**DOCTORAL SCHOOL - Detailed procedure of conferment of the doctoral degree**

**Legal basis**

1. Act of July 20, 2018 - Law on Higher Education and Science, as amended, hereinafter referred to as
the LHES Act;
2. Resolution No. 65/2023 of September 26, 2023 of the Senate of Medical University of Lodz on introducing amendments to the content of the Rules and Regulations on the procedure of conferment of the doctoral degree at the Medical University of Lodz and the consolidated text of the Rules and Regulations;
3. Resolution No. 15/2023 of April 27, 2023 of the Senate of Medical University of Lodz on making amendments to the content of the Rules and Regulations of the International Doctoral School and introduction of the consolidated text of the Rules and Regulations;
4. Ordinance No. 110/2021 of October 28, 2021 of the Rector of Medical University of Lodz on the rules of conducting the procedure of doctoral dissertation defense at the Medical University of Lodz;
5. Rules and Regulations on awarding distinctions for doctoral dissertations at the Faculty of Pharmacy of the Medical University of Lodz.

The procedure of conferment of the doctoral degree **in the field of medical and health sciences in the discipline of pharmaceutical sciences** (pharmacology and pharmacy) is conducted by the Council of Pharmaceutical Sciences, hereinafter referred to as the Council. The Council's decisions on such procedures are taken by secret ballot by an absolute majority of votes in the presence of at least half of the total number of persons eligible to vote.

The Council adopts resolutions on the following issues:

1. appointment of reviewers,
2. acceptance of the doctoral dissertation and admission to public defense,
3. appointment of a doctoral committee to conduct the defense of the doctoral dissertation,
4. conferment of the doctoral degree,
5. awarding distinction for the doctoral dissertation (if applicable).

The rules and procedure of appointment and change of supervisor(s), in the case of persons studying in
the Doctoral School, are specified in the Rules and Regulations of the International Doctoral School established by the University Senate.

**I. Initiation of the procedure**

1. A candidate applying for the conferment of a doctoral degree submits, to the Chairperson of the Council or the Vice-Chairperson of the Council (Vice-Dean for Science), an application for the initiation of the procedure of conferment of a doctoral degree, along with a set of documents.
2. The procedure is initiated at the request of a candidate who meets the requirements specified in §9 of Resolution No. 42/2023 of May 30, 2023 of the Senate of Medical University of Lodz, and their academic achievements include at least the following:
	1. one scientific article published in a scientific journal or in peer-reviewed materials of
	an international conference, which, in the year the article was published in its final form, was included on the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of
	the LHES Act, or
	2. one scientific monograph published by a publishing house which, in the year of publication of
	the monograph in its final form, was included on the list drawn up in accordance with the regulations issued under Article 267(2)(2)(a) of the LHES Act, or a chapter in such a monograph.
3. In the case of a procedure of conferment of a doctoral degree initiated until December 31, 2021, scientific achievements also include.:
4. scientific articles published:
	1. in scientific journals or peer-reviewed materials of international conferences included on
	the list announced by the Minister of Science and Higher Education of December 18, 2019, before the day when the list was announced,
	2. before January 1, 2019, in scientific journals that were included in either Part A or C of the list of scientific journals announced by the Minister of Science and Higher Education of January 25, 2017, or that were included in Part B of the list, and the scientific articles published in these journals were awarded at least 10 points;
5. scientific monographs published by:
6. publishing house included on the list announced by the Minister of Science and Higher Education of December 17, 2019, before the day when the list was announced,
7. organizational unit of the entity whose publishing house is included on the list.

**Documents that a candidate should submit to the Chairperson of the Council or Vice-Chairperson of
the Council (Vice-Dean for Science):**

1. An application for initiation of the procedure of conferment of the doctoral degree.
2. An application for initiation of the procedure may be enclosed with a request for consent to present the doctoral dissertation in a language other than Polish and to conduct the defense in English.
3. A copy (certified by a notary public or by the issuing institution) of a document confirming that the candidate is a holder of a professional degree of *magister, magister inżynier* or an equivalent title.
4. A certificate of completion of studies at the Doctoral School confirming the achievement of learning outcomes for the qualifications at level 8 of the Polish Qualifications Framework (PQF).
5. A bound doctoral dissertation with an abstract in Polish and English; if the doctoral dissertation is not a written work, the candidate should attach a description in Polish and English.
6. The doctoral dissertation or its description saved in the PDF format on a data carrier (CD or DVD with the author's name and title of the dissertation); the total number of copies of the dissertation referred to in points c and d should be 5, 3 of which may be PDF files.
7. The declaration of the author of the doctoral dissertation.
8. The opinion of the supervisor(s) on the doctoral dissertation.
9. A list of scientific achievements, including scientific papers, creative professional works, and information on activities popularizing science.
10. The declaration of all co-authors specifying their contribution to the article or monograph referred to in Item I.2, if the scientific output is co-authored by two or more persons.
11. An opinion of the relevant committee (for bioethics or animal research) on the research that is the basis of the dissertation, together with a copy of the application that was submitted to the relevant committee for issuance of the opinion, or a statement that approval is not required, confirmed by the supervisor.
12. A report confirming a positive verification of the doctoral dissertation using the Uniform Anti-Plagiarism System - generated from the system and signed by the supervisor(s).
13. A report on evaluation of originality of the doctoral dissertation constituting an annex to the Anti-plagiarism Procedure for Evaluation of Doctoral Dissertations at the Medical University of Lodz - signed by the supervisor(s).
14. A statement confirming that the submitted dissertation is consistent with the dissertation prepared as part of studies the Doctoral School training.
15. In the case of submission of an incomplete application, the candidate is requested to supplement the formal deficiencies, under pain of rejection of the application.
16. If an application is submitted by a candidate who does not meet the requirements referred to in § 9, the Chairperson of the Council issues a decision on refusal to initiate the procedure; the decision on refusal to initiate the procedure may be appealed against to the Council for Scientific Excellence.

**II. Doctoral dissertation**

1. The doctoral dissertation presents the Candidate's general theoretical knowledge in the discipline or disciplines and their ability to conduct scientific work independently.
2. The subject of a doctoral dissertation is an original solution to a scientific problem or an original solution in the application of the results of one's own research.
3. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related research articles, a design, construction, technological, implementation work, as well as an independent and isolated part of a collective work.
4. The collection of published and topic-related research articles, referred to in Item 3, should meet the following criteria:
	1. at least two topic-related scientific articles published in journals that are included on the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the LHES Act, or referred to in Article 179(6) of the Act – Industrial Property Law;
	2. at least two articles in a collection of publications are original articles;
	3. the Candidate is the only first author in all publications constituting a collection;
	4. it bears a title and is enclosed with a description in which the Candidate defines the research issue against the background of the current scientific literature, its originality, its solution, discusses
	the results obtained and presents the key conclusions;
	5. at least one original work constituting the collection should have an Impact Factor of 1.5 at least in the year of publication.

**III. Appointment of reviewers**

1. The Council appoints three reviewers.
2. The function of a reviewer may be performed by a person holding the title of professor
or the degree of *doktor habilitowany* (habilitated doctor), who is not an employee of the entity conferring the doctoral degree, a university, an institute of the Polish Academy of Sciences, a research institute or
an international institute, the Łukasiewicz Center or the Łukasiewicz Network Institute, whose employee is
a person applying for ̨the doctoral degree.
3. The function of a reviewer may be performed by a person who does not meet the conditions specified in
Item V.2, who is an employee of a foreign university or a research institution, if the Council finds that
the person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
4. In exceptionally justified cases, the Council, at the supervisor's request, may change the reviewer, after obtaining the consent of the reviewer such a change concerns.
5. Reviewers prepare a review of the doctoral dissertation within two months from the date of its submission.
6. Reviewers may file a written application for a distinction for the doctoral dissertation. An application for distinction for the doctoral dissertation may be filed by a reviewer also during
the defense procedure; the application in this regard should be submitted in writing following the defense. An application filed by at least 2 reviewers is required for awarding a distinction. Applications for distinction of the doctoral dissertation are considered during the doctoral dissertation defense.

**IV. Admission of the doctoral dissertation to the defense procedure and appointment of the Doctoral Committee**

1. To be admitted to the defense of the doctoral dissertation, the candidate is required to:
	1. obtain at least two positive reviews;
	2. meet the requirements specified in Points I and II;
	3. publish, as the sole first author, at least one original paper (without casuistry) in a journal with
	a score of at least 40 points, included on the applicable list of scientific journals and peer-reviewed materials of international conferences, as announced pursuant to Article 267(3) of the LHES Act.
2. The Council refuses to admit a candidate who does not meet the requirements specified in Point VI.1 to the defense procedure. The decision on refusal to admit to the defense procedure may be appealed against to the Council for Research Excellence; the appeal should be filed through the Council within seven days from the date of service of the decision.
3. If a candidate is admitted to the defense of the doctoral dissertation, the doctoral dissertation which is
a written work, together with its abstract, or the description of the dissertation not being a written work, as well as the reviews, should be immediately posted in the Public Information Bulletin (BIP) on the University's website and in the POL-on system. The abstract of the doctoral dissertation and the reviews remain on
the website at least until the day when the doctoral degree is conferred.
4. If the doctoral dissertation is not admitted to the defense procedure or a resolution on refusal to confer the doctoral degree is adopted, the same doctoral dissertation must not be used again to reapply for conferment of the doctoral degree.
5. The Council appoints a committee to conduct the defense of the doctoral dissertation, hereinafter referred to as the "Doctoral Committee", composed of at least seven Council members and three reviewers.
6. The Doctoral Committee also includes the supervisor or supervisors, without the right to vote.
7. The assistant supervisor may attend meetings of the Doctoral Committee, without the right to vote (if applicable).
8. The Doctoral Committee is chaired by the Chairperson or Vice-Chairperson of the Council (Vice-Dean for Science); in justified cases, the Doctoral Committee may be chaired by another member of the Presidium of the Council.

**V. Defense of the doctoral dissertation**

1. No later than 30 days before the scheduled date of defense, a doctoral dissertation that is a written work, together with its abstract in English, or a description of a doctoral dissertation that is not a written work, as well as reviews, is posted on the website of the Faculty of Pharmacy under the tab Science, Doctoral Dissertations.
2. Information about the date, place and manner of conducting the dissertation defense is posted in the Public Information Bulletin on the University's website and on the website of the Faculty of Pharmacy under the tab Science, Doctoral Dissertations/Dissertation Defense no later than ten days before the scheduled date of the defense.
3. The defense is open to the public, with the exception of the defense of the doctoral dissertation referred to in Article 188(2) of the LHES Act, and is held in an open session before the Doctoral Committee, either at
the University's registered seat or remotely, in the presence of at least half of the members of the Committee who are entitled to vote including at least two reviewers.
4. In the case of a defense conducted on-site, the Chairperson of the Council or the Vice-Chairperson of the Council (Vice-Dean for Science) may allow reviewers to participate in the procedure remotely. The reviewer is obliged to declare their willingness to participate in the defense procedure in remote mode at least 5 days before the scheduled date of the defense.
5. The defense procedure includes a public and a closed part.
6. The course of the public part is the following:
	1. The candidate presents the main ideas of the dissertation (about 20 minutes).
	2. Reviewers present summaries of the prepared reviews detailing the strengths and weaknesses of
	the doctoral dissertation. In the absence of a reviewer, the Chairperson of the Doctoral Committee reads the relevant review.
	3. The candidate responds to the comments made in the reviews.
	4. The Chairperson of the Doctoral Committee opens a public discussion. The candidate answers the questions posed and explains their position.
	5. In the closed part, the Doctoral Committee, by secret ballot (with a simple majority of votes), formulates resolutions on **accepting or refusing to accept the public defense of the doctoral dissertation and the distinction for the doctoral dissertation (if applicable)**, and a motion to the Council to adopt a resolution on conferring or refusing to confer the doctoral degree and
	the distinction for the doctoral dissertation (if applicable).
	6. At the end of the closed part, the Chairperson of the Doctoral Committee informs the candidate about the results of the voting.
7. The Chairperson of the Doctoral Committee forwards a motion to the Council to adopt a resolution on conferment or refusal to confer the doctoral degree, as well as on awarding distinction for the doctoral dissertation (if applicable).

**VI. Conferment of the doctoral degree**

1. The Council adopts a resolution on conferment or refusal to confer the doctoral degree and awarding
a distinction for the doctoral dissertation (if applicable).
2. The Council's resolution on conferment of the doctoral degree is given to the person to whom the doctoral degree has been conferred.
3. The resolution on refusal to confer the doctoral degree may be appealed against to the Council for Scientific Excellence. The appeal should be filed with the Council for Scientific Excellence through the Council, within 30 days from the date of service of the resolution on the Candidate.
4. The Council forwards the appeal to the Council for Scientific Excellence, together with its opinion and
the case file, within three months from the date of filing of the appeal.

**VII. Actions undertaken after conferment of the doctoral degree**

1. A person who has been conferred a doctoral degree receives a doctoral diploma and a certified copy of
the diploma.
2. The doctoral diploma is presented by the Rector and the Chairperson of the Council at a ceremonial meeting of the University Senate.
3. A fee is charged for issue of a certified copy of a doctoral diploma in the amount of:

a) PLN 60 – for a certified copy in the Polish language,

b) PLN 80 – for a certified copy in a foreign language

1. The payment for a certified copy of the diploma should be made to the following account number:

Uniwersytet Medyczny w Łodzi [Medical University of Lodz], Al. Kościuszki 4, 90-419 Łódź ***ING Bank Śląski 46 1050 1461 1000 0005 0378 4118*(The title of the transfer should include: "Name of the Doctoral Student, Faculty of Pharmacy, fee for
a certified copy of the doctoral diploma”)**