

**Detailed procedure
on the award of doctoral and habilitated doctoral degrees in the field of
art, in the discipline of musical art
at the Fryderyk Chopin University of Music**

I. General provisions

§ 1

1. Procedure for awarding doctoral and habilitated doctoral degrees is carried out on the basis of applicable law, including:
 - a) act of 20 July 2018 *Law on Higher Education and Science*, hereinafter referred to as "Act",
 - b) act of 3 July 2018 *The provisions introducing the Act – Law on Higher Education and Science*,
 - c) regulation of the Minister of Science and Higher Education of 20 September 2018. *on the fields of science and scientific disciplines as well as artistic disciplines*,
 - d) regulation of the Minister of Science and Higher Education of 21 September 2018 *on doctoral diplomas, habilitation diplomas and doctoral student ID cards*,
 - e) regulation of the Minister of Science and Higher Education of 14 November 2018 *on the characteristics of the second degree of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework*.
2. The Fryderyk Chopin University of Music in Warsaw, hereinafter referred to as "UMFC", has the right to confer the degree of doctor and habilitated doctor in the discipline of *musical arts*.
3. Proceedings regarding the awarding of doctoral and habilitated doctoral degrees are conducted by the authority of the UMFC – the Council for Artistic Discipline, hereinafter referred to as "CAD".
4. The composition of the CAD is determined by the Statutes of the UMFC.
5. At the first meeting of a given term of office, which is convened and conducted by the Rector, the CDA elects a chairman and vice-chairman from among its members.
6. The adoption of resolutions by the CAD, the doctoral commission and the habilitation committee are confirmed by their chairmen with their signatures.
7. Members of the CAD, doctoral committees and doctoral examination committees are authorized to process data in the activities of the CAD and are obliged to keep the data confidential.
8. A CAD member who is a supervisor in doctoral proceedings is excluded from voting.

§ 2

1. The RDA appoints, by voting, doctoral committees from among the candidates proposed by the relevant chairs of the UMFC for the award of the doctoral degree, and the chairman of the RDA indicates the chairs from their composition.
2. The doctoral commission consists of at least 7 (seven) academic teachers employed at the UMFC, holding the degree of habilitated doctor or the title of professor, conducting scientific or artistic activities in accordance with the scope

achievements of the person applying for the doctoral degree and the subject of his doctoral dissertation, in addition, the works of the doctoral committee with the right to vote are attended – after their appointment – by reviewers and the supervisor(s) without the right to vote. An auxiliary supervisor shall be invited to participate in committee meetings in an advisory capacity.

3. The chairman of the committee appoints a secretary whose task is to prepare votes, draw up minutes and draft resolutions.
4. The following doctoral committees may be appointed at the UMFC:
 - a) the doctoral committee of the composition,
 - b) doctoral committee of conducting,
 - c) doctoral committee of music theory,
 - d) doctoral committee of instrumental studies,
 - e) jazz doctoral committee,
 - f) the doctoral committee of vocal studies,
 - g) doctoral committee of rhythmic and dance,
 - h) doctoral committee of church music,
 - i) doctoral committee of music education,
 - j) the doctoral committee of sound direction,

whereas it is also possible to appoint another committee.

5. The CAD shall decide on:
 - a) appointing members of the doctoral committee and referring to it an application for the appointment of a supervisor(s) or a supervisor and auxiliary supervisor,
 - b) appointing reviewers in the procedure for awarding the doctoral degree,
 - c) consent to carry out the procedure for awarding the degree of habilitated doctor,
 - d) appointing members of the habilitation committee and appointing the habilitation committee,
 - e) awarding the degree of doctor and habilitated doctor.
6. Doctoral committees, after making a substantive assessment of the documentation, make decisions on:
 - a) appoint and change the supervisor(s) or supervisor and auxiliary promoter,
 - b) appointing the composition of the doctoral examination committee, with the exception of the additional subject examination committee for a participant of the Doctoral School, the composition of which is appointed by the Director of the Doctoral School; the chairman of the doctoral examination committee is appointed by the chairman of the doctoral committee,
 - c) admission to defence,
 - d) accepting the defence of the doctoral dissertation,
 - e) deal with other matters entrusted by the CAD.
7. Decisions of the CAD shall be taken by an absolute majority of votes in the presence of at least half of the members, unless a special provision provides otherwise.
8. Resolutions of doctoral and habilitation committees are adopted by an absolute majority of votes, unless a special provision provides otherwise.
9. Resolutions of doctoral committees are adopted in the presence of at least eight members of a given committee, including the chairman, secretary and two reviewers, unless a special provision provides otherwise.
10. CAD, doctoral and habilitation committees, in principle, adopt resolutions in open voting, unless a special provision provides otherwise.
11. All personal matters require a secret ballot. In addition, secret voting is administered on other matters, in the event that at least one member of the RDA or committee requests

- a secret vote, and this request is approved by a majority.
12. Preparation of the procedure for awarding the doctoral degree is possible in the following mode:
 - a) education of doctoral students,
 - b) extrinsic.
 13. Meetings of examination, doctoral, habilitation committees and habilitation colloquium are held remotely. Doctoral defence and habilitation colloquium conducted remotely provide:
 - a) admission of the public,
 - b) real-time transmission between participants,
 - c) ensure multilateral communication in which participants can speak during the meeting, with all transmission participants being obliged to have a camera switched on during the defence and test and, at the request of the Chairman, a microphone.
 14. The chairman of the RDA may consent to the request of the chairman of the doctoral or habilitation committee to conduct a doctoral defence and habilitation colloquium on a full-time basis, in the building of the UMFC.

II Procedure for awarding the doctoral degree – mode for doctoral students of the UMFC

§ 3

Initiation of proceedings, method of appointing a supervisor(s) or auxiliary promoter

1. A person applying for a doctoral degree, hereinafter referred to as a candidate, submits an application to the CAD for the appointment of a supervisor along with an indication of the subject of the future doctoral dissertation. The application shall be accompanied by the following documents:
 - a) personal questionnaire
 - b) a certified copy of the higher education diploma confirming the possession of a professional title or other diploma referred to in art. 326 sec. 2 or 327 sec. 2 of the Act in conjunction with Art. 186 sec. 1 point 1 of the Act; the original diploma for inspection. In the case of diplomas obtained abroad, a diploma must be submitted together with its translation into Polish. Translations should be performed by a Polish sworn translator. The diploma should be accompanied by a written opinion issued by the National Agency for Academic Exchange confirming that the document entitles to initiate a doctoral dissertation in Poland,
 - c) an artistic work of significant importance, taking into account the specificity of the above-mentioned department:
 - Department of Composition:** 2-3 scores for a larger cast;
 - Department of Music Theory:** an article with a volume of between 20,000 and 40,000 characters with spaces, meeting the requirements for scientific papers on topics other than the proposed doctoral dissertation;
 - Department of Piano and String Chamber Music:** audiovisual recording with a total duration of at least 40 minutes with a stylistically diverse repertoire of considerable difficulty;
 - Department of Piano:** an audiovisual recording with a total duration of at least 45 minutes containing works from at least two different eras, taking into account at least one large form with an indication of the Sonata. The recording of each of the pieces should be made in full, without cuts between parts. Between the works, installation is allowed;

Department of Vocal Studies: audiovisual recording with a total duration of about 30 minutes;

Department of Music Acoustics and Multimedia: project work or documentation of its implementation, including audiovisual form other than film, using new technologies;

Department of Sound Direction: audio recordings with a total duration of about 45 minutes or an audiovisual work with a minimum duration of 15 minutes;

Department of Conducting and Choral Vocals: an audiovisual recording containing shots of the candidate's silhouette with a duration of at least 45 minutes; The remaining Chairs are subject to an audiovisual recording with a total duration of about 30 minutes;

- d) list and documentation of the 10 most important artistic achievements,
 - e) proposing the subject of the doctoral dissertation,
 - f) a text containing the concept of a doctoral dissertation, meeting scientific requirements (cross-references, bibliography, etc.), with a volume of approx. 20,000 characters with spaces, not part of the master's or bachelor's thesis;
 - g) information whether the doctoral dissertation will be a written work (including: whether a monograph or a collection of published and thematically related articles), or an artistic work, or an independent and separate part of a collective work;
 - h) information about the choice of an additional subject;
 - i) proposal of the supervisor(s) or supervisor and auxiliary promoter;
 - j) statement of the proposed supervisor(s) and auxiliary supervisor on their consent to perform this function.
2. The RDA submits an application for the appointment of a supervisor to the competent doctoral committee.
 3. The supervisor may be a person holding the title of professor or the degree of habilitated doctor in the discipline of musical arts. An auxiliary supervisor may be a person with at least a doctoral degree in the discipline of musical arts. In justified cases, the supervisor and/or auxiliary supervisor may be a person holding a degree in another discipline of art or science.
 4. The supervisor may be a person who does not meet the conditions in section 3, which is an employee of a foreign university or scientific institution, if the Doctoral Committee considers that this person has significant achievements in the field of issues covered by the doctoral dissertation.
 5. The doctoral committee examines the application and decides on the appointment or refusal to appoint the supervisor, supervisors or supervisor and auxiliary supervisor in the order of receipt of applications, with the applications of the participants of the UMFC Doctoral School being considered first.
 5. ¹ of the resolution of the doctoral committee referred to in section 5, in the presence of at least six members.
 6. The resolution on the refusal to appoint a supervisor may be appealed to the Artistic Discipline Council.
 7. The application for consent to conduct an interdisciplinary doctorate is submitted to the Senate of the UMFC via the CAD. In the event of consent to carry out an interdisciplinary doctorate, the Senate determines the procedure.

§ 4

Method of changing the supervisor, supervisors or auxiliary supervisor

1. The candidate may submit an application to the doctoral committee to change the supervisor, promoters or auxiliary supervisor.

2. The doctoral committee considers the application and decides on the change at the next meeting.
3. If the change of the supervisor, supervisors or auxiliary supervisor takes place before the appointment of reviewers, the resolutions of the doctoral committee referred to in section 2, in the presence of at least six members.

§ 5

Preparation of the doctoral dissertation

The candidate prepares a doctoral dissertation under the supervision of a supervisor(s), or a supervisor and auxiliary supervisor.

§ 6

Method of changing the subject of the doctoral dissertation in the procedure for awarding the degree degree.

1. The candidate may submit to the doctoral committee an application to change the subject of the doctoral dissertation, the application should be accompanied by the opinion of the supervisor or supervisors.
2. If the subject of the doctoral dissertation is changed before the appointment of reviewers, the resolutions of the doctoral committee referred to in section 2, in the presence of at least six members.

§ 7

Verification of the obtained learning outcomes for qualifications at PQF level 8

1. The candidate passes the following doctoral examinations:
 - a) the exam in the specialty specific to the candidate, hereinafter referred to as the specialty exam, along with the interview at PQF level 8,
 - b) exam in a selected subject included in the program of the Doctoral School,
 - c) exam in a modern foreign language, if it does not have the document referred to in § 8 section 1 letter a.
2. Exams are conducted in oral or practical form at the discretion of the committee.
3. The examination committee appointed to conduct the special examination consists of at least four persons, including: a representative of the doctoral committee and at least two persons from the relevant specialty holding the title of professor or the degree of habilitated doctor and a non-voting supervisor.
4. The specialty exam may be conducted in the form of an artistic presentation (recital of a duration determined by the examination committee) together with an interview.
5. The examination committee appointed to conduct the exam in the selected subject consists of at least four people, including: an examiner with the degree of doctor, habilitated doctor or the title of professor, a representative of the doctoral commission and at least two people holding the title of professor or the degree of habilitated doctor.
6. The examination committee appointed to conduct the modern language examination consists of at least four people, including: an examiner with the degree of doctor, habilitated doctor or the title of professor, a representative of the doctoral commission and at least two people holding the title of professor or the degree of habilitated doctor.
7. The scopes of the doctoral specialty examinations are determined by the examination committee, and other doctoral examinations by the examiner.
8. The composition of the specialty examination and the examination in a modern foreign language is determined by the doctoral committee. The composition of the examination committee in the subject, which is included in the program of the Doctoral School, is

appointed by its Director.

9. Before submitting a doctoral dissertation to the CAD, all doctoral examinations must be passed.
10. The dates of doctoral examinations are set by the doctoral commission in consultation with the candidate. The date of the exam in the selected subject, which is included in the program of the Doctoral School, is set by its Director.
11. It is allowed to repeat the exam once in the event of failure to obtain a positive grade. In justified cases, the doctoral committee may appoint a new examination committee or change its composition.
12. Examination committees submit protocols from doctoral examinations to the CAD.
13. The resolutions of the doctoral commission referred to in this paragraph shall be adopted in the presence of at least six members.

§ 8

Procedure for submitting a doctoral dissertation – initiation of proceedings for awarding a doctoral degree

1. The candidate submits an application to the CAD to initiate the procedure for awarding the doctoral degree. The application shall be accompanied by the following:
 - a) a certificate or diploma of completion of studies with a supplement confirming the knowledge of a modern foreign language at the level of at least B2, whereby the list of admissible certificates is attached as Appendix 1.
 - b) positive opinion of the supervisor(s);
 - c) doctoral dissertation, which may be:
 - an artistic work, including a recording/audio/audiovisual recordings performed by the candidate or with a significant participation of the candidate with a minimum duration of 40 minutes, or a score for a large instrumental or vocal and instrumental cast with a minimum duration of 20 minutes,
 - written work, including a monograph,
 - a collection of published and thematically related articles,
 - an independent and separate part of the collective work,
 - design work, including audiovisual form other than film, using new technologies.
 - d) if the doctoral dissertation is a written dissertation – a summary in English; if the doctoral dissertation is a written dissertation in a foreign language – a summary in Polish and English; at the UMFC it is allowed to prepare a written dissertation in English;
 - e) if the doctoral dissertation is not a written work – a description of the work in Polish with a minimum volume of 40,000 characters with spaces and its translation into English.

§ 9

Selection of reviewers

1. The CAD selects three reviewers holding the title of professor or the degree of habilitated doctor from among persons who are not employees of the UMFC or the institution whose employee is the candidate, in accordance with the subject of his doctoral dissertation.
2. Proposals of candidates for reviewers are presented by heads of departments and representatives of departments who are members of the CAD, conducting activities consistent with the scope of achievements of the person applying for the doctoral degree and the subject of his doctoral thesis.
3. The reviewer may be a person who does not meet the conditions in section 1, who is an

employee of a foreign university or scientific institution, if the RDA considers that this person has significant achievements in the areas covered by the doctoral dissertation.

4. Reviewers are appointed after the initiation of the procedure for awarding the doctoral degree.
5. In justified cases, at the request of the supervisor, it is possible to appoint reviewers before submitting the doctoral dissertation.

§ 10

Admission to defence

1. A candidate may be admitted to the defence if:
 - a) obtained at least two positive reviews of the doctoral dissertation,
 - b) passed the required doctoral examinations.
2. The decision to refuse admission to the defence may be appealed to the Council for Scientific Excellence.

§ 11

§ 27 Public Defence

1. The defence of the doctoral dissertation takes place at an open meeting of the doctoral committee.
2. The chairman of the doctoral committee sets the date of defence of the doctoral dissertation and informs the person applying for the doctoral degree of the date, time, place and mode of its completion, at least 14 days before the date of defence. Information on the date, place and method of defence is available on the BIP UMFC website, no later than 10 days before the designated defence date.
3. In justified cases, a person applying for the award of a doctoral degree, a reviewer or a supervisor may submit to the chairman of the doctoral committee a request to change the date of defence of the doctoral dissertation, no later than 5 days before the designated date of defence. The request referred to in the preceding sentence shall state the reasons on which it is based.
4. If the defence of the doctoral dissertation takes place remotely, persons wishing to participate in the defence of the doctoral dissertation as an audience should report their willingness to participate to the chairman of the doctoral commission, no later than 3 days before the defence date.
5. The supervisor or supervisors present an opinion on the doctoral dissertation.
6. The candidate for the doctoral degree presents a doctoral dissertation (20-30 minutes).
7. The reviewers present the reviews together with the conclusion.
8. In the absence of the reviewer, the reviewer's review is read.
9. The candidate responds to the review.
10. All those present at the meeting have the opportunity to ask the candidate questions about the topic related to the doctoral dissertation.
11. The Doctoral Committee decides on the acceptance or refusal to accept the defence of the doctoral dissertation by voting.

§ 12

Awarding a doctoral degree;

1. After the acceptance of the defence by the doctoral commission, the CAD awards the degree of Doctor of Arts.
2. The decision to refuse to award the doctoral degree may be appealed to the Council for Scientific Excellence.

§ 13

Doctoral diploma

Doctoral diplomas are awarded at the UMFC during the University Holiday celebration.

III Procedure for awarding the doctoral degree – extramural mode

§ 14

Initiation of proceedings, method of appointing a supervisor, supervisors or promoter promoter.

1. A person applying for a doctoral degree, hereinafter referred to as a candidate, submits an application to the CAD for the appointment of a supervisor along with an indication of the subject of the future doctoral dissertation. The application shall be accompanied by the following documents:

- a) personal questionnaire
- b) a certified copy of the higher education diploma confirming the possession of a professional title or other diploma referred to in art. 326 sec. 2 or 327 sec. 2 of the Act in conjunction with Art. 186 sec. 1 point 1 of the Act; the original diploma for inspection. In the case of diplomas obtained abroad, a diploma must be submitted together with its translation into Polish. Translations should be performed by a Polish sworn translator. The diploma should be accompanied by a written opinion issued by the National Agency for Academic Exchange confirming that the document entitles to initiate a doctoral dissertation in Poland,
- c) an artistic work of significant importance, taking into account the specificity of the above-mentioned

Department of Composition: 2-3 scores for a larger cast;

Department of Music Theory: an article with a volume of between 20,000 and 40,000 characters with spaces, meeting the requirements for scientific papers on topics other than the proposed doctoral dissertation;

Department of Piano and String Chamber Music: audiovisual recording with a total duration of at least 40 minutes with a stylistically diverse repertoire of considerable difficulty;

Department of Piano: an audiovisual recording with a total duration of at least 45 minutes containing works from at least two different eras, taking into account at least one large form with an indication of the Sonata. The recording of each of the pieces should be made in full, without cuts between parts. Between the works, installation is allowed;

Department of Vocal Studies: audiovisual recording with a total duration of about 30 minutes;

Department of Music Acoustics and Multimedia: project work or documentation of its implementation, including audiovisual form other than film, using new technologies;

Department of Sound Direction: audio recordings with a total duration of about 45 minutes or an audiovisual work with a minimum duration of 15 minutes;

Department of Conducting and Choral Vocals: an audiovisual recording containing shots of the candidate's silhouette with a duration of at least 45 minutes;

The remaining Chairs are subject to an audiovisual recording with a total duration of about 30 minutes;

- d) list and documentation of the 10 most important artistic achievements,
- e) proposing the subject of the doctoral dissertation,
- f) a text containing the concept of a doctoral dissertation, meeting scientific requirements (cross-references, bibliography, etc.), with a volume of approx. 20,000

- characters with spaces, not part of the master's or bachelor's thesis;
- g) information whether the doctoral dissertation will be a written work (including: whether a monograph or a collection of published and thematically related articles), or an artistic work, or an independent and separate part of a collective work;
 - h) information about the choice of an additional subject;
 - i) proposal of the supervisor(s) or supervisor and auxiliary supervisor;
 - j) statement of the proposed supervisor(s) and auxiliary supervisor on their consent to perform this function.
2. The RDA submits an application for the appointment of a supervisor to the competent doctoral committee.
 3. The supervisor may be a person holding the title of professor or the degree of habilitated doctor in the discipline of musical arts. An auxiliary supervisor may be a person with at least a doctoral degree in the discipline of musical arts. In justified cases, the supervisor and/or auxiliary supervisor may be a person holding a degree in another discipline of art or science.
 4. The supervisor may be a person who does not meet the conditions in section 3, which is an employee of a foreign university or scientific institution, if the Doctoral Committee considers that this person has significant achievements in the field of issues covered by the doctoral dissertation.
 5. The doctoral committee examines the application and decides on the appointment or refusal to appoint a supervisor, supervisors or supervisor and auxiliary supervisor in the order of receipt of applications.
 5. ¹ of the resolution of the doctoral committee referred to in section 5, in the presence of at least six members.
 6. The resolution on the refusal to appoint a supervisor may be appealed to the Council of Artistic Discipline
 7. The application for consent to conduct an interdisciplinary doctorate is submitted to the Senate of the UMFC via the CAD. In the event of consent to carry out an interdisciplinary doctorate, the Senate determines the procedure.

§15

Method of changing the supervisor, supervisors or auxiliary supervisor

1. The candidate may submit an application to the doctoral committee to change the supervisor, promoters or auxiliary supervisor.
2. The doctoral committee considers the application and decides on the change at the next meeting.
3. If the change of the supervisor, supervisors or auxiliary supervisor takes place before the appointment of reviewers, the resolutions of the doctoral committee referred to in section 2, in the presence of at least six members.

§ 16

Preparation of the doctoral dissertation

The candidate prepares a doctoral dissertation under the supervision of a supervisor(s), or a supervisor and auxiliary supervisor.

§ 17

Method of changing the subject of the doctoral dissertation in the procedure for awarding the degree degree.

1. The candidate may submit to the doctoral committee an application to change the

subject of the doctoral dissertation, the application should be accompanied by the opinion of the supervisor or supervisors.

2. If the subject of the doctoral dissertation is changed before the appointment of reviewers, the resolutions of the doctoral committee referred to in section 2, in the presence of at least six members.

§ 18

Verification of the obtained learning outcomes for qualifications at PQF level 8

1. The candidate passes the following doctoral examinations:
 - a) the exam in the specialty specific to the candidate, hereinafter referred to as the specialty exam, along with the interview at PQF level 8,
 - b) exam in a selected additional subject,
 - c) exam in a modern foreign language, if it does not have the document referred to in § 8 section 1 letter a.
2. Exams are conducted in oral or practical form at the discretion of the committee.
3. The examination committee appointed to conduct the special examination consists of at least four persons, including: a representative of the doctoral committee and at least two persons from the relevant specialty holding the title of professor or the degree of habilitated doctor and a non-voting supervisor.
4. The specialty exam may be conducted in the form of an artistic presentation (recital of a duration determined by the examination committee) together with an interview.
5. The exam in an additional subject can be taken in: history of music, philosophy, aesthetics, history of culture, musical acoustics, psychology and musical pedagogy.
6. The examination committee appointed to conduct the exam in the selected subject consists of at least four people, including: an examiner with the degree of doctor, habilitated doctor or the title of professor, a representative of the doctoral commission and at least two people holding the title of professor or the degree of habilitated doctor.
7. The examination committee appointed to conduct the modern language examination consists of at least four people, including: an examiner with the degree of doctor, habilitated doctor or the title of professor, a representative of the doctoral commission and at least two people holding the title of professor or the degree of habilitated doctor.
8. The scopes of the doctoral specialty examinations are determined by the committee, and other doctoral examinations by the examiner.
9. The composition of the examination committees is appointed by the doctoral commission.
10. Before submitting a doctoral dissertation to the CAD, all doctoral examinations must be passed.
11. The dates of doctoral examinations shall be set by the secretary of the doctoral committee in agreement with the candidate.
12. It is allowed to repeat the exam once in the event of failure to obtain a positive grade. In justified cases, the doctoral committee may appoint a new examination committee or change its composition.
13. Examination committees submit protocols from doctoral examinations to the CAD.
14. The resolutions of the doctoral commission referred to in this paragraph shall be adopted in the presence of at least six members.

§ 19

Procedure for submitting a doctoral dissertation – initiation of proceedings for awarding

a doctoral degree.

1. The candidate submits an application to the CAD to initiate the procedure for awarding the doctoral degree. The application shall be accompanied by the following:
 - a) a certificate or diploma of completion of studies with a supplement confirming the knowledge of a modern foreign language at the level of at least B2, whereby the list of admissible certificates is attached as Appendix 1.
 - b) positive opinion of the supervisor(s);
 - c) doctoral dissertation, which may be:
 - an artistic work, including a recording/audio/audiovisual recordings performed by the candidate or with a significant participation of the candidate with a minimum duration of 40 minutes, or a score for a large instrumental or vocal and instrumental cast with a minimum duration of 20 minutes,
 - written work, including a monograph,
 - a collection of published and thematically related articles,
 - an independent and separate part of the collective work,
 - design work, including audiovisual form other than film, using new technologies.
 - d) if the doctoral dissertation is a written dissertation – a summary in English; if the doctoral dissertation is a written dissertation in a foreign language – a summary in Polish and English; at the UMFC it is allowed to prepare a written dissertation in English;
 - e) if the doctoral dissertation is not a written work – description in Polish with a minimum of 40,000 characters with spaces and its translation into English.

§ 20

Rules for determining the fee for the procedure for awarding the doctoral degree in the extramural mode for persons who are not academic teachers or researchers of the UMFC and the rules for exemption from this fee

1. The amount of the fee is determined on the basis of the costs incurred by the UMFC. Provisions for costs include:
 - a) remuneration of the supervisor, promoters or auxiliary supervisor,
 - b) remuneration of three reviewers,
 - c) Social Insurance Fund (ZUS)
 - d) costs of doctoral examinations,
 - e) travel and accommodation costs,
 - f) indirect costs in the amount determined in the order of the Rector of the UMFC.
2. The candidate or institution employing this person concludes an agreement with the UMFC regarding the financing of the procedure for awarding the doctoral degree.
3. The agreement referred to in section 2 is concluded after the appointment of the supervisor.
4. Before referring the doctoral dissertation to the reviewers, the candidate or the institution covering the costs of the procedure for awarding the doctoral degree shall pay an advance payment for future costs to the UMFC account, in the amount specified in the agreement.
5. In a particularly justified case, the Rector of the UMFC may partially or fully exempt the candidate from the obligation to pay a fee for the proceedings.
6. In the event of discontinuation of the procedure for awarding a doctoral degree, the amount of the fee includes:
 - 1) actually incurred costs referred to in section 1,
 - 2) indirect costs of conducting the proceedings in the percentage determined on

the basis of sec. 1 letter f, not lower than PLN 2,700.

7. If the amount of the fee determined in accordance with section 6 is lower than the advance paid, the difference is returned to the candidate or financing institution by transfer to the indicated bank account.

§ 21

Selection of reviewers

1. The CAD selects three reviewers holding the title of professor or the degree of habilitated doctor from among persons who are not employees of the UMFC or the institution whose employee is the candidate, in accordance with the subject of his doctoral dissertation.
2. Proposals of candidates for reviewers are presented by heads of departments and representatives of departments who are members of the CAD, conducting activities consistent with the scope of achievements of the person applying for the doctoral degree and the subject of his doctoral thesis.
3. The reviewer may be a person who does not meet the conditions in section 3, which is an employee of a foreign university or scientific institution, if the Doctoral Committee considers that this person has significant achievements in the field of issues covered by the doctoral dissertation.
4. Reviewers are appointed after the initiation of the procedure for awarding the doctoral degree.
5. In justified cases, at the request of the supervisor, it is possible to appoint reviewers before submitting the doctoral dissertation.

§ 22

Admission to defence

1. A candidate may be admitted to the defence if:
 - a) obtained at least two positive reviews of the doctoral dissertation,
 - b) passed the required doctoral examinations.
2. The decision to refuse admission to the defence may be appealed to the Council for Scientific Excellence.

§ 23

Public Defence

1. The defence of the doctoral dissertation takes place at an open meeting of the doctoral committee.
2. The chairman of the doctoral committee sets the date of defence of the doctoral dissertation and informs the person applying for the doctoral degree of the date, time, place and mode of its completion, at least 14 days before the date of defence. Information on the date, place and method of defence is available on the BIP UMFC website, no later than 10 days before the designated defence date.
3. In justified cases, a person applying for the award of a doctoral degree, a reviewer or a supervisor may submit to the chairman of the doctoral committee a request to change the date of defence of the doctoral dissertation, no later than 5 days before the designated date of defence. The request referred to in the preceding sentence shall state the reasons on which it is based.
4. If the defence of the doctoral dissertation takes place remotely, persons wishing to participate in the defence of the doctoral dissertation as an audience should report their willingness to participate to the chairman of the doctoral commission, no later than 3 days before the defence date.

5. The supervisor or supervisors read their opinion on the doctoral dissertation attached to the application for the initiation of the procedure for awarding the doctoral degree.
6. The supervisor or supervisors present an opinion on the doctoral dissertation.
7. The candidate for the doctoral degree presents a doctoral dissertation (20-30 minutes).
8. The reviewers present the reviews together with the conclusion.
9. In the absence of the reviewer, the reviewer's review is read.
10. The candidate responds to the review.
11. All those present at the meeting have the opportunity to ask the candidate questions about the topic related to the doctoral dissertation.
12. The Doctoral Committee decides on the acceptance or refusal to accept the defence of the doctoral dissertation by voting.

§ 24

Awarding a doctoral degree;

1. After the acceptance of the defence by the doctoral commission, the CAD awards the degree of Doctor of Arts.
2. The decision to refuse to award the doctoral degree may be appealed to the Council for Scientific Research.

§ 25

Doctoral diploma

Doctoral diplomas are awarded at the UMFC during the University Holiday celebration.

IV Procedure for awarding the degree of habilitated doctor

§ 26

The habilitation candidate submits an application for granting the degree of habilitated doctor along with documentation to the UMFC via the Scientific Excellence Council, which then submits it to the UMFC in accordance with art. 221 of the Act.

§ 27

Within 4 weeks of receiving the application from the Council for Scientific Excellence, the RDA shall decide on the consent or refusal to conduct the procedure for awarding the degree of habilitated doctor.

§ 28

1. Within 6 weeks from the date of receipt of information from the Council for Scientific Excellence about the chairman and reviewers of the committee, the RDA appoints a habilitation committee.
2. The habilitation committee consists of the following persons holding the degree of habilitated doctor or the title of professor:
 - a) chairman – appointed by the Council for Scientific Excellence,
 - b) secretary – appointed by the UMFC,
 - c) 3 reviewers appointed by the CAD,
 - d) 1 reviewer appointed by the UMFC,
 - e) 1 member appointed by the UMFC.
3. The secretary and a member of the habilitation committee not appointed by the Council of Scientific Excellence must be employed at the UMFC.
4. The reviewer appointed by the UMFC must have current scientific or artistic achievements and a recognized reputation, including international, and cannot be an

employee of the UMFC.

5. The reviewer may be a person who does not meet the conditions referred to in art. 221 sec. 4 and 5 of the Act, which is an employee of a foreign university or scientific institution, if the CSE or CAD considers that this person has significant achievements in matters related to the achievements of a person applying for the degree of habilitated doctor.

§ 29

1. Within 8 weeks of delivery of the application, the reviewers assess whether the scientific achievements of the person applying for the degree of habilitated doctor correspond to the requirements specified in art. 219 paragraph. 1 point 2 of the Act and prepare reviews.
 2. The review must contain a clear conclusion of the reviewer assessing positively or negatively the achievements of the person applying for the degree of habilitated doctor.
 3. The Habilitation Committee conducts a mandatory habilitation colloquium in the field of scientific or artistic achievements of a person applying for the degree of habilitated doctor, which is carried out in accordance with^s291. The habilitation colloquium is not carried out if at least two reviews are negative.
- ^{31 sec} . 3 does not apply to proceedings initiated before October 1, 2023, in which the committee may conduct a habilitation colloquium with a person applying for the degree of habilitated doctor in the event of justified doubts regarding scientific and artistic achievements or a work.
4. The habilitation committee adopts resolutions in the presence of at least six members, including the chairman and the secretary.
 5. The Habilitation Committee adopts a resolution containing an opinion on the award of the degree of habilitated doctor.
 6. A review cannot be positive if at least two reviews are negative.
 7. The Habilitation Committee, within 6 weeks of receiving the review, submits to the RDA a resolution containing the opinion along with the justification and documentation of the procedure.

§ 29¹

1. The Chairperson of the Habilitation Committee sets the date of the public habilitation colloquium and informs the person applying for the degree of habilitated doctor about the date, time, place and mode of its performance at least 14 days before its date. The UMFC publishes information about the date, place and manner of conducting a public habilitation colloquium in the BIP of the UMFC, no later than 10 days before the appointed date of the habilitation colloquium.
2. If the habilitation colloquium takes place remotely, persons wishing to participate in the habilitation colloquium as an audience should report their willingness to participate in the habilitation colloquium to the chairman of the habilitation committee, no later than 5 days before the date of the colloquium.
3. The habilitation colloquium is carried out in the presence of at least 6 members of the habilitation committee, including the Chairman and the Secretary and three reviewers.
4. The habilitation colloquium consists of two parts:
 - 1) presentation by the applicant for the degree of habilitated doctor of his artistic achievements, in particular in the form of presenting a selected research problem falling within the scope of achievements constituting the basis of the habilitation procedure,
 - 2) answers to questions about artistic achievements addressed to the person applying for the degree of habilitated doctor.
5. After the colloquium, the habilitation committee holds a meeting only with the

participation of its members.

6. The habilitation colloquium is recorded by the Secretary of the habilitation committee.

§ 30

Awarding a doctoral degree

1. RDA, within one month from the date of receipt of the resolution with the opinion from the habilitation committee, awards the degree of habilitated doctor or refuses to grant it.
2. The RDA refuses to award the degree of habilitated doctor if the resolution of the habitation committee was negative.
3. The decision to refuse to award the doctoral degree may be appealed to the Council for Scientific Excellence.

§ 31

Habilitation diploma

Doctoral diplomas are awarded at the UMFC during the University Holiday celebration.

§ 32

Rules for determining the fee for the procedure for awarding the doctoral degree in the extramural mode for persons who are not academic teachers or researchers of the UMFC and the rules for exemption from this fee

1. The amount of the fee is determined on the basis of the costs incurred by the UMFC. Provisions for costs include:
 - a) remuneration of the committee chairman,
 - b) secretary's salary,
 - c) remuneration of four reviewers,
 - d) remuneration of a committee member,
 - e) Social Insurance Fund (ZUS)
 - f) travel and accommodation costs,
 - g) indirect costs in the amount determined in the order of the Rector of the UMFC.
2. A person applying for the degree of habilitated doctor or an institution employing this person signs an agreement with the UMFC regarding the financing of the procedure for awarding the degree of habilitated doctor.
3. The contract is signed after the consent of the RDA to conduct the proceedings.
4. Before sending the materials to the reviewers, the person applying for the degree of habilitated doctor or the institution covering the costs of the procedure for awarding the degree of habilitated doctor shall pay an advance payment for future costs to the UMFC account in the amount specified in the agreement.
5. In a particularly justified case, the Rector of the UMFC may exempt a person applying for the degree of habilitated doctor from the need to pay a fee for the procedure in part or in whole.
6. In the event of discontinuation of the procedure for awarding a doctoral degree, the amount of the fee includes:
 - 1) actually incurred costs referred to in section 1,
 - 2) indirect costs of conducting the proceedings in the percentage determined on the basis of sec. 1 letter f, not lower than PLN 2,700.
7. If the amount of the fee determined in accordance with section 6 is lower than the advance paid, the difference is returned to the candidate or financing institution by transfer to the indicated bank account.