

**Communication No 2/2023**  
**of 4 May, 2023**  
**of the Director of the Doctoral School of Exact and Natural Sciences ("SDNŚiP")**  
**on the rules of procedure at the completion of education at the Doctoral School**

Pursuant to:

- *The Law on Higher Education and Science Act of 20 July 2018, Section V, Chapter 2, Part 1 Awarding of the Doctoral Degree, and Part 2 Doctoral Training (hereinafter: the Act);*
- *Resolution No. 51/V/2023 of the UJ Senate of 31 May 2023 and Appendix to the Resolution "Procedure of proceedings for the conferment of academic degrees at Jagiellonian University", Chapter II Conducting the proceeding for the conferment of the academic degree of doctor in a discipline for graduates of doctoral schools (hereinafter: "Procedure of proceedings for the conferment of academic degrees at Jagiellonian University");*
- *Order No. 155 of the Rector of the Jagiellonian University of 28 December 2020 concerning electronic archiving of doctoral dissertations at the Jagiellonian University (hereinafter: "Order No. 155 of the Rector of the Jagiellonian University");*
- *Instruction for doctoral students concerning the entry of theses into the Graduate Thesis Archive of the Jagiellonian University (hereinafter: "TA Instruction for Doctoral Students");*
- *Instructions for dissertation supervisors on the acceptance of dissertations in the Jagiellonian University Dissertation Archive (hereinafter: "TA Instructions for Supervisors");*
- *Arrangements made with the UJ ZRP on the submission of publication list statements by doctoral students;*
- *Arrangements made with the Research Support Centre.*

I am introducing the following rules of procedure at the end of education at the SDNŚiP:

**§ 1. Submission of imprint and basic data about the dissertation**

1. The Doctoral Student (hereinafter referred to as the "Doctoral Student") shall submit to the Secretariat of the Education Programme ("EP") a signed paper version of the "Doctoral Dissertation Imprint", which constitutes Appendix No. 1 to "Order No. 155 of the Rector of the Jagiellonian University". As the Doctoral Student is obliged to enter the dissertation into the University's computer system not less than 7 days before the dissertation submission deadline specified in the Individual Research Plan, the Dissertation Imprint should be submitted to the Secretariat at least 10 days before the dissertation submission deadline specified in the Individual Research Plan.

2. At the same time, the Doctoral Student shall send by e-mail to the Secretariat of the education programme the same information as that contained in the imprint, in an editable version. Sending the data in electronic form is intended to avoid manual transcription of the data into USOS by the administrative staff, which could generate errors, especially in the title of the dissertation.

**§ 2. Completion of data and entry of work in the Dissertations Archive (DA)**

1. After receiving confirmation by e-mail from the EP Secretariat or the TA system that the data from the imprint have been entered into USOS, the Doctoral Student shall independently enter the dissertation into the TA system (<https://www.ap.uj.edu.pl/>), in accordance with the "TA Instruction for Doctoral Students".

2. All the steps indicated in the Instructions shall be followed until the thesis is submitted for approval by the Supervisor, which simultaneously means its submission to the Single Anti-Plagiarism System. The doctoral student shall be required to print out the copyright statement generated in the TA. The statement is only available once the thesis has been submitted for approval to the Supervisor.

### **§ 3. Actions taken by the Supervisor**

1. Once the Supervisor has accepted the anti-plagiarism report, the Supervisor shall enter his/her opinion on the dissertation into the TA, in accordance with the "TA Instructions for Supervisors".
2. The approved anti-plagiarism report and opinion on the dissertation shall be forwarded by the Supervisor to the Doctoral Student in hard copy and signed, in duplicate.

### **§ 4. Collection of the completion of education certificate and submission of scholarship statement**

1. One copy of the anti-plagiarism report and opinion on the dissertation received from the Supervisor shall be submitted by the Doctoral Student to the EP Secretariat for archiving in the personal file.
2. The Education Programme Co-ordinator, in cooperation with the EP Secretariat, shall prepare a certificate of completion and, after signature by the Education Programme Co-ordinator, hand it over to the Doctoral Student. This document is issued in two copies. One copy, on which receipt by the Doctoral Student is confirmed, is archived in his/her personal file. The transcript of grades is an appendix to the Certificate.
3. In the event that the doctoral thesis is submitted before the date of completion of the education provided for in the education programme, the Doctoral Student shall be obliged to submit to the EP Secretariat an application for continuation of payment of the scholarship in accordance with Article 209, section 8 of the *Act*. The original of this application shall be forwarded to the School office for signature by the Director. The School office shall make two copies of the application (one for the School, the other for the CSO), certifying that they are true copies of the original, and then forward the hard copy of the document to the EP Secretariat for archiving in the doctoral student's personal file.
4. In the situation described in par. 4, section 3, the Doctoral Student will have an "active" status in the USOS system until the last day of the month in which the scholarship payment is due.

### **§ 5. Other actions carried out by the education programme secretariats**

1. Upon receipt of information from the Discipline Council that an application for the award of a doctoral degree has been submitted to the Discipline Council, the EP Secretariat, or the RD Secretariat (depending on mutual arrangements) shall enter in USOS the date of submission of the documents to the Council as the date of commencement of the proceedings for the award of the doctoral degree.
2. Upon receipt of the resolution of the Discipline Council granting or refusing the doctoral degree, the EP Secretariat shall archive it in the personal file.
3. The EP Secretariat shall be required to complete the register of doctoral students containing the date of application to the Discipline Council and the date of award of the doctoral degree.
4. When the dissertation is submitted, the student's education ends and the status of doctoral student expires. A member of the EP office staff shall cancel the card in the USOS system, cut off the corner of the card and return it to the doctoral student.

Information about the cancellation of the card is automatically transmitted from USOS to the MPK (if the card is used as a KKM, this will be visible at ticket control or when buying a new ticket).

5. In the situation described in par. 4, section 3, on the last day of the month in which the Doctoral Student is entitled to payment of the scholarship, the status of the scholarship should be changed to "credited" by entering in the "end date" field the date falling on that day and in the "credit status" field the option "Z".

## § 6. Further proceedings

1. The collection of the certificate of completion is the last action assigned to be carried out in and by the Doctoral School.

2. Subsequent actions and the list of documents required to be submitted by the Doctoral Student are described in § 4 of the "*Procedure for proceedings for the conferment of academic degrees*", and the coordination of the doctoral procedure is the responsibility of the Discipline Council, competent for the faculty or non-faculty unit in which the education programme is implemented. Adding reviewers and submitting the thesis for review requires changing the status of the thesis in the USOS system to "R" (this action is performed by the administrative staff member handling the proceedings at this stage).

3. The Doctoral School, in consultation with the Chairs of the relevant Discipline Councils, may make available on the website forms for certain documents submitted to the Discipline Council, in particular:

a) an application for the conduct of proceedings for the conferment of the degree of doctor, according to the model established by the University, which is attached as Appendix No. 1 to the "*Procedure for proceedings for the conferment of academic degrees*";

b) a statement in which the candidate indicates the discipline in which the doctoral degree is sought;

c) a statement that the dissertation submitted has not been the subject of other proceedings for the award of a doctoral degree or that no proceedings for the award of a degree in the same discipline are pending.

4. The list of publications mentioned in § 4, point 8 to the "*Procedure for proceedings for the conferment of academic degrees*" may be submitted as described below:

a) if the dissertation is a separate monograph, submit:

- a list of all publications of the Doctoral Student and indicate on it at least one publication fulfilling the statutory condition, and if it is a multi-author publication, it should be accompanied by the statements of co-authors concerning it, described in § 3 points 2 and 3 of the "*Procedure for proceedings for the conferment of academic degrees*";

b) if the dissertation is a collection of published and thematically related articles by the Doctoral Student the following should be submitted with an accompanying guide:

- a list of all publications of the Doctoral Student indicating all the publications that make up the doctoral dissertation, and if they are multi-author publications, they should be accompanied by the statements of co-authors concerning them described in § 3 points 2 and 3 of the "*Procedure for proceedings for the conferment of academic degrees*". If there is no publication fulfilling the statutory condition among the publications comprising the dissertation, at least one such publication should be indicated in the list of publications and, if it is a multi-author publication, it should be accompanied by the statements of co-authors concerning it.

Director

dr hab. Roman Skibiński, prof. UJ