

**Communique 10/2024
of July 9, 2024**

**Director of the Doctoral School of Exact and Natural Sciences JU ("SDNŚiP")
regarding: rules of procedure at the completion of education at the Doctoral School
– update of the Communique nr 2/2023 of May 4, 2023 of the Director of SDNŚiP**

With regard to:

- *The Act of 20 July 2018 Law on Higher Education and Science, Section V, Chapter 2, Part 1 Conferring the Doctoral Degree and Part 2 Education of Doctoral Students (hereinafter referred to as the "Act");*
- *The Procedure for the Conferral of Academic Degrees at Jagiellonian University (consolidated text) constituting an Annex to Resolution No. 51/V/2023 of the Senate of Jagiellonian University of May 31, 2023, updated on November 29, 2023, Chapter II Conducting Proceedings for the Conferral of the Doctoral Degree in a Discipline for Graduates of Doctoral Schools (hereinafter referred to as the "Procedure for the Conferral of Academic Degrees at Jagiellonian University");*
- *Order No. 43 of the Rector of the Jagiellonian University of April 17, 2024 regarding: rules for submitting, electronically archiving, and making doctoral dissertations available at Jagiellonian University (hereinafter referred to as "Order No. 43 of the Rector of Jagiellonian University");*
- *Instructions for Doctoral Students on entering theses into the Archive of Diploma Theses of the Jagiellonian University (hereinafter: "AP Instructions for Doctoral Students");*
- *Instructions for supervisors of doctoral dissertation regarding the acceptance of theses in the Archive of Diploma Theses of the Jagiellonian University (hereinafter: "AP Instructions for Supervisors");*
- *§19 section 1-3 of the Regulations of the Doctoral Schools of the Jagiellonian University in Krakow adopted by Resolution No. 39/IV/2023 of the Jagiellonian University Senate of April 26, 2023;*
- *§7 sections 1 and 3 in connection with §9 section 4 of Order No. 107 of the Rector of Jagiellonian University of December 12, 2019 regarding: electronic student ID and Doctoral Student ID issued by the Jagiellonian University, as amended by Order No. 110 of the Rector of the Jagiellonian University of October 9, 2020;*
- *Arrangements made with the Team of Legal Advisors of the Jagiellonian University regarding the submission of declarations by Doctoral Students concerning their list of publications;*
- *Arrangements made with the Centre for Academic Support.*

I hereby introduce the following rules for the completion of education at SDNŚiP:

§ 1 Submission of the Doctoral Dissertation Form and sending basic data about the doctoral thesis

1. Prior to the commencement of the graduation procedure, the Participant in the Doctoral School (hereinafter referred to as the "Doctoral Student") shall verify that they have fulfilled all the obligations arising from the education programme necessary for the completion of the education, in particular, they shall verify that they have: obtained credits for the courses in progress, completed and cleared professional internships, received the total number of ECTS credits specified in the programme and the number of ECTS credits specified for each category of classes, and whether they have achieved the required learning outcomes at level 8 of the Polish Qualification Framework. If the education programme has been completed, the Doctoral Student informs the Head of the Education Programme (EP) via email through the EP Office. The Head of the EP, in cooperation with the EP Office, verifies the Doctoral Student's fulfilment of the education programme requirements. In the event of any deficiencies noted, the Doctoral Student is informed about this fact, and the process of completing their education can proceed only after these deficiencies have been addressed.

2. The Doctoral Student shall submit a signed paper copy of the "Doctoral Dissertation Form," which is Appendix No. 1 to "Order No. 43 of the Rector of Jagiellonian University" to the EP Office. Since the

Doctoral Student is required to upload the dissertation to the university's information system no less than 7 days before the submission date specified in the Individual Research Plan, the Doctoral Dissertation Form should be submitted to the EP Office at least 10 days before the dissertation submission deadline specified in the Individual Research Plan.

3. At the same time, the Doctoral Student sends the same information contained in the Doctoral Dissertation Form to the EP Office via email in an editable format. Sending the data electronically aims to avoid manual data entry into the USOS system by an administrative staff member, which could potentially lead to errors, especially in the title of the doctoral dissertation.

§ 2 Completing the data and uploading the dissertation to the Archive of Diploma Theses (AP)

1. After receiving confirmation via email from the EP Office or the AP system that the data from the Doctoral Dissertation Form has been entered into the USOS system, the Doctoral Student independently uploads their doctoral dissertation to the AP system (<https://www.ap.uj.edu.pl/>), in accordance with the "AP Instructions for Doctoral Students."

2. All steps indicated in the Instructions must be followed, up to the point of submitting the dissertation for approval by the Thesis Supervisor, which also means sending it to the Uniform Anti-Plagiarism System. The Doctoral Student is required to print the copyright statement generated in the AP system. The statement becomes available only after the dissertation has been submitted for approval by the Thesis Supervisor.

§ 3 Actions undertaken by the Thesis Supervisor(s)

1. After the Thesis Supervisor accepts the anti-plagiarism report, the Thesis Supervisor enters their opinion on the doctoral dissertation into the AP system, in accordance with the "AP Instructions for Thesis Supervisors." The date the Thesis Supervisor approves the opinion in the AP system, which is equivalent to accepting the final content of the dissertation, is the date the Doctoral Candidate completes their education at the Doctoral School and loses their status as a Doctoral Student. This means, among other things, the inability to obtain a certificate of Doctoral Student status, which is relevant for foreign Doctoral Students, for instance, for the purpose of extending the residence card or obtaining a preferential health insurance rate under ZUS/NFZ.

2. The approved anti-plagiarism report confirming the verification of the written dissertation using the Uniform Anti-Plagiarism System, together with the Thesis Supervisor's assessment of whether the dissertation constitutes an original work and the opinion on the dissertation, the Thesis Supervisor provides the Doctoral Student with a printed and signed version, in duplicate.

3. In the case where the Doctoral Student has prepared their doctoral dissertation under the supervision of two Thesis Supervisors, the Thesis Supervisors jointly prepare a unified opinion on the dissertation. Subsequently, each Supervisor enters this agreed-upon opinion into the AP system. The anti-plagiarism report is approved by one of the Thesis Supervisors after reaching a consensus on the assessment of the report.

4. In the event that the Thesis Supervisors express a different opinion as to the acceptance of the report, in connection with the evaluation of the originality of the doctoral dissertation contained therein, before performing the activities in the AP system, each Thesis Supervisor shall present, in writing, their position of the relevant Research Discipline Council and, in the case of a doctoral dissertation prepared in the field of science, to the Rector of the Jagiellonian University through the Director of the Research Support Centre and to the Doctoral Student. The Research Discipline Council and the Rector of the Jagiellonian University (in the case of a doctoral dissertation prepared in the field of science), make the final decision as to the evaluation and acceptance of the anti-plagiarism report.

§ 4 Receiving the certificate of completion of education and submitting the scholarship statement

1. One copy of the anti-plagiarism report and opinion on the doctoral dissertation, received from the Thesis Supervisor, shall be submitted by the Doctoral Student to the EP Office for archival purposes in their personal file.
2. The Head of the EP, in collaboration with the EP Office, prepares the Certificate of Completion of Education and after signing it, hands 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 their personal file. The grade transcript is attached to the Certificate.
3. In the event that the doctoral dissertation is submitted prior to the completion date specified in the education programme, the Doctoral Student is required to submit an application to the EP Office for the continuation of the scholarship payment in accordance with Art. 209 section 8 of the Act. The original copy of this application is forwarded to the School Office to be signed by the Director. This document serves to confirm, for the School Office and the CSO, the number of months during which the scholarship payments will continue and is archived in the School Office.

§ 5 Other activities carried out by the education programme offices

1. Upon receipt of information from the Research Discipline Council on the adoption of a resolution to initiate proceedings for the conferment of the doctoral degree, the EP Office or the RDC Office (depending on mutual arrangements) shall enter the date of the resolution in USOS.
2. Upon receipt of the resolution of the Research Discipline Council on granting or denying the doctoral degree, the EP Office archives it in the Doctoral Student's personal file.
3. A staff member of the EP Office invalidates the student ID card in the USOS system, cuts off the corner of the card and returns it to the Doctoral Student. This action practically signifies, for example, the loss of travel discounts.

§ 6 Further proceedings

1. The receipt/issuance of the Certificate of Completion of Education is the final action assigned for completion both at the Doctoral School and by the Doctoral School.
2. Further actions and a list of documents required to be submitted by the Doctoral Candidate are described in § 4 "*Procedures for Awarding Academic Degrees at the Jagiellonian University*", and coordination of activities defined in this doctoral procedure is the responsibility of the Research Discipline Council competent for the faculty or the extra-faculty unit where the education programme is implemented. Adding reviewers and submitting the dissertation for review require changing the status of the dissertation in the USOS system to "R" (this action is performed by an administrative staff member handling the procedure at this stage).
3. The Doctoral School, in consultation with the Chairs of the relevant Research Discipline Councils, may make available on its website forms for certain documents submitted to the Research Discipline Council. Detailed information on the procedure for awarding a doctoral degree and the required documents is provided by the Research Discipline Councils.

§ 7 Final provisions

This Communique enters into force on the day of its announcement. At the same time, Communique No. 2/2023 of May 4, 2023 of the Director of the Doctoral School of Exact and Natural Sciences ("SDNŚiP") regarding: guidelines for the procedure with respect to applications for education at the Doctoral School is repealed.

Director of the Doctoral School
of Exact and Natural Sciences
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