as well as current scientific or artistic achievements and recognized reputation, including an international one, who is not an employee of the University.
2. The Secretary of the Habilitation Committee submits, within 30 days from the date of appointment of the Habilitation Committee, to the Science Support Centre, the candidate's application and information on the composition of the Committee (in electronic form) in order to enter the

candidate's data into the database of documents in promotion proceedings in the Integrated Information System on Higher Education and Science POL-on.

19.

A member of the Habilitation Committee may not be a person with respect to whom there are reasonable doubts as to his/her impartiality, e.g. holding publications or research works in common with the candidate or being a publishing reviewer of his/her scientific achievements. The members of the Committee are obliged to inform about any circumstances that may affect their impartiality and objectivity in the assessment of the candidate.

20.

A reviewer may be an employee of a foreign university or scientific institution if, in the opinion of the Discipline Council, he or she has significant achievements in the field of issues related to the candidate's achievements. A person who has failed to meet the deadline for the evaluation of the achievements of persons applying for the degree of habilitated doctor twice within the last 5 years may not become a reviewer.

21.

Within 8 weeks from the date of delivery of the application, the reviewers assess whether the candidate's scientific or artistic achievements meet the requirements set out in Article 219(1)(2) of the Act and prepare reviews.

22.

1. The Habilitation Committee, after reading the reviews, conducts a habilitation colloquium. The habilitation colloquium is not conducted if at least 2 reviews are negative. The habilitation colloquium is conducted according to the following rules:
 - 1) The Habilitation Committee determines the date of the habilitation colloquium. The colloquium takes place at the meeting of the Habilitation Committee within 4 weeks from the date of receipt of the last review. The Secretary of the Habilitation Committee informs the candidate about the date, time and place of the habilitation colloquium no later than 10 days before its date;
 - 2) The habilitation colloquium is public, with the exception of the colloquium in the field of achievements, the subject of which is covered by the protection of classified information. The habilitation colloquium is held in a hybrid form. In addition to the Habilitation Committee, members of the Council of the discipline competent for the discipline in which the procedure for awarding the degree of habilitated doctor is conducted may participate in the on-site form. Any person may participate remotely after prior notification of willingness to participate in the colloquium via the University's IT systems;
 - 3) the habilitation colloquium may be conducted outside the University's premises with the use of technical devices enabling remote conversations with simultaneous direct transmission of image and sound;
 - 4) The habilitation colloquium is conducted in the presence of at least half of the members of the Habilitation Committee, including at least two reviewers. The habilitation colloquium consists of the following parts:
 - a) presentation by the candidate of scientific or artistic achievements constituting the basis for the procedure for awarding the degree of habilitated doctor,
 - b) responding to the reviewers' comments and discussions with the members of the Habilitation Committee on the candidate's achievements referred to in point (a),
 - c) answers to questions from the members of the relevant Discipline Council regarding the candidate's achievements referred to in point (a). The Chairman of the Habilitation Committee moderates the discussion and has the right to waive the question if the question is not related to these achievements,

- d) answers to questions of persons participating in the habilitation colloquium in a remote form regarding the candidate's achievements referred to in point (a). Questions are submitted in writing to the Chairman of the Habilitation Committee via the University's IT systems. The President of the Committee has the right not to read out a question if the question is not related to those achievements;
 - 5) after the colloquium, the Habilitation Committee conducts a meeting only with the participation of its members. The habilitation colloquium is recorded by the Secretary of the Habilitation Committee. The protocol is signed by the Chairman of the Habilitation Committee.
2. The meeting of the Habilitation Committee, during which a resolution containing the opinion on awarding the degree of habilitated doctor is adopted, takes place no later than 6 weeks from the date of receipt of the last review and proceeds according to the following rules:
- 1) The Committee adopts a resolution in the presence of at least six members, including the Chairman and the Secretary;
 - 2) The resolution is adopted in an open vote, by a simple majority of votes. At the candidate's request, the Committee adopts a resolution in a secret ballot;
 - 3) A review cannot be positive if at least 2 reviews are negative.
 - 4) the Committee's deliberations may take place with the use of technical devices enabling remote conversations with simultaneous direct transmission of image and sound;
 - 5) The Committee, after reading the review and having a discussion, adopts a resolution containing an opinion on awarding the degree of habilitated doctor;
 - 6) the protocol and the resolution adopted by means of electronic communication are signed by the Chairman of the Committee;
 - 7) The Secretary of the Committee shall immediately forward the resolution containing the opinion on awarding the degree of habilitated doctor, together with the justification and documentation of the procedure, to the Council of the discipline appropriate for the discipline in which the procedure for awarding the degree of habilitated doctor is conducted.

23.

1. The Discipline Council – on the basis of a resolution of the Habilitation Committee, within one month from the date of delivery by the Committee of the resolution containing the opinion on awarding the degree of habilitated doctor – adopts a resolution, which is an administrative decision within the meaning of Article 107 of the Act of 14 June 1960 – Polish Code of Administrative Procedure, on the award or refusal to confer the degree of habilitated doctor. The Discipline Council shall refuse to award a degree if the opinion referred to in § 22 (2) is negative.
2. Members of the Habilitation Committee may be invited to the meeting of the Discipline Council, at which a resolution on granting or refusing to confer the degree of habilitated doctor is to be adopted, without the right to vote.
3. The Discipline Council adopts resolutions in a secret ballot, in the presence of at least half of its members 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 is repeated, and in the event of no decision again, the decision is made by the Chairman.
4. Members of the Discipline Council who are professors and habilitated doctors employed as university professors are entitled to adopt resolutions in promotion proceedings.

24.

1. The Secretary of the Habilitation Committee immediately submits the following documents to the Science Support Centre in an electronic version: candidate's application, information on the composition of the Habilitation Committee, reviews and a resolution containing an opinion on awarding the degree of habilitated doctor with justification in order to make the documents

available, through the Division of Management Organization, in the Public Information Bulletin on the subject website of the University. Then, the Science Support Centre publishes the documentation in the Integrated Information System on Higher Education and Science POL-on.

2. The Secretary of the Habilitation Committee, no later than 10 days before the scheduled date of the habilitation colloquium, submits to the Science Support Centre information about the date, place and manner of conducting the habilitation colloquium in order to make the information available, through the Management Organization Division, in the Public Information Bulletin on the subject website of the University.
3. The Secretary of the Habilitation Committee immediately submits to the Science Support Centre an electronic version of the resolution on granting or refusing to confer the degree of habilitated doctor in order to make the documents available, through the Management Organization Division, in the Public Information Bulletin on the University's website and in order to publish the resolution in the Integrated Information System on Higher Education and Science POL-on.
4. The costs of the procedure for awarding the degree of habilitated doctor, including the costs of concluding agreements with reviewers, are borne by an independent organizational unit referred to in § 17 (1) of the Statute of Lodz University of Technology, in which the person applying for the award of the degree of habilitated doctor is employed. In case of disputes, the Rector indicates the unit paying the fee.

Chapter 5

Rules for determining the amount of the fee for the procedure for awarding the degree of doctor and habilitated doctor and exemption from this fee

25.

1. By virtue of the Act, persons who have completed their education at the Interdisciplinary Doctoral School of Lodz University of Technology and academic teachers employed at Lodz University of Technology are exempt from the fee for conducting the procedure for awarding the doctoral degree.
2. The Rector may also exempt the fee (in whole or in part), in particularly justified cases and at the justified request of the candidate. The application should be submitted to the Disciplinary Council within 14 days from the date of delivery of the estimates to the candidate.
3. The amount of the fee for conducting the procedure for awarding the doctoral degree is calculated by the dean's office designated for administrative services for a given discipline, taking into account, in particular, the remuneration of supervisors, assistant supervisor and reviewers, as well as the costs of travel to the meetings of the Committee, allowances and accommodation, and the costs of necessary analyses commissioned by the Discipline Council.
4. The agreement is concluded with the candidate or with the entity financing the procedure, which was indicated in the application for initiating 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 for a given discipline.
5. The fee is paid by the candidate or the entity financing the procedure within the deadline specified in the agreement.

26.

1. Academic teachers employed at Lodz University of Technology are exempt from the fee for conducting the procedure for awarding the degree of habilitated doctor by virtue of the Act.
2. The Rector may also exempt the fee (in whole or in part), in particularly justified cases and at the justified request of the candidate. The application should be submitted to the Disciplinary Council within 14 days from the date of delivery of the estimates to the candidate.
3. The amount of the fee for conducting the procedure for awarding the degree of habilitated doctor is calculated by the dean's office designated for administrative services of a given discipline, taking

into account, in particular, the salaries of reviewers, members of the Habilitation Committee, the costs of travel to the meetings of the Committee, allowances, accommodation costs and the costs of necessary analyses commissioned by the Discipline Council. The cost estimates, approved by the Discipline Council as soon as the procedure is initiated, shall be delivered to the candidate together with an indication of the date of payment of the fee.

4. The agreement is concluded with the candidate or with the entity financing the procedure, which was indicated in the application for initiating 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 for a given discipline.
5. The fee is paid by the candidate for habilitation or the entity financing the procedure within the deadline specified in the agreement.

Chapter 6 Transitional provisions

27.

1. Doctoral conferment proceedings and habilitation proceedings initiated and not completed before 1 October 2019 are conducted in accordance with the rules set out in the Act on Academic Degrees and Title and on Degrees and Title in the field of Arts (i.e. Journal of Laws of 2017, item 1789, as amended. as amended) and in executive acts issued on its basis, with the proviso that degrees are awarded in the fields and disciplines specified in the Regulation of the Minister of Science and Higher Education of 11 October 2022 on the fields of science and scientific disciplines and artistic disciplines (Journal of Laws of 2022, item 2202, as amended). Discipline Councils may appoint Doctoral Committees, composed of at least 7 people, to accept the doctoral dissertation and admit it to public defense. Members of the Committee may be persons holding the title of professor or the degree of habilitated doctor in the scientific discipline in which the doctoral degree (or a related degree) is to be awarded and in the field of which they conduct scientific research themselves. The committees act under the authority of the Discipline Councils and adopt, on behalf of and for the benefit of this body, resolutions on the acceptance of the doctoral dissertation and its admission to public defense and the acceptance of public defense.
2. Doctoral proceedings not completed by 31 December 2024 shall be discontinued or closed, respectively.
3. In the case of proceedings for awarding the degree of habilitated doctor initiated and not completed by 30 September 2023, the Habilitation Committee may not conduct the habilitation colloquium.
4. Proceedings for the award of doctoral degrees and the degree of habilitated doctor initiated after 30 September 2019 are conducted on the basis of the Act and this resolution, provided that:
 - 1) in proceedings initiated by 31 December 2021 to the achievements referred to in:
 - a) § 2(3) (a) also includes scientific articles published:
 - in scientific journals or peer-reviewed materials from international conferences, included in the list prepared in accordance with the regulations issued on the basis of Article 267(2)(2)(b) of the Act, before the date of publication of this list,
 - before 1 January 2019 – in scientific journals which were included in Part A or C of the list of scientific journals established on the basis of the regulations issued pursuant to Article 44(2) of the repealed Act on the Principles of Financing Science and announced by the Minister of Science and Higher Education of 25 January 2017 or were included in Part B of the list, whereas scientific articles published in them were awarded at least 10 points,
 - b) § 2(3) (b) and § 14(2) (a), scientific monographs published by:

- a publication included in the list prepared in accordance with the regulations issued on the basis of Article 267(2)(2)(a) of the Act, before the date of publication of this list,
 - an organizational unit of an entity whose publishing house is included in the list prepared in accordance with the regulations issued on the basis of Article 267(2)(2)(a) of the Act;
- 2) In the proceedings for awarding the degree of habilitated doctor, the achievements referred to in § 14(2) (b) also include scientific articles published:
 - a) in scientific journals or peer-reviewed materials from international conferences, included in the list prepared in accordance with the regulations issued on the basis of Article 267(2)(2)(b) of the Act, before the date of publication of this list,
 - b) before 1 January 2019 – in scientific journals which were included in Part A or C of the list of scientific journals established on the basis of the regulations issued pursuant to Article 44(2) of the repealed Act on the Principles of Financing Science and announced by the Minister of Science and Higher Education of 25 January 2017 or were included in Part B of the list, Scientific articles published in them were awarded at least 10 points.
 5. Habilitation proceedings initiated and not completed before 1 October 2023 are conducted in accordance with the rules set out in Resolution No. 21/2021 of the Senate of Lodz University of Technology of 26 May 2021 on determining the procedure for awarding the doctoral degree and the detailed procedure for awarding the degree of habilitated doctor.

28.

1. Persons who commenced doctoral studies before the academic year 2019/2020 and apply for the award of a doctoral degree in accordance with the rules laid down in the Act submit to the Council of the discipline competent for the subject matter of the dissertation being prepared, an application for the appointment of a supervisor(s)/supervisors/supervisor and an assistant supervisor (Appendix 4). After appointing a supervisor/supervisors/supervisor and an assistant supervisor, candidates submit an application for initiating the procedure for awarding the doctoral degree (Appendix No. 1) together with the documents referred to in § 3 (3), with the exception of the document referred to in § 3(3)(3). In place of the document referred to in § 3 (3)(2), the candidate shall present a certificate signed by the Head of Studies confirming the completion of doctoral studies in accordance with the curriculum enabling the candidate to achieve the learning outcomes for qualifications at PQF level 8.
2. In the case of persons listed in paragraph 1, the learning outcomes in terms of knowledge of a modern foreign language are confirmed in accordance with the existing rules, on the basis of the Regulation of the Minister of Science and Higher Education of 26 September 2016 on the detailed procedure and conditions for conducting activities in the doctoral conferment procedure, in the habilitation procedure and in the procedure for awarding the title of professor (Journal of Laws of Laws of 2016, item 1586, as amended).
3. Persons referred to in paragraph 1 are exempt from the fee for the procedure for awarding the doctoral degree.

Chapter 7

Final provisions

29.

1. Resolution No. 103/2023 of the Senate of Lodz University of Technology of 27 September 2023 on determining the procedure for awarding the doctoral degree and the detailed procedure for awarding the degree of habilitated doctor is repealed.
2. The resolution shall enter into force on 29 May 2024, with effect from 1 October 2024.

Prof. dr hab. inż. Krzysztof Józwiak
Rector of Lodz University of Technology

/ - signed with a qualified digital signature/.

Appendix No. 1 to the Resolution No. 35/2024 of the Senate of Lodz University of Technology of 29 May 2024 on determining the procedure for awarding the doctoral degree and the detailed procedure for awarding the degree of habilitated doctor

Łódź,

.....

(name and surname)

.....

(address)

.....

(phone)

.....

(e-mail)

Dear Sir or Madam

Chairperson of the Discipline Council

.....

.....

Lodz University of Technology

REQUEST

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

based on the doctoral dissertation titled:

"....."
....."

The supervisor(s) is/are:

.....
.....

..

(title, degree, name, surname, name of the supervisor(s))

The assistant supervisor is

.....

*(title, degree, name, surname, name of the assistant
supervisor's place of work)*

.....

(signature of the candidate)

Łódź,

.....
(name and surname)

LIST OF PUBLISHED SCIENTIFIC PAPERS

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

No.	Author/ Authors of the publication	Article title	Name of the journal, number, year, range of pages of the article	ISSN	Number of ministerial points	IF (if applicabl e)	Number of citations according to Web of Science (no self- citations))

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

No.	Author/ Authors of the publication	Article title	Name of the conference, time and place	ISSN	Number of ministerial points	IF (if applicabl e)

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

No.	Author/ Authors of the publication	Title of the monograph	Publisher, place of publication, year of publication, scope of monograph pages	ISBN	Number of ministerial points

4. List of other scientific publications:

5. Other scientific achievements:

.....
(signature of the candidate)

Łódź,

.....
(name and surname)

STATEMENT

I declare that the electronic version of the doctoral dissertation (file: pdf^{*)} entitled

•

.....
..... " is consistent with the printed version of this dissertation
submitted to the Dean's Office of the Faculty of
.....

.....
(signature of the candidate)

^{*)} enter a file name

Łódź,

.....
(name and surname)

.....
(address)

.....
(phone)

.....
(e-mail)

Dear Sir or Madam
Chairperson of the Discipline Council

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

REQUEST

I request, in accordance with the obligation set forth under Article 201(2) of the Act of 20 July 2018, (i.e. Journal of Laws of 2023, item 742, as amended. amended) the following persons be considered first in the appointment of the supervisor(s)/supervisor/supervisor and auxiliary supervisor*²⁾

Ms/Mr*²⁾
name and surname, title and/or academic degree and unit/university of the supervisor

Ms/Mr*²⁾
name and surname, title and/or academic degree and unit/university of the supervisor

Ms/Mr*²⁾
name and surname, title and/or academic degree and unit/university of the assistant supervisor

*²⁾ delete as necessary

.....
legible signature of the candidate

List of attachments:

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

STATEMENT

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

Ms/Mr*⁾
name and surname of the candidate

as a supervisor/assistant supervisor*⁾ and declare that I meet the requirements set out in Article 190(4)-(6) of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of Laws of 2023, item 742, as amended).

Concurrently, I hereby declare that I am currently providing supervision* to:

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

..... at the Interdisciplinary Doctoral School of Lodz University of Technology (as above);

..... as part of doctoral studies.

* applies to the exercise of scientific supervision as a scientific supervisor, supervisor or assistant supervisor, regardless of the stage of education or stage of the procedure for awarding the doctoral degree.

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

Aware of criminal liability under Article 233 of the Act of 6 June 1997 – the Polish Penal Code (i.e. Journal of Laws of 2024, item 17) on making false declarations, I declare that the above data is true.

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

Łódź,

.....
(name and surname)

.....
(address)

.....
(phone)

.....
(e-mail)

Dear Sir or Madam
Chairperson of the Discipline Council

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

REQUEST

I propose the commencement of proceedings for the conferral of a doctoral degree in the field of science and the specified scientific discipline. / field of science based on the doctoral dissertation entitled: "....."

.....
•

The supervisor(s) of the dissertation is/are
.....
.....
(title, degree, name, surname, name of the supervisor(s))

The assistant supervisor is
.....
(title, degree, name, surname, name of the assistant supervisor's place of work)

I undertake to pay the fee for conducting the proceedings in the amount of PLN
(in words:)
.....
to the bank account

.....
(signature of the candidate)

OPTIONAL:

I provide the details of the entity financing the proceedings (name of the entity, address, NIP):
.....
.....

Consent of the entity financing the proceedings:
.....
.....
(stamp and signature of the entity manager / account holder)

**Agreement No. ...
for the implementation and financing of the proceedings costs
for the award of a doctoral degree in the extramural mode
at Lodz University of Technology**

concluded on in Łódź

between

Lodz University of Technology with its registered office in Lodz at ul. Żeromskiego 116; 90-924 Łódź,
represented by the Dean of the Faculty

.....
(name of the faculty, title, academic degrees, name and surname of the relevant dean)

hereinafter referred to as Lodz University of Technology

a)

Mrs/Mr

residing in

with an identity card No.

applying for the award of a doctoral degree in the extramural mode,

hereinafter referred to as the "candidate".

1

1. Date of initiation of the procedure for awarding the doctoral degree:

.....

2. Supervisor(s)/supervisor/supervisor and assistant supervisor of the doctoral dissertation (title, academic degree, name, surname, place of employment):

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

2.

The candidate undertakes to pass an exam in the discipline in which the degree is to be awarded, confirming qualifications at PQF level 8. The candidate submits a request to the competent Discipline Council to appoint a Committee to conduct the examination.

3.

The candidate is obliged to confirm his/her knowledge of a modern foreign language other than his/her mother tongue at the level of proficiency at least B2.

In the absence of the above-mentioned confirmation, the Language Centre of Lodz University of Technology may conduct an appropriate exam.

4.

1. The candidate undertakes to cover the costs of the procedure for awarding the doctoral degree regardless of the final result of the procedure.
2. In the event of resignation from the procedure for awarding the doctoral degree, the candidate is obliged to cover the costs actually incurred by Lodz University of Technology.
3. In particularly justified cases, at the justified request of the candidate, the Rector of Lodz University of Technology may exempt the candidate (in whole or in part) from the fee for the conducted procedure for awarding the doctoral degree.
4. An integral part of this agreement is the calculation of the basic costs of the procedure for awarding the doctoral degree, taking into account:
 - a) remuneration of the supervisor/supervisors/supervisor and assistant supervisor,
 - b) remuneration of reviewers,
 - c) costs of travel to committee meetings, allowances and accommodation,
 - d) costs of analyses commissioned by the Discipline Council,
 - e) indirect costs.
5. The candidate undertakes to pay to the bank account of Lodz University of Technology, for the costs referred to in paragraph 4, an advance payment of (in words:) within 30 days from the date of conclusion of the agreement, indicating the following data:

Lodz University of Technology

TIN: 727-002-18-95

Bank account number

and to provide the transfer title.

6. Lodz University of Technology issues an invoice for the conduct of the procedure for awarding the degree within 7 days from the date of adoption by the Discipline Council of the resolution on awarding the doctoral degree or, in the circumstances described in § 4 (2), within 7 days from the date of receipt of the candidate's statement of resignation.

The payment deadline is 21 days from the date of the invoice.

In the event of delay in payment, Lodz University of Technology will charge statutory interest.

7. Other matters related to the procedure for awarding the doctoral degree not included in this agreement are regulated by Resolution No. 35/2024 of the Senate of Lodz University of Technology of 29 May 2024 on determining the procedure for awarding the doctoral degree and the detailed procedure for awarding the degree of habilitated doctor.

.....

Candidate
Technology

.....

Lodz University of

**Calculation of basic costs
of the procedure for awarding the doctoral degree**
for

<i>No.</i>	<i>Cost Type</i>	<i>PLN amount</i>
I.	Direct costs, including:	0,00
	1) Remuneration:	
	a) remuneration of the supervisor/supervisors/supervisor and assistant supervisor,	0,00
	b) remuneration of reviewers	0,00
	2) Social security contributions	0,00
	3) Business trips – costs of travel to committee meetings, allowances and accommodation	0,00
	4) Costs of studies commissioned by the Discipline Council	0,00
II.	Indirect costs (30%)	0,00
III.	Total Cost (I + II)	0,00

Calculation of basic costs the procedure for awarding the doctoral degree is determined in accordance with the regulations in force on the date of conclusion of the agreement. Costs are updated in the course of the proceedings in accordance with the regulations in force on the date of incurring the costs.

Dean:

Bursar:

Candidate:

.....

.....

.....

Guidelines for the correct completion of the agreement and the preparation of the calculation of the basic costs of conducting the procedure for awarding the doctoral degree constituting an appendix to the agreement:

- 1) the amount of the advance payment referred to in § 4 (5) should correspond to the amount of direct costs calculated in the calculation of the basic costs of conducting the doctoral conferment procedure constituting an appendix to the agreement;
- 2) the remuneration listed in points 1a and b of the calculation is determined on the basis of Article 184 of the Act;
- 3) the costs of business trips and accommodation of reviewers, supervisor and committee members should constitute a maximum of 10% of the remuneration costs;
- 4) ZUS costs should be estimated on the basis of 21.14% of ZUS costs on the gross value of remuneration;
- 5) indirect costs should account for 30% of direct costs.