

**Regulations for Conducting Proceedings for the Award of the
Degree of Doctor Habilitated in the Field of Arts in the Discipline of Film and
Theatre Arts at the Aleksander Zelwerowicz National Academy of Dramatic Art in
Warsaw**

**Chapter 1
General provisions**

§ 1

This regulation sets out the detailed principles for conducting proceedings for the award of the degree of Doctor Habilitated in the field of Arts, in the discipline of Film and Theatre Arts, at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw..

§ 2

The terms used in this regulation are understood as follows:

1. Academy - The Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw;
2. PIB - Public Information Bulletin;
3. Applicant - A person applying for the degree of Habilitated Doctor in the Field of Arts in the Discipline of Film and Theatre Arts at the Academy;
4. CSE - The Council of Scientific Excellence referred to in Article 232 of the Act;
5. Discipline Council - The council of the discipline in the field of the artistic discipline of film and theatre arts, referred to in § 29 of the Statute;
6. Regulation - This regulation;
7. Statute - The Statute of the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw;
8. Act - The Act of 20 July 2018 - Act on Higher Education and Science (Journal of Laws 2023, item 742, as amended);
9. Doctor - Also Doctor of Arts;
10. Doctor Habilitated - Doctor Habilitated in the Field of Arts in the Discipline of Film and Theatre Arts;
11. Professor Title - Title of Professor of Arts.

§ 3

1. Resolutions regarding matters related to the awarding of the degree of Habilitated Doctor shall be adopted by an absolute majority of votes in a secret ballot, with the participation of at least 50% of the members of the Discipline Council entitled to vote.

2. In matters concerning the awarding of the degree of Habilitated Doctor, to the extent not regulated by the Act, the provisions of the Administrative Procedure Code of 14 June 1960 (Journal of Laws of 2023, item 775, as amended) shall apply accordingly.

Chapter 2

Initiation of Proceedings

§ 4

1. The degree of Doctor Habilitated is awarded to a person who holds a doctoral degree and has documented achievements as specified in Article 219 of the Act.
2. An artistic achievement that has had a significant impact on the development of the discipline of film and theatre arts may constitute part of a collective work, provided that the elaboration of a specific issue constitutes the individual contribution of the person applying for the degree of Doctor Habilitated.
3. If the collective work referred to in paragraph 2 has more than five co-authors, the candidate shall submit a statement specifying their individual contribution to the work, as well as statements from at least four of the remaining co-authors. The template for the statement is provided in Attachment No. 1.
4. The candidate is exempt from the obligation to submit a co-author's statement in the event of the co-author's death, declaration of death, or permanent health impairment that prevents obtaining the required statement, as well as in cases where obtaining such a statement is impossible or involves extraordinary difficulty for other reasons. In such cases, the candidate shall submit their own statement indicating the reasons why the co-author's statement could not be obtained.

§ 5

1. The applicant shall submit the application to initiate the procedure to the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw via the Council of Scientific Excellence (CSE).
2. The application must include the information specified in Article 220 of the Act.
3. Upon receipt of the application submitted by the applicant and forwarded by the CSE, the Chair of the Discipline Council shall appoint a three-member team from among the members of the Discipline Council to carry out a preliminary evaluation of the application.
4. The team referred to in paragraph 1 shall complete the evaluation within 14 days from the date of its appointment by the Chair of the Discipline Council.
5. The Discipline Council, upon receiving the applicant's submission from the CSE and based on the opinion prepared by the appointed team, shall—without undue delay, but no later than within 6 weeks—appoint the members of the habilitation committee.
6. Within 6 weeks from the date of receipt of the application from the CSE, the Discipline Council may adopt a resolution refusing to initiate the habilitation procedure.

7. In the event of such a refusal, the Discipline Council shall return the application along with all attachments to the CSE.
8. The Discipline Council may not refuse to initiate the habilitation procedure if:
 - 1) the refusal is based solely on the preliminary evaluation of the academic/artistic achievements of the applicant;
 - 2) the Academy has been designated by the Council of Scientific Excellence (CSE) as the habilitating institution following a refusal by another habilitating entity to conduct the procedure.

Chapter 3

Habilitation Committee

§ 6

1. The habilitation committee consists of seven members, including:
 - 1) four members appointed by the Council for Scientific Excellence (CSE), including:
 - a) the chairperson,
 - b) 3 reviewers.
 - 2) Three of them appointed by the Disciplinary Council including:
 - a) Two members possessing the degree of Doctor Habilitated or Professor's degree employed at the Academy, including the secretary
 - b) a reviewer holding the degree of doctor habilitated in the field of arts or the title of professor, with a current artistic portfolio and recognized reputation, including international recognition, who is not employed by the Academy. A reviewer may be appointed from outside the Academy, provided that the person holds at least a doctoral degree in the field of arts and is employed by a foreign academic institution, and the Discipline Council recognizes that the individual has significant achievements related to the applicant's accomplishments.
2. A candidate for reviewer, secretary, and member of the habilitation committee, as referred to in paragraph 2, may be proposed by any member of the Discipline Council.

Chapter 4

Reviews

§ 7

1. Reviewers, within 8 weeks from the date of receiving the application, prepare reviews regarding the achievements of the candidate.
2. The review must contain a detailed justification of whether the artistic achievements meet the requirements specified in the law.

3. The content and conclusion of the review must be substantively consistent. The conclusion of the review can only be either positive or negative.
4. Reviewers immediately submit the prepared reviews to the chairperson or secretary of the habilitation committee in paper form, signed by hand, or in electronic form with a qualified signature. Additionally, within the period specified in paragraph 1, reviewers may prepare a scan of this document and deliver it to the chairperson.
5. If the received review does not contain a conclusion on meeting or failing to meet the statutory requirements, or contains other formal errors, the chairperson of the Discipline Council may ask the reviewer to supplement it.

§ 8

A reviewer cannot be a person:

1. against whom there are justified doubts regarding their impartiality;
2. who has been penalized with a disciplinary sanction, as referred to in Article 276(1)(4) of the Act, during the period of the penalty;
3. who is an employee of the Academy;
4. who, within the last 5 years, has failed to meet the deadline for preparing the review, as referred to in § 7(1) – the form of the statement is specified in Attachment 2.

Chapter 5

Habilitation Examination

§ 9

1. After receiving all the reviews, the habilitation committee conducts a habilitation examination regarding the artistic achievements of the candidate.
2. The habilitation examination will not be held if at least two reviews are negative.
3. The habilitation committee sets the date for the examination, allowing the submission of the Discipline Council's resolution along with the justification to the CSE within the time frame specified in § 10(5).
4. The habilitation examination has the form of a symposium, which includes:
 - 1) A lecture prepared by the candidate;;
 - 2) A discussion on the theses presented in the lecture referred to in item 1 above;
5. The habilitation examination is public.
6. The lecture referred to in item 4(1) should refer to the artistic work that forms the basis for the candidate's application for the habilitation degree.
7. The conclusions of the habilitation committee after the examination are part of the justification for the resolution presented by the habilitation committee to the Discipline Council..
8. The habilitation examination referred to in paragraph 1 may take place using electronic communication means that ensure, in particular, real-time transmission of the meeting between

participants, as well as real-time multilateral communication, during which the participants can speak, while ensuring necessary security measures.

Chapter 6

Resolution on the Opinion Regarding the Award of the Habilitation Degree

§ 10

1. After conducting the habilitation examination, the habilitation committee adopts a resolution issuing an opinion on the conferral of the degree of doctor habilitated (habilitation degree). The resolution is adopted in an open vote, subject to sections 2 and 3.
2. If the candidate has received at least two negative reviews, the habilitation committee adopts a resolution issuing a negative opinion on the conferral of the degree of doctor habilitated.
3. At the request of the candidate, the committee shall adopt the resolution in a secret ballot.
4. The opinion of the habilitation committee may not be positive if at least two reviews are negative.
5. Within six weeks from the date of receipt of the final review, the habilitation committee submits to the Discipline Council the resolution along with a justification and the documentation of the proceedings concerning the conferral of the degree of doctor habilitated
6. Meetings of the committee referred to in § 10 section 1 may be held via electronic communication means, ensuring, in particular, real-time transmission of the meeting between its participants and real-time multilateral communication, during which participants may speak during the session, while observing necessary security measures.

§ 11

Based on the resolution of the habilitation committee containing its opinion, the Discipline Council, within one month from the date it is submitted to the Chair of the Discipline Council, shall, after conducting a discussion, vote on whether to confer the degree of Doctor Habilitated or to deny its conferral.

§ 12

1. The Academy shall publish the following on the Public Information Bulletin (PIB) section of its website:
 - 1) the application submitted by the candidate;
 - 2) information regarding the composition of the habilitation committee;
 - 3) the reviews;
 - 4) information on the date, location, and method of conducting the habilitation exam;
 - 5) the resolution of the habilitation committee containing the opinion on awarding the degree, along with its justification;
 - 6) the decision to award or refuse to award the degree of Doctor Habilitated.

2. The information referred to in paragraph 1 point 4 shall be made available by the Academy no later than 10 days before the scheduled date of the habilitation examination.
3. The documents referred to in paragraph 1 points 1–3 shall be promptly uploaded to the “POL-on” system, as specified in Article 342(1) of the Act, after they have been made publicly available.

Chapter 7

Appeals

§ 13

1. An appeal may be lodged against the decision to refuse the award of the degree of Doctor Habilitated to the CSE via the Discipline Council.
2. The deadline for submitting an appeal is 30 days from the date of delivery of the decision.
3. After the appeal has been lodged, the chairperson of the Discipline Council appoints a three-person team from among the members of the Discipline Council to prepare an opinion regarding the merits of the appeal within no more than 2 months from the date the appeal is submitted.
4. Based on the opinion referred to in paragraph 3, the Discipline Council:
 - 1) It may issue a new decision, in which it overturns or changes the challenged decision, if it considers that the appeal deserves to be fully accepted, or;
 - 2) It may accept the opinion referred to in paragraph 3 in the form of a resolution and forward the appeal to the CSE along with the adopted resolution and case documents within 3 months from the date the appeal was filed.

Chapter 8

Fees

§ 14

1. The candidate who is not an academic teacher employed at the Academy shall pay a fee for the conduct of the procedure, subject to § 15 sec. 2.
2. The fee is paid to the Academy.
3. The amount of the fee may not exceed the costs of the procedure, which include remuneration costs, travel costs, and administrative costs related to the procedure.
4. The remuneration costs include the following rates::
 - 1) The chairperson and secretary of the habilitation committee – 33% of the professor's remuneration;
 - 2) Each reviewer appointed in the procedure – 33% of the professor's remuneration;
 - 3) A member of the habilitation committee, other than the one specified in point 1 – 17% of the professor's remuneration.
5. The scope and amount of administrative costs related to the procedure are specified in the rector's ordinance.

6. The travel costs of members of the habilitation committee (in the case of individuals not employed at the Academy) appointed in the procedure are settled based on the costs of transport tickets used by the visiting participants (excluding the candidate) or an agreement regarding the reimbursement of travel expenses.
7. The administrative costs related to the procedure include:
 - 1) Preparation of documentation;
 - 2) Technical support for the presentation of materials necessary for conducting the meetings of the habilitation committee and the habilitation examination (in the case of the committee's decision to hold an examination);
 - 3) Costs of sending documentation
 - 4) General costs and financial-accounting support costs.
8. The detailed rules for calculating the costs are specified in the rector's ordinance.
9. The preliminary amount of the procedure's costs is determined based on the legal status on the day the procedure is initiated.
10. The final amount of the procedure's costs is determined based on the status on the day the procedure is completed. The completion of the procedure is considered to be the day the decision is issued regarding the awarding or refusal of the degree of Doctor Habilitated.
11. Before initiating the procedure with a person who is not an academic teacher or a research employee, an agreement is concluded specifying the rules of payment for the procedure concerning the awarding of the degree of Doctor Habilitated at the Academy.

§ 15

1. In the case of an academic teacher or a researcher who is not employed by the Academy, the costs of the procedure are borne by the institution that employs them, such as the university, the Polish Academy of Sciences institute, a research institute, or an international institute.
2. In justified cases, particularly due to financial hardship, the Rector may, upon the candidate's request, exempt them from the fee in whole or in part.

Chapter 9

Special and Final Provisions

§ 16

1. Only data necessary for conducting the proceedings is processed. Data is collected for the purpose of carrying out proceedings, which are conducted based on applicable legal provisions, as well as the agreements linking individuals participating in the proceedings.
2. In accordance with the General Data Protection Regulation (EU) 2016/679 of the European Parliament and Council of April 27, 2016, concerning the protection of natural persons in relation to the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (hereinafter "GDPR"), only individuals who have received

written authorization to process such data may be granted access. Individuals authorized to process such data are obliged to maintain confidentiality.

3. The scope of authorization is defined in this Regulation and includes the processing of data (types of data) collected during the evaluation and implementation of habilitation proceedings (scope of activities). Authorized persons are permitted to process data solely within the scope of activities specified above. Persons authorized by the Academy will be bound by confidentiality.
4. Personal data in the habilitation process is processed for the period necessary to conduct the proceedings, as well as for the period required by archival regulations.
5. Individuals participating in the proceedings are provided with the information obligations in accordance with the provisions of the GDPR (specifically Articles 12, 13, and 14 of the GDPR).

§ 17

The regulation comes into effect on October 1, 2023.

Attachment no. 1 – Statement of Co-authorship

Warsaw, date.

Full name of the candidate or co-author of the work

PESEL number (Personal Identification Number in Poland)

Correspondence address

Phone number

Email address

**Discipline Council of the The
Aleksander Zelwerowicz National
Academy of Dramatic Art in Warsaw**

Statement on Co-authorship

I hereby declare that in the work (authors, date, and place of premiere), my authorial contribution consisted of (detailed description of the candidate's or co-author's contribution to the creation of the work). I declare that my contribution to the creation of the work amounts to%.

.....
signature

Attachment no. 2 – Reviewer’s Statement

Warsaw, date.

Title/degree,

First and Last Name of the Candidate Reviewer,

Name of the Institution Employing the Candidate

**Discipline Council of the The
Aleksander Zelwerowicz National
Academy of Dramatic Art in Warsaw**

Reviewer’s Statement

I hereby declare that I meet the requirements for performing the role of a reviewer as specified in Article 229, Section 1 of the Act of July 20, 2018 — Law on Higher Education and Science (consolidated text, Journal of Laws of 2023, item 742, as amended) and in the Regulations for conducting procedures for granting the postdoctoral degree at the Theatre Academy in Warsaw. Furthermore:

1. There are no justified doubts regarding my impartiality towards the candidate in the procedure to which this statement pertains.
2. In the last 5 years, I have not exceeded the deadline for preparing more than two reviews.

Furthermore, I declare that I have/have not* been sanctioned with a disciplinary penalty of depriving me of the right to perform the duties of a reviewer, as referred to in Article 276, Section 1, Point 4 of the Act / I have been sanctioned with a disciplinary penalty of depriving me of the right to perform the duties of a supervisor, as referred to in Article 276, Section 1, Point 4 of the Act, but the duration of the penalty ended on [date of completion of the penalty].

*(Please cross out as appropriate)

.....
Reviewer’s signature