

**Communication No 1/2023
from the Director of SDNŚiP
concerning the affiliation of publications
to the Doctoral School of Exact and Natural Sciences (SDNŚiP)
of 4 April 2023**

In connection with:

- *Order No. 4 of the Rector of the Jagiellonian University of 12 January 2023 on the procedure for registering the publication output of employees and doctoral students of the Jagiellonian University and indicating the name of the Jagiellonian University when affiliating publications,*
- *Order No. 72 of the Rector of the Jagiellonian University of 23 October 2018 on the obligation to obtain an electronic researcher identifier (ORCID) and register it in the Jagiellonian University Repository,*
- arrangements made with the Management of the Digital Resources Department of the Jagiellonian Library,

I hereby enact the following rules of conduct in the Doctoral School of Exact and Natural Sciences.

§ 1. Definition of Terms

Terms used in the rules shall mean:

Order - Order No. 4 of the Rector of the Jagiellonian University of 12 January 2023

University - Jagiellonian University

Doctoral School - Doctoral School of Exact and Natural Sciences of the University

Doctoral Student - participant of education at the Doctoral School of Exact and Natural Sciences of the Jagiellonian University

BPP UJ - data set entitled "Bibliografia Publikacji Pracowników Uniwersytetu Jagiellońskiego" ("Bibliography of Publications of Jagiellonian University's Employees") as part of the Jagiellonian University Repository

publication output - within the meaning of § 1 section 2 of the Order

publication - any component of the publication output

Publications Coordinator - a person in a faculty or non-faculty unit designated by the relevant authorities to enter publications into the BPP UJ

§ 2. Affiliation

1. The Doctoral Student shall be obliged to include the affiliation to the Jagiellonian University and to the Doctoral School in publications of which he/she is the author or co-author.

2. The Doctoral Student should obtain an electronic researcher ORCID (Open Researcher and Contributor ID) and, once registered in the Jagiellonian University Repository, use it during the publication process as required by the publication publisher.

3. In cases typical for the Doctoral School, where the research results presented have been obtained using resources at the disposal of a faculty, a non-faculty unit or an inter-faculty unit, including in particular research infrastructure, the Doctoral Student shall give two affiliations:

Affiliation 1: Uniwersytet Jagielloński, Szkoła Doktorska Nauk Ścisłych i Przyrodniczych

Affiliation 2: Uniwersytet Jagielloński, Wydział/Jednostka

or in the English-language equivalent:

Affiliation 1: Jagiellonian University, Doctoral School of Exact and Natural Sciences

Affiliation 2: Jagiellonian University, Faculty.../Unit...

If the address of the affiliating institution is given, the address of the Doctoral School (as the institution) must be given for affiliation to the Doctoral School:

ul. Prof. St. Łojasiewicza 11, 30-348 Kraków, Polska

or in the English-language equivalent:

Prof. St. Łojasiewicza St 11, PL30348, Cracow, Poland

Changing the format of the above entries may result in incorrect indexing of publications in worldwide databases.

4. If the Doctoral Student has not used funds other than those of the Doctoral School during his/her research, he/she shall be obliged to include the affiliation to the Jagiellonian University and to the Doctoral School in the publications of which he/she is the author or co-author:

Uniwersytet Jagielloński, Szkoła Doktorska Nauk Ścisłych i Przyrodniczych

or the English-language equivalent:

Jagiellonian University, Doctoral School of Exact and Natural Sciences

and possibly supplement it with the address of the Doctoral School. Changing the format of the above entries may result in incorrect indexing of publications in worldwide databases.

§ 3. Registration of Publications in BPP UJ

1. All publications of the Doctoral Student should be registered in the collection of BPP UJ, which is located in the Repository of the Jagiellonian University <https://ruj.uj.edu.pl/>. The BPP UJ resource is the exclusive source of publication data of the Doctoral student during the mid-term evaluation and in other cases specified in the Rector's Order § 1 section 5 clause 2 and § 1 section 6. Data should be entered in BPP UJ immediately after the publication. Detailed deadlines are regulated by the Order § 3 section 2.

2. The Doctoral Student shall be responsible for keeping his/her publication data up to date in BPP UJ.

3. If at least one of the co-authors of the publication is an employee of a faculty or non-faculty unit of the University, the publication shall be entered in BPP UJ at the faculty or non-faculty unit appropriate to the employee's place of employment, in the manner adopted by the faculty/non-faculty unit concerned and with the participation of the appropriate Publications Coordinator. The Doctoral Student should check over time that the data concerning the publication of which he/she is the author have been entered in the faculty or non-faculty unit and are visible in BPP UJ.

4. In the case when the Doctoral Student is the sole author of a publication or there are no co-authors among the co-authors of the publication who are employees of the University, the data concerning the publication shall be entered into BPP UJ by the Doctoral Student alone. The data entered are then verified and approved by a designated employee of the Jagiellonian Library.

5. When entering data into BPP UJ you may use:

- a) the BPP UJ data entry instructions found on the JU Repository help pages;
- b) the assistance of the Publications Coordinator responsible for the faculty/non-faculty unit in which the Doctoral Student's training is delivered;
- c) the assistance of a member of the Jagiellonian Library staff designated to liaise with the Doctoral School.

Contact details of the Publications Coordinators and the designated member of staff of the Jagiellonian Library are available on the Doctoral School website.

§ 4. Fees for Publications

1. Where publishing a publication or guaranteeing open access to it involves incurring costs, any and all related contracts and expenditures shall be made and accounted for in the faculty or non-faculty unit to which the source of funding is related. The faculty or non-faculty unit shall also keep records of publication costs and shall be responsible for reporting them to the relevant institutions.

§ 5. Additional Information

1. The appropriate sources of information regarding the entry of publications into BPP UJ are the persons listed in § 3 section 5 letter b) and c) of this communication. The Doctoral School Office does not provide information on affiliation.

2. For matters not discussed herein, the provisions of the Order shall be applied, with the tasks of the Publication Coordinator assigned to the Doctoral School listed therein being carried out by the Publication Coordinators in the faculties/non-faculty units and/or by the designated staff member of the Jagiellonian Library. The role of the Publication Coordinator in the Doctoral School is to confirm, at the request of other Coordinators, the affiliation of the Doctoral Student to the Doctoral School and to verify information about the Doctoral Student.

Director

dr hab. Roman Skibiński, prof. UJ