

**Rules and regulations of the proceedings for a doctoral degree conferment  
at  
Mossakowski Medical Research Institute  
Polish Academy of Sciences  
in Warsaw**

*Consolidated text including the amendments approved by the Scientific Council MMRI PAS,  
on 7 April, 29 June and 15 November 2023*

**Article 1**

**The scope of regulations and legal basis**

1. These Regulations define in detail the proceedings for a doctoral degree conferment conducted by Mossakowski Medical Research Institute Polish Academy of Sciences in Warsaw, and in particular:
  - 1) the procedure for appointing committees by the Scientific Council and the scope of the committees activity;
  - 2) the process for completing a doctoral dissertation;
  - 3) the procedure for appointment and change of a supervisor, supervisors or a subsidiary supervisor;
  - 4) the procedure for verifying the learning outcomes specific to Level 8 of Polish Qualifications Framework in the event of persons applying for a doctoral degree in an extramural programme;
  - 5) the procedure of verifying the compliance with the requirement referred to in Article 186(1)(3)(a) and 186(1)(3)(b) of the Act in the case of collective publications;
  - 6) the procedure for appointing reviewers;
  - 7) the rules for determining the fee for doctoral proceedings in an extramural programme and the rules for waiving this fee;
  - 8) other conditions of the doctoral dissertation admission for defence.
2. The legal bases for these Rules and Regulations are:
  - 1) the Act of 20 July 2018 -The Law on Higher Education and Science (Journal of Laws of 2021, item 478);
  - 2) the Act of 3 July 2018 - regulations implementing the Act on Higher Education and Science (Journal of Laws of 2020, Item 85);
  - 3) the Act of 14 June 1960 - the Code of Administrative Procedure (Journal of Laws of 2020, item 256)
3. MMRI PAS is authorised to confer a doctoral degree in medical science and health sciences in the discipline of medical sciences.

**Article 2**  
**The terms**

The terms used herein shall have the following meaning:

- 1) *Director*: the Director of Mossakowski Medical Research Institute Polish Academy of Sciences in Warsaw;
- 2) *MMRI PAS*: Mossakowski Medical Research Institute Polish Academy of Sciences in Warsaw;
- 3) *Candidate*: a person who applies for a doctoral degree at the MMRI, PAS;

- 4) *KPPD: Committee for PhD and Doctoral Studies* – standing Committee selected from within the Scientific Council at the beginning of its term in accordance with the Regulations of the Scientific Council of MMRI, PAS;
- 5) *KPA: the Act of 14 June 1960 – Code of Administrative Procedure* (Journal of Laws of 2020, Item 256);
- 6) *Doctoral Committee* – the committee selected ad hoc from within the Scientific Council to administer a public defence of a given doctoral dissertation;
- 7) *Examination Commission* – the commission appointed by the Scientific Council to administer the doctoral examination;
- 8) *Scientific Council* – the scientific council of MMRI PAS;
- 9) *Regulations*: these regulations;
- 10) *The Act: the Act on Higher Education and Science of 20 July 2018* (Journal of Laws of 2021, Item 478);
- 11) 2021, Item 478);
- 12) 8 *PRK* – Level 8 of Polish Qualification Framework.

### **Article 3** **Resolutions of the Scientific Council**

1. The decisions which are to be taken under the doctoral proceedings and which fall within the competence of MMRI PAS shall be made by the Scientific Council by way of a resolution.
2. The resolutions referred to in Article 3 (1) shall be adopted by secret ballot by an absolute majority of the votes cast, with at least half of the members of the Scientific Council being present subject to Clause 3 and 4 below.
3. The resolutions of the Scientific Council on doctoral degree conferment shall be adopted by secret ballot by an absolute majority of votes, in the presence of at least half of the members of the Scientific Council who hold the title of *profesor* or *doktor habilitowany*.
4. The resolutions of the Scientific Council to honour the doctoral dissertation shall be adopted by secret ballot by an absolute majority of votes, in the presence of at least half of the members of the Scientific Council who hold the title of *profesor* or *doktor habilitowany*. A 75% majority shall be required to adopt the resolution to honour the doctoral dissertation.

### **Article 4** **Responsibilities and detailed work pattern of the Committee for PhD and Doctoral Studies**

1. KPPD shall conduct activities connected with doctoral degree conferment which are not reserved in the Act or these Regulations for the Scientific Council, the Examination Board or the Doctoral Committee, in particular:
  - 1) it shall verify whether the requirements for the Candidates applying for the doctoral degree are fulfilled;
  - 2) it shall verify whether the requirements for the candidates for supervisors and reviewers are fulfilled;
  - 3) it shall recommend the Scientific Council to adopt the resolution on the Candidate's request for the appointment of a supervisor, supervisors or a supervisor and a subsidiary supervisor;
  - 4) it shall control the accuracy of the documentation in the doctoral degree conferment proceedings;
  - 5) it shall verify the learning outcomes of the Candidates applying for the doctoral degree specific to Level 8 of Polish Qualification Framework;
  - 6) it shall present the candidates for dissertation reviewers to the Scientific Council;
  - 7) it shall present the suggested composition of the Examination Board and the Doctoral Committee to the Scientific Council;
  - 8) it shall submit to the Doctoral Committee the application for the dissertation approval and the Candidate's approval for the public defence of the doctoral dissertation.

2. The decisions of KPPD shall be made by secret ballot by a simple majority of votes, in the presence of at least five members of the Committee, including the Chairperson or the Vice Chairperson.
3. Minutes of KPPD meetings shall be made and approved by the Chairperson or the Vice Chairperson with their traditional or electronic signature.
4. KPPD meetings and voting can be held via electronic means of communication.

### **Article 5** **Procedures of dissertation preparation**

The doctoral dissertation shall be prepared:

- 1) within PhD/doctoral education;
- 2) in an extramural programme.

### **Article 6** **Requirements for the Candidates**

1. A doctoral degree shall be conferred to persons who:
  - 1) hold a degree of *magister* (MA), *magister inżynier* (M.Eng.) or an equivalent, or who have been awarded a diploma referred to in Art. 326, section 2 (2) of Art. 327, section 2 of the Act;
  - 2) have obtained the learning outcomes specific to Level 8 of Polish Qualification Framework, whereby the Candidate's linguistic abilities in a modern foreign language have been confirmed by a certificate or a higher education diploma certifying at least B2 language level or by a positive result of a foreign language examination (Article 13(5));
  - 3) have at least:
    - a) one scientific paper published in a scientific journal or in peer-reviewed international conference materials which, as of the year of the paper final version publication, was included in the list compiled in accordance with the regulations pursuant to Article 267(2)(2)(b) of the Act, or
    - b) one scientific monograph published by the publishing house which, as of the year of its final version publication, was included in the list compiled in accordance with the regulations pursuant to Article 267(2)(2)(b) of the Act, or a chapter in such a monograph;
  - 4) have presented and defended a doctoral dissertation;
  - 5) meet additional requirements specified in Article 7 pursuant to Art. 186, (1)(5) of the Act.
2. In exceptional cases, justified by the highest quality scientific achievements, the doctoral degree can be conferred to a person who does not fulfil the requirements defined in Clause 1 (1) herein, who is a graduate of first-cycle studies or a student who has completed the third year of a long-cycle MA studies. The fulfilment of this requirement shall be confirmed by the Scientific Council by way of a resolution adopted by an absolute majority of votes.

### **Article 7** **Additional MMRI PAS requirements for the Candidates**

1. As part of the verification for completeness and accuracy of the documents attached to the request for the commencement of a doctoral proceedings (Article 12) KPPD can invite the Candidate to attend a meeting and provide further explanation, including explanations on the main theses and the outcomes of the doctoral dissertation.
2. Prior to the public defence of the doctoral dissertation, the Candidate shall take a doctoral examination within the scope of the scientific knowledge corresponding to the subject matter of the doctoral thesis concerned;
3. The date of the examination shall be set by the Head of the Examination Board in agreement with the Candidate. In justified cases the date of the examination can be postponed:

- 1) on the initiative of the Head of the Examination Commission, but by no longer than 2 months;
- 2) upon the Candidate's request.
4. The Candidate's performance at the examination shall be assessed according to the following grades: (2) unsatisfactory (*niedopuszczająca*); (3) satisfactory (*dostateczna*); (3,5) fairly good (*dość dobra*); (4) good (*dobra*); (4,5) better than good (*ponad dobra*); (5) very good (*bardzo dobra*).
5. The Candidate who has passed the doctoral examination with at least a satisfactory grade can be admitted to the public defence of their dissertation.
6. In the event of the Candidate failing the doctoral examination, the Candidate, in agreement with the Examination Board, can re-take the examination, yet no more than once only.

### **Article 8** **Requirements for supervisors**

1. A holder of *doktor habilitowany* degree or a professor degree can be appointed a supervisor and the holder of *doktor habilitowany* degree can be appointed a subsidiary supervisor.
2. A person who does not meet the conditions defined in Clause 1 above and who is an employee of a foreign higher education institution or research institute can be appointed a supervisor if the Scientific Council considers that person's scientific achievements as significant and related to the research area the dissertation considered is connected with.
3. A person cannot be appointed a supervisor if, within the previous 5 years, she/he:
  - 1) was the supervisor of 4 doctoral/PhD students who were removed from the list of PhD students due to a negative mid-term evaluation or
  - 2) supervised the preparation of a dissertation by at least 2 persons who applied for a doctoral degree and who did not receive positive reviews.
4. A subsidiary supervisor cannot be a person who currently performs this function for 2 other doctoral programs or proceedings for a doctoral degree conferment.
5. The supervisor(s) provide their opinion on the doctoral dissertation prepared in an extramural programme within 2 months of the date of its submission for opinion.

### **Article 9** **Appointment of a supervisor, supervisors or a subsidiary supervisor**

1. The Candidate receiving education at the doctoral school and the candidate applying for the doctoral degree in an extramural programme shall submit to the Director a request for the appointment of a supervisor or supervisors or a supervisor and a subsidiary supervisor in accordance with the template constituting Annex 1.
2. The Candidate's request shall include:
  - 1) the doctoral dissertation topic and the idea (max. 250 words);
  - 2) the proposed supervisor or supervisors or a supervisor and a subsidiary supervisor;
  - 3) the procedure of the doctoral dissertation preparation.
3. The Candidate shall attach to the request:
  - 1) the personal data form according to the template in Annex 2;
  - 2) the scientific CV including the scientific achievements list;
  - 3) a copy of the document confirming that the Candidate holds a degree of *magister* (MA), *magister inżynier* (M.Eng.) or an equivalent, or a diploma referred to in Art. 326, section 2(2) or Art. 327, section 2 of the Act;
  - 4) a justification for the appointment of more than one supervisor or a subsidiary supervisor;
  - 5) the declaration(s) of the candidates for the supervisor(s) of subsidiary supervisor(s) that they fulfil the requirements described in Art.190 of the Act, compiled according to the template in Annex 3;

4. The Candidate can attach a request for the permission for his/her doctoral dissertation to be in English..

#### **Article 10**

##### **Change of a supervisor, supervisors or a subsidiary supervisor**

1. A supervisor or a subsidiary supervisor can be changed upon a written justified request of the Candidate.
2. A supervisor or a subsidiary supervisor can resign from the function upon justified request when unable to exercise their further scientific supervision over the relevant doctoral dissertation.
3. The request referred to in Clause 1 herein shall be submitted to the Director along with the Candidate's request for the appointment of a new supervisor, supervisors or a subsidiary supervisor. The decisions on the dismissal of the supervisor or subsidiary supervisor shall be made by the Scientific Council after consulting KPPD.

#### **Article 11**

##### **Doctoral dissertation**

1. The doctoral dissertation shall demonstrate the Candidate's general theoretical knowledge in the discipline of medical sciences as well as the ability to conduct scientific research in an independent manner.
2. The object of the doctoral dissertation shall be an original solution to a scientific problem, an original solution in terms of the application of the Candidate's original research results in the economic and public sphere.
3. A doctoral dissertation may take the form of a written assignment including a scientific monograph, a published mono-thematic series of articles, a design, construction, technological, implementation project as well as an independently elaborated and separated section of a collective work (Annex 4).
4. In the event of the doctoral dissertation being a published mono-thematic series of articles, the Candidate shall provide a declaration of the Candidate's as well as all the other co-authors' precisely described individual contribution to the articles concerned.
5. The Candidate can be released from the obligation of submitting the declaration if the co-author dies, is considered dead or if his/her permanent health detriment makes it impossible to obtain the required declaration.

#### **Article 12**

##### **Request for the commencement of the proceedings**

1. The Candidate shall submit the request including the confirmation of the fulfilment of all the requirements for the commencement of the doctoral proceedings, addressed to the Director, according to the template in Annex 5.
2. Along with the request the Candidate shall submit:
  - 1) 4 copies of the doctoral dissertation in a paper form and one copy stored on a computer data carrier;
  - 2) the declarations referred to in Article 11 herein if the doctoral dissertation is a published mono-thematic series of articles;
  - 3) an abstract in English and, if the doctoral dissertation is in a foreign language, an abstract in Polish shall also be attached;
  - 4) the supervisor(s)' opinion on the doctoral dissertation;
  - 5) information on the doctoral assessment process or the proceedings for the doctoral degree conferment if the Candidate applied for the award of the doctoral degree before;

- 6) a declaration signed by the Candidate and by the supervisor or supervisors or the subsidiary supervisor that the submitted doctoral dissertation was not the basis for the application for the award of the doctoral degree before;
  - 7) a scientific CV;
  - 8) information whether the doctoral dissertation subject matter falls under the protection of any official secret acts,
  - 9) a declaration of the obligation to conclude an agreement on the fee for doctoral proceedings (Article 21).
3. The request referred to in Article 12 (1) herein shall be submitted along with the certificate or a higher education diploma confirming their linguistic abilities in a modern foreign language certified at least B2 language level.
  4. If the doctoral dissertation was prepared under PhD students education programme at a doctoral school, the Candidate shall attach a document including the information on achieving the learning outcomes specific to level 8 of the Polish Qualification Framework.
  5. If the Candidate applies for the doctoral degree in an extramural programme or if the Candidate commenced the doctoral studies before the 2019/2020 academic year and apply for the award of the doctoral degree under the rules and regulations specified in the Act, they shall attach the documents which confirm their learning outcomes specific to level 8 of the Polish Qualification Framework (Article 13).

### **Article 13**

#### **Verification of learning outcomes specific to Level 8 of the Polish Qualifications Framework for Candidates applying for a doctoral degree in extramural programme**

1. Learning outcomes specific to Level 8 PRK shall be verified positively if:
  - 1) they are confirmed by certificates of completed training in: statistics, medical and research ethics as well as in obtaining funds and scientific research funding provided for in education programmes for doctoral schools;
  - 2) a written declaration is obtained from the supervisor(s) that the Candidate has the skills necessary for analysis and creative synthesis of the scientific achievements in order to identify and solve research problems;
  - 3) the Candidate's active participation was documented at least at one national or international scientific conference, which confirmed the Candidate's ability to plan his/her scientific development independently and to exchange experience and ideas;
  - 4) they are confirmed by documented participation in specialisation or further training courses, supervision over interns, students (particularly: BA thesis (*prace licencjackie*), MA thesis (*prace magisterskie*), student internships, science picnics) which prove the Candidate's ability to inspire scientific development of others.
2. The achievement of learning outcomes specific to level 8 of the Polish Qualifications Framework shall be verified by the KPPD on the basis of the documents referred to in Article 13(1)
3. The Candidate is obliged to document his/her achievement of all learning outcomes.
4. The KPPD shall confirm the achievement of learning outcomes specific to level 8 of the Polish Qualifications Framework, and if the opinion is negative the KPPD shall define the recommendations of the form of the learning outcomes supplementation and the confirmation of their achievement and shall refer them to the Candidate via the Research Organization Department.
5. If the Candidate does not have a certificate referred to in Article 6(1)(2) herein, the Candidate shall take an exam in a modern foreign language confirming at least B2 language level.
6. The KPPD information on whether the learning outcomes specific to level 8 of the Polish Qualifications Framework have or have not been achieved shall be attached to the Candidate's documents.

### **Article 14**

#### **Examination Commissions**

1. The Examination Commission which administers the doctoral examination shall be composed of:
  - 1) the Chairperson or Vice Chairperson of KPPD, as the Head of the Commission;
  - 2) at least one supervisor who is not a subsidiary supervisor;
  - 3) one member of KPPD;
  - 4) two persons holding a degree of *doktor habilitowany* or the title of *profesor* who conduct research in the same or similar subjects as the Candidate and there is no conflict of interest between the Candidate and/od his/her supervisors.
2. The Examination Commission which administers the examination in a modern foreign language shall be composed of:
  - 1) the chairperson or vice chairperson of KPPD, as the Head of the Commission;
  - 2) one member of KPPD who holds a degree of *doktor habilitowany* or the title of a *profesor*
  - 3) one person who teaches the relevant language at a higher education institution.
3. Minutes of the examinations (Annex 6) shall be taken and signed by the members of the Examination Commission.

### **Article 15** **Appointment of the reviewers**

1. The Scientific Council shall appoint three reviewers who are not the staff members of MMRI PAS and another PAS institute, a research institute, an international institute or a higher education institution external which is the Candidate's own place of employment.
2. The reviewers may be persons who hold the title of *profesor* or a degree of *doktor habilitowany*.
3. Staff members of a foreign higher education or research institution who do not meet the conditions specified in Article 15 (2) may also be appointed to be the reviewers if the Scientific Council decides that they have significant scientific achievements in the research area of the relevant doctoral dissertation.
4. The persons to whom there are reasonable doubts as to their impartiality may not be appointed reviewers, in particular they should have a joint publication record with the Candidate, work at the same organizational unit or be their relative by consanguinity or affinity.
5. The reviewers are entitled to a one-time remuneration to be paid after the doctoral conferment proceedings are completed under the rules defined in an agreement concluded between the reviewer and the Director.

### **Article 16** **Doctoral Committee**

1. The Scientific Council shall appoint the Doctoral Committee with the competence to adopt resolutions on the acceptance of a doctoral dissertation and its admission to an open defence and on the acceptance of the open defence of the doctoral dissertation.
2. The Doctoral Committee shall be composed of: Vice Chairman of the Scientific Council or the Chairperson or Vice Chairperson of KPPD, as the Head of the Commission and 10 Scientific Council members who hold a title of *profesor* or a degree of *doktor habilitowany* and represent the scientific discipline relevant to the doctoral dissertation undergoing the doctoral proceedings, who are elected by secret ballot, and the reviewers. The Scientific Council shall elect the Secretary of the Doctoral Committee from among the selected members.
3. In justified cases, the composition of the Doctoral Committee can be changed upon the request of the Chairperson of the Doctoral Committee but no later than 7 days prior to the scheduled date of the defence.
4. The Doctoral Committee shall adopt resolutions by an absolute majority of votes, in the presence of at least two-thirds of its members .

5. Minutes of the Doctoral Committee meetings shall be taken and the minutes shall be accepted by the Chairperson with a traditional or electronic signature.
6. The resolutions of the Doctoral Committee shall be signed by the Chairperson of the Committee on behalf of the Doctoral Committee.

### **Article 17**

#### **Actions preceding the defence of a doctoral dissertation**

1. Prior to sending for review, a doctoral dissertation is checked by means of Uniform Anti-Plagiarism System. A copy of the report generated by the Uniform Anti Plagiarism System shall be attached to the Candidate's documents.
2. A doctoral dissertation with an abstract and the reviews shall be made available in the Public Information Bulletin (BIP) on the MMRI, PAS website no later than 30 days before the scheduled date of the doctoral dissertation defence.
3. If the doctoral dissertation subject matter is covered by legally protected secret, only the content that is not covered by such secrecy shall be made public.
4. After reviewing the KPPD information, the Doctoral Committee shall adopt a resolution to accept a doctoral dissertation and admit it for public defence.
5. Should a doctoral dissertation fail to receive 2 positive reviews, after reviewing the KPPD information, the Doctoral Committee shall give and justify its opinion and forward it to the Scientific Council which decides to refuse admission to the defence.
6. The Candidate has the right to appeal to the Scientific Excellence Council (RDN) against the decision to refuse admission to the defence.
7. If a doctoral dissertation is not admitted to the defence or the award of the doctoral degree is declined, the same doctoral dissertation cannot be the basis for re-application for the doctoral degree conferment.

### **Article 18**

#### **Doctoral dissertation defence**

1. A person may be admitted to the defence of doctoral dissertation after receiving positive reviews from at least 2 reviewers and meeting the requirements specified in Article 186 (1) (5).
2. A public defence of a doctoral dissertation can be held outside MMRI PAS premises by means of electronic communication which provide in particular:
  - 1) real-time streaming of the defence available to its participants;
  - 2) real-time multilateral communication for all the participants to be able to speak, in compliance with all safety rules.
3. A public defence of a doctoral dissertation shall be attended by the Candidate, a supervisor and at least one reviewer.
4. The doctoral dissertation defence consists of:
  - 1) the Candidate's presentation of the dissertation summary (15-20 min.);
  - 2) presentation of the reviews by the reviewers;
  - 3) the Candidate's response to the reviews;
  - 4) the Candidate's response to the questions asked by the Doctoral Committee members and other participants of the defence.
5. During the closed-door meeting of the Doctoral Committee, a secret vote shall be taken on:
  - 1) a resolution on acceptance or refusal of the doctoral dissertation defence, providing that the resolution on the refusal with the justification is presented to the Council which shall adopt a resolution on this matter;
  - 2) a potential proposal to honour the doctoral dissertation by the Scientific Council.



6. The minutes of the doctoral dissertation defence shall be prepared (Annex 7) and signed by the Secretary and the Chairperson of the Doctoral Committee.
7. The resolution of the Doctoral Committee shall be signed by the Chairperson on behalf the Doctoral Committee.
8. The Chairperson of the Doctoral Committee shall present to the Scientific Council the resolution of the Doctoral Committee, the request for awarding or a refusal to award a doctoral degree to the Candidate and a potential proposal to honour the Candidate's doctoral dissertation.

### **Article 19** **Honouring a doctoral dissertation**

1. Along with a review, the reviewers may submit a motion to honour a doctoral dissertation.
2. The resolution to honour the doctoral dissertation shall be passed by the Scientific Council after a public defence of the doctoral dissertation.
3. The dissertation may be honoured if the following conditions are met:
  - 1) a motion to honour a doctoral dissertation is submitted by at least one reviewer;
  - 2) at least part of the research outcomes from the doctoral dissertation has been published or accepted to be published as one or more original papers in scientific journals listed in JCR;<sup>1</sup>
  - 3) the Candidate received a very good grade (*bardzo dobry*) in the doctoral examination.

### **Article 20** **Award of the doctoral degree**

1. A doctoral degree shall be conferred by the Scientific Council by virtue of an administrative decision.
2. The Scientific Council, upon the proposal of the Doctoral Committee, may honour the doctoral dissertation. The resolution on this matter shall be adopted by the Scientific Council by separate secret ballot.
3. The Candidate may appeal against a decision refusing to award a doctoral degree to the Scientific Excellence Council (RDN).
4. The time limit for filing an appeal shall be 30 days from the date of notification of the decision.
5. The Scientific Council may repeal the contested resolution regarding the refusal to award the doctoral degree and award the candidate with the doctoral degree if it finds that the appeal deserves to be fully accepted, pursuant to Art. 132 KPA.
6. If the appeal has been rejected, the Scientific Council shall forward the appeal to the RDN along with its opinion and the case file within 3 months from the date of the appeal.

### **Article 21** **Remuneration and Fees**

1. The doctoral proceedings at the MMRI PAS shall be conducted against payment.
2. The fee for the proceedings shall be paid to the MMRI PAS by the Candidate, their employer or another entity.
3. The Candidate who has completed his or her doctoral training at the MMRI PAS or at a doctoral school co-run by the MMRI PAS, and the researchers employed at the MMRI PAS shall not be charged for conducting of the proceedings for the award of the doctoral degree. If the researcher is employed by more than one entity, the fee shall be paid by the entity which is the researcher's

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<sup>1</sup> In the version in force since 1 October 2023

- principal place of work unless stipulated otherwise in a contract between MMRI PAS and the entity concerned.
4. The fee referred to in Article 21(1) is comprised of:
    - 1) the remuneration of the supervisor in the amount of 83% of a salary of a professor and the remuneration of the subsidiary supervisor in the amount of 50% of a salary of a professor;
    - 2) the remuneration of the reviewers in the amount of 27% of a salary of a professor;
    - 3) ZUS [Social Insurance Institution] contribution charges from the remunerations referred to in Article 21 (4) 1) and 2) calculated in accordance with the applicable law;
    - 4) the cost of the reviewers' travel and accommodation according to their actual amount determined in line with the rules for settling the costs of business travel;
    - 5) other costs of conducting the proceedings in the amount of 20% of the remunerations and charges referred to in Article 21 (4) 1)-3).
  5. The fee shall be paid on the basis of a written contract concluded between the MMRI, PAS and a party referred to in Article 21 (2).
  6. The preliminary estimate of the costs of the proceedings shall be made by the Deputy Financial Director of the MMRI, PAS in agreement with the Head of the Department of Scientific Research Arrangement and the Chairperson of the Scientific Council. The preliminary estimate signed by the Director is sent to the Candidate along with a draft contract referred to in Article 21 (5), not later than within 14 days of the submission of the request for the appointment of a supervisor.
  7. In exceptional cases, the fee for the proceedings for the award of the doctoral degree can be waived in whole or in part. The decision of a fee waiver shall be made by the Director upon the request of the person concerned.

## **Article 22**

### **Personal data protection**

1. MMRI PAS, 02-106 Warszawa, ul. A. Pawińskiego 5 shall be the controller of personal data of the Candidates, supervisors and subsidiary supervisors.
2. The controller has appointed a data protection officer who can be contacted by post at the address specified in Article 22 (1) or by e-mail at the following e-mail address: daneosobowe@imdik.pan.pl
3. The personal data of the persons referred to in Article 22 (1) shall be processed under the MMRI's exercise of public authority specified in the Act for the purposes connected with doctoral proceedings.
4. The personal data can be made available to legally authorized entities and entities providing administrative and organizational services to the MMRI, PAS and shall not be stored for a period longer than that specified in the Act on National Archival Resources and Archives of 14 July 1983.
5. Within the limits and under the rules defined in the law, the persons referred to in Article 22 (1) shall have the right to request: access to their personal data, their rectification and erasure, restriction of processing and data portability as well as the right to object to processing of the data. Furthermore, they shall have the right to lodge a complaint with the President of the Personal Data Protection Office (address: ul. Stawki 2, 00-193 Warsaw)
6. The provision of personal data is necessary for conducting the doctoral proceedings.

## **Article 23**

### **Final provisions**

1. These Rules and Regulations were adopted at the meeting of the Scientific Council of Mossakowski Medical Research Institute PAS on 24 March 2022. These Rules and Regulations shall come into force as of 1 May 2022. In the proceedings commenced before 1 May 2022, these Rules and Regulations shall apply to the activities taken after their entry into force. Actions taken in proceedings initiated before that date remain valid and effective.
2. The "Procedures in PhD Programs at the MMRI" adopted by the Scientific Council of MMRI PAS on 19 September 2019 shall be repealed.

3. The following Annexes constitute an integral part hereof:

Annex 1 – – template of the request for the appointment of a supervisor or supervisors or a supervisor and a subsidiary supervisor

Annex 2 – template of the Candidate's personal data form.

Annex 3 – template of the declaration of the candidate for a supervisor

Annex 4 – guidelines for the preparation of doctoral dissertation.

Annex 5 – template of the request for the commencement of doctoral proceedings.

Annex 6 – template of the minutes of the examination.

Annex 7 – template of the minutes of the defence of doctoral dissertation.

*Chairperson of the Scientific Council of MMRI PAS*

*Director of MMRI PAS*

*Prof. Małgorzata Skup MD PhD*

*Prof. Leonora Bużańska MD PhD*