

GOOD PRACTICE – Recommendations on procedures to confer a doctoral and habilitation degrees

Para. 1

1. The document provides qualitative practices for the Discipline Council to apply in the following circumstances:
 - a) Initiation of a doctoral procedure,
 - b) Initiation of a habilitation procedure,
2. The number of points for scientific papers published in their final versions before 2019 as described in this document is calculated based on points published in part A in the four-year list of scientific journals announced in the Communiqué of the Polish Ministry of Science and Higher Education on 25 January 2017 (**with the conventional scaling factor of 4**) with no breakdown of points for particular authors.
3. The number of points for scientific papers published in their final versions since 2019 and the number of points for scientific monographs and chapters in scientific monographs as described in this document is calculated based on points in the latest list of journals, conference materials, and titles announced by the relevant Minister with no breakdown of points for particular authors.

Para. 2

As for matters referred to in para. 1 item 1a proceeded since 1 July 2021, it is recommended that candidates:

- Have a record of achievements as evidenced by at least one publication in a journal **with their own share exceeding 50%**, which has at least 100 points as per the list and the calculation method set out in paragraph 1 item 2 and 3,
- Have at least one paper **with their own share exceeding 50%** at an international conference indexed in Scopus or Web of Science at which they presented their paper in a foreign language,
- Have submitted a statement on their own share in the publications mentioned above signed by all co-authors in line with the current regulations of the Discipline Council ("Council") of Automation, Electronic and Electrical Engineering.

If the candidate submits their doctoral dissertation as a collection of published and themed papers, they should also provide a synthetic overview of their scientific achievements, specifically including:

- its title page (the title of the papers collection, the author, the scientific branch and discipline, the supervisor, and the scientific unit of the Ph.D. student),
- contents,

- a summary in Polish and English,
- an overview of the research problem, the objective or the statement, research methods used and associations between the presented results and the proposed research methods related to the components of the collection and the subject literature,
- A summary referencing the objective or the statement of the dissertation.

The candidate should also make sure that their contribution is significant and possible to isolate in each co-authored work in the collection.

Para. 3

1. During proceedings on matters referred to in paragraph 1 item 1b prior to 1 July 2021 it is recommended that candidates prove their scientific records as evidenced by their publications that came out after they had been conferred a doctoral degree and which **sum up to at least 500 points** as per the calculation method set out in paragraph 1 item 2 and 3, whereby:
 - Candidates should have at least one independent publication in a journal for a **minimum of 100 points**, and
 - Candidates submitting their scientific achievements in a form of a cycle of associated scientific papers should prove their own share to be over 50% in at least a half of the remaining publications submitted as part of the cycle, whereby it is recommended that each of the publications mentioned should have been appointed **at least 60 points** and at least one of such publications should have been published in a journal,

or

 - Candidates submitting their scientific achievements in a form of a scientific monograph should prove their own share to be over 50% in at least 2 remaining publications in their record of scientific achievements after they have been conferred a doctoral degree, whereby it is recommended that each of the publications mentioned should have been appointed **at least 60 points** and at least one of such publications should have been published in a journal,
2. During proceedings on matters referred to in paragraph 1 item 1b since 1 July 2021, it is recommended that candidates prove their scientific records as evidenced by their publications that came out after they had been conferred a doctoral degree and which **sum up to at least 600 points** as per the calculation method set out in paragraph 1 item 2 and 3, whereby:
 - Candidates should have at least one independent publication in a journal for a **minimum of 100 points**, and
 - Candidates submitting their scientific achievements in a form of a cycle of associated scientific papers should prove their own share to be over 50% in at least a half of the remaining publications submitted as part of the cycle, whereby it is recommended that each of the publications mentioned should have been appointed **at least 100 points** and at least one of such publications should have been published in a journal,

or

- Candidates submitting their scientific achievements in a form of a scientific monograph should prove their own share to be over 50% in at least 2 remaining publications in their record of scientific achievements after they have been conferred a doctoral degree, whereby it is recommended that each of the publications mentioned should have been appointed **at least 100 points** and at least one of such publications should have been published in a journal,
3. During proceedings on matters referred to in paragraph 1 item 1b it is possible to consider points given based on the current quality evaluation principles for scientific achievements during the evaluation of entities for a maximum of 1 patent for an invention following a patent application authored or co-authored by the candidate.

Para. 4

In justified cases, it is possible to use the principle of equivalence.

Chair of the Discipline Council of Automation,
Electronics and Electrical Engineering

Prof. Wojciech Szelaąg, Ph.D., D.Sc.



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