

PROCEDURE FOR AWARDING A DOCTORAL DEGREE IN THE UNIVERSITY OF GDAŃSK

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Chapter 1. General provisions

§ 1. [*subject of regulations; collective proceedings with other entities; terminology*]

1. The following appendix specifies the manner of awarding a doctoral degree in the University of Gdańsk.
2. In case the proceedings for awarding a doctoral degree in the field and discipline of science are followed collectively with other entities referred to in article 185 section 2 of the Higher Education and Science Act of 20 July 2018 (as amended), the rules of cooperation, including the procedure for awarding a doctoral degree, are specified in a written agreement. In particular, the agreement introduces the entity responsible for entering data into the POL-on System.
3. Any time the appendix refers to:
 - 1) the doctoral committee, it shall be understood as a committee convened by the Senate of the University of Gdańsk or the discipline of science council operating in the University of Gdańsk competent in performing the procedure for awarding a doctoral degree;
 - 2) the dissertation defence, it shall be understood as a public defence of a doctoral dissertation;
 - 3) PQF level 8 – the 8th level of the Polish Qualifications Framework as specified in the Act of 22 December 2015 on the Integrated Qualifications System (as amended);
 - 4) the discipline of science council, it shall be understood as the discipline of science council operating in the University of Gdańsk competent in the discipline of science which corresponds to academic issues introduced in a doctoral dissertation;
 - 5) RDN, it shall be understood as the Council of Scientific Excellence as specified in the Higher Education and Science Act of 20 July 2018 (as amended);
 - 6) the Rector, it shall be understood as the Rector of the University of Gdańsk;
 - 7) the dissertation, it shall be understood as a doctoral dissertation;
 - 8) the Senate, it shall be understood as the Senate of the University of Gdańsk;
 - 9) the Statute, it shall be understood as the Statute of the University of Gdańsk of 13 June 2019;
 - 10) a doctoral degree, it shall be understood as an academic degree of a Doctor of Philosophy;
 - 11) the University, it shall be understood as the University of Gdańsk;
 - 12) the Act, it shall be understood as the Higher Education and Science Act of 20 July 2018 (as amended).

§ 2. [*entities competent in awarding a doctoral degree*]

A doctoral degree is awarded in the University of Gdańsk through an administrative decision by:

- 1) the discipline of science council – in case of awarding a doctoral degree in the field and discipline of science;
- 2) the Senate – in case of awarding a doctoral degree in the field of science.

§ 3. [*voting procedure*]

In the matter of:

- 1) appointing an advisor or advisors referred to in section 11 paragraph 1;
- 2) appointing an assistant advisor referred to in section 12;
- 3) substitution of an advisor or assistant advisor referred to in section 13 paragraphs 1 and 2;

- 4) commencement of the proceedings for awarding a doctoral degree referred to in section 23;
- 5) appointing doctoral committees referred to in section 24 paragraphs 1 and 2;
- 6) appointing reviewers referred to in section 25 paragraph 1;
- 7) consenting to retake the doctoral examination referred to in section 27 paragraph 4;
- 8) admission to the dissertation defence referred to in section 28 paragraph 2;
- 9) acceptance of the dissertation defence and awarding a doctoral degree referred to in section 31 paragraph 1 subparagraphs 1 and 3 and paragraph 2 subparagraphs 1 and 3 – respectively, the Senate, the discipline of science council and the doctoral committee pass a resolution by secret ballot, by absolute majority of votes cast in the presence of at least half of members entitled to vote.

§ 4. [*requirements which qualify for awarding a doctoral degree*]

1. The requirements, which a person who applies for a doctoral degree must comply with, are specified in article 186 paragraphs 1 and 2 of the Act and in section 27.
2. The requirements regarding the dissertation are specified in article 187 of the Act. The discipline of science council may determine additional editorial requirements regarding the doctoral dissertation.

Chapter 2. Regulations of specifying fees for the proceedings for awarding a doctoral degree through an extramural (self-study) method and exemption from such fees

§ 5. [*obligation of paying a fee and exemption from it mandated by the law*]

A person who applies for a doctoral degree shall pay the University a fee for conducting the proceedings for awarding a doctoral degree unless that person:

- 1) has completed education in a doctoral school;
- 2) has begun PhD studies before the academic year 2019/2020 and article 179 paragraph 9 of the Regulations introducing the Act – the Higher Education and Science Act of 3 June 2018 applies;
- 3) is a University employee.

§ 6. [*exemption from the fee on the basis of a decision*]

In justified cases the Rector or Vice-Rector authorised by the Rector may exempt a person who applies for a doctoral degree from the fee in full or in part on request submitted within 30 days of the day of the commencement of the proceedings for awarding a doctoral degree.

§ 7. [*costs of the proceedings covered by the fee*]

1. The fee for the proceedings for awarding a doctoral degree covers in particular:
 - 1) the advisor or advisors' remuneration;
 - 2) the assistant advisor's remuneration;
 - 3) the reviewers' remuneration;
 - 4) costs of the advisor's or reviewer's business trips incurred in connection with the dissertation defence;
 - 5) indirect costs specified in the Rector's Ordinance on the regulations of financial economy in the University of Gdańsk.
2. The amount and the terms of payment of remuneration for an advisor, assistant advisor and reviewer are specified in the Act.

§ 8. *[covering the fee for partial costs of the proceedings]*

In case a resolution of the Senate or the discipline of science council on the dismissal of the proceedings for awarding a doctoral degree or on the refusal to award a doctoral degree is passed, a person who applies for a doctoral degree or that person's employer pays a partial fee that constitutes the actual costs of conducting the proceedings for awarding a doctoral degree incurred by the University.

§ 9. *[agreement specifying the amount and the terms of payment]*

1. The amount and the terms of payment for conducting the proceedings for awarding a doctoral degree are specified in the agreement concluded before the commencement of the proceedings for awarding a doctoral degree between the University and a person who applies for a doctoral degree.
2. In case the fee for conducting the proceedings for awarding a doctoral degree is paid by an employer of a person who applies for a doctoral degree, the agreement for the amount and the terms of payment for conducting the proceedings for awarding a doctoral degree is concluded between the University and the person's employer.
3. Templates of the agreements referred to in paragraphs 1 and 2 are specified in the Rector's Ordinance.

§ 10. *[division of costs of the proceedings and revenues from the fees]*

The division of costs of the proceedings for awarding a doctoral degree and the revenues from the fees for conducting the proceedings between the University units is specified in the Rector's Ordinance on the regulations of financial economy in the University of Gdańsk.

Chapter 3. Manner of appointing and substituting an advisor, advisors and assistant advisor

§ 11. *[appointing an advisor or advisors – extramural (self-study) method]*

1. On request of a person who applies for a doctoral degree through an extramural (self-study) method, the Senate – in case of applying for a doctoral degree in the field of science, or the discipline of science council – in case of applying for a doctoral degree in the field and discipline of science, passes a resolution on appointing an advisor or advisors for that person.
2. The request for appointing an advisor or advisors submitted by a person who applies for a doctoral degree through an extramural (self-study) method specifies in particular:
 - 1) the proposal of the subject and the concept of a doctoral dissertation, including the field and discipline of science or the field of science, in which the petitioner is applying to be awarded a doctoral degree;
 - 2) a candidate to perform the function of an advisor.
3. A person who applies for a doctoral degree through an extramural (self-study) method encloses the following documents to the request:
 - 1) a consent to perform the function of an advisor in writing expressed by the candidate listed in the request;
 - 2) a doctoral dissertation schedule;
 - 3) a list of academic accomplishments made thus far;

- 4) information on the course of proceedings for awarding a doctoral degree or the dissertation if a person, who submits the request, has previously applied for a doctoral degree in the same field or discipline of science.

§ 12. [*appointing an assistant advisor – extramural (self-study) method*]

The Senate – in case of applying for a doctoral degree in the field of science, or the discipline of science council – in case of applying for a doctoral degree in the field and discipline of science, on request of a person who applies for a doctoral degree through an extramural (self-study) method, submitted to the chairperson of the council, in consultation with an advisor, passes a resolution on appointing an assistant advisor for that person. The provision in section 11 paragraph 2 subparagraph 1 and paragraph 3 subparagraph 1 shall apply accordingly.

§ 13. [*substitution of an advisor or assistant advisor – extramural (self-study) method*]

1. The discipline of science council, on request of a person who applies for a doctoral degree through an extramural (self-study) method or on advisor's or assistant advisor's request, submitted to the chairperson of the council, passes a resolution on substituting an advisor or assistant advisor of a person who applies for a doctoral degree.
2. The discipline of science council, on its own initiative, passes a resolution on substituting an advisor or assistant advisor of a person who applies for a doctoral degree through an extramural (self-study) method if the current advisor or assistant advisor has lost the ability to perform such a function.
3. In cases referred to in paragraphs 1 and 2, the provision in section 11 paragraph 2 subparagraph 1 and paragraph 3 subparagraph 1 shall apply accordingly.

§ 14. [*responsibilities of an advisor or assistant advisor – extramural (self-study) method*]

The responsibilities of an advisor or assistant advisor include providing a person who applies for a doctoral degree through an extramural (self-study) method with substantial and methodological support required for research work, such as conducting consultations with this person.

§ 15. [*appointing and substituting an advisor, advisors and assistant advisor – doctoral education programme*]

The manner appointing and substituting an advisor, advisors and assistant advisor, on request of a person who prepares the dissertation through doctoral school education, is specified in the Regulation Directory of Doctoral Schools of the University of Gdańsk.

Chapter 4. Commencement of the proceedings for awarding a doctoral degree

§ 16. [*request for the commencement of the proceedings for awarding a doctoral degree*]

1. The proceedings for awarding a doctoral degree are commenced on request of a person who complies with the requirements referred to in article 186 paragraph 1 subparagraphs 1-3 or paragraph 2 of the Act. The request specifies in particular the field and discipline of science or the field of science, which the petitioner is applying to be awarded a doctoral degree in.
2. The following documents shall be enclosed to the request:
 - 1) the dissertation with the documents referred to in article 187 paragraph 4 of the Act, and a positive assessment of an advisor or advisors;
 - 2) documents certifying the compliance with the requirements referred to in article 186 paragraph 1 subparagraph 1 of the Act;

- 3) a certificate or a diploma of completion of studies certifying the knowledge of a modern foreign language at a minimum B2 level of advancement;
 - 4) at least 1 scientific article or 1 scholarly monograph, which complies with the requirements referred to in article 186 paragraph 1 subparagraph 3 (a-b) of the Act, whose author or co-author is the person applying for a doctoral degree;
 - 5) a declaration which specifies the individual contribution to creating publications of a person who applies for a doctoral degree in case of a co-authored publication;
 - 6) a report of the dissertation verification with the use of Uniform Anti-plagiarism System, referred to in article 351 paragraph 1 of the Act if the dissertation is a written work.
3. In case the dissertation is an independent and separate part of a joint publication, declarations regarding the individual contribution of each co-author to creating the publication shall be enclosed to the request. In case a joint publication gathers more than five co-authors, a declaration regarding the individual contribution to creating the publication of a person who applies for a doctoral degree and declarations of at least four other co-authors shall be enclosed to the request. A person who applies for a doctoral degree is exempt from the obligation of submitting the declaration in case of co-author's death, in case a co-author is presumed dead or suffered a permanent bodily injury, which prevents from receiving the required declaration.

§ 17. [*entity competent to submit a request*]

A person who applies for a doctoral degree submits a request referred to in section 16 to:

- 1) the chairperson of the discipline of science council in case of applying for a doctoral degree in the field and discipline of science;
- 2) the chairperson of the Senate in case of applying for a doctoral degree in the field of science.

§ 18. [*specifying the procedure for submission of the dissertation – doctoral education programme*]

The submission of a request to commence the proceedings for awarding a doctoral degree by a doctoral student in the doctoral school, within a closing date specified in the individual research plan, is synonymous with the submission of the dissertation as defined by the Act.

§ 19. [*opinion on the request*]

1. In order to issue an opinion on the request, the chairperson of the Senate or the chairperson of the discipline of science council convenes a panel consisting of three people:
 - 1) who hold the title of a professor or a post-doctoral degree,
 - 2) to whom the University is the primary place of employment,
 - 3) who have submitted a declaration of representing the discipline of science in at least 0.5 part of the discipline of science, in which the petitioner is applying to be awarded a doctoral degree – in case of applying for a doctoral degree in the field and discipline of science;
 - 4) who have submitted a declaration of representing the discipline of science in at least 0.5 part of the discipline of science, to which the academic topics included in the dissertation are related – in case of applying for a doctoral degree in the field of science.
2. A member of the panel referred to in paragraph 1 cannot be a person to whom there are justified concerns about his or her impartiality.

§ 20. [*verification of compliance with the requirement referred to in article 186 paragraph 1 subparagraph 3 (a and b) of the Act in case of co-authored publications; confirmation of compliance with the requirement referred to in article 186 paragraph 1 subparagraph 2 of the Act*]

1. The panel referred to in section 19 verifies the compliance with the requirement referred to in article 186 paragraph 1 subparagraph 3 (a and b) of the Act in case of co-authored publications on the basis of a declaration of a person applying for a doctoral degree enclosed to the request as specified in section 16 paragraph 2 subparagraph 4.
2. If the submitted declaration referred to in paragraph 1 is incorrect or raises suspicion of panel members, the panel shall ask a person who applies for a doctoral degree to correct or complete the declaration or submit an explanation within closing dates and in a manner dictated by the panel.
3. Confirmation of the study results in modern foreign language requires a consultation from the Foreign Languages Centre.

§ 21. [*verification of study results for the qualification at PQF level 8 – extramural (self-study) method*]

1. The chairperson of the Senate or the chairperson of the discipline of science council appoints one member of the discipline of science council for the purpose of conducting the verification of study results for the qualification at PQF level 8 of a person who applies for a doctoral degree through an extramural (self-study) method.
2. The member of the discipline of science council referred to in paragraph 1 verifies study results for the qualification at PQF level 8 on the basis of:
 - 1) the completion of the education programme in the doctoral school;
 - 2) the completion of the PhD studies programme;
 - 3) the completion of the postgraduate studies programme;
 - 4) academic accomplishments, including publications and conference presentations;
 - 5) the course of professional work.
3. In case the verification of study results for the qualification at PQF level 8 is not possible on the basis of accomplishments referred to in paragraph 2 subparagraphs 1-5, the member of the discipline of science council referred to in paragraph 1 conducts an additional examination for the purpose of the verification of results.
4. The member of the discipline of science council referred to in paragraph 1 prepares and signs a record of the course of verification proceedings. The record is formulated in a way that provides, in particular, the information on who, when and where took what actions regarding verification and whether a person applying for a doctoral degree through an extramural (self-study) method has reached study results for the qualification at PQF level 8.

§ 22. [*additional condition for commencement of the proceedings – extramural (self-study) method*]

In case of a person applying for a doctoral degree through an extramural (self-study) method, no more than 5 years may pass from the day of appointing an advisor or advisors to the day of the commencement of the proceedings for awarding a doctoral degree.

§ 23. [*resolution on commencement of the proceedings for awarding a doctoral degree*]
Upon becoming acquainted with the panel's opinion referred to in section 19 and the record referred to in section 21 paragraph 3, the Senate or the discipline of science council passes a resolution on the commencement of the proceedings for awarding a doctoral degree.

Chapter 5. Conducting the proceedings for awarding a doctoral degree

§ 24. *[forming the doctoral committee]*

1. For the purposes of taking actions in the proceedings for awarding a doctoral degree, the Senate appoints, and the discipline of science council may appoint, a separate committee for each proceeding, which consists of at least seven members, including:
 - 1) academic teachers, who hold the title of a professor or a post-doctoral degree, to whom the University is the primary place of employment and who submitted:
 - a) a declaration of representing the discipline of science in at least 0.5 part of the discipline of science, in which the petitioner is applying to be awarded a doctoral degree – in case of applying for a doctoral degree in the field and discipline of science,
 - b) a declaration of representing the discipline of science in at least 0.5 part of the discipline of science, to which the academic topics included in the dissertation are related – in case of applying for a doctoral degree in the field of science;
 - 2) 3 dissertation reviewers appointed according to section 25;
 - 3) an advisor or advisors.
2. The Senate or the discipline of science council appoints the chairperson of the doctoral committee from the members of the committee referred to in paragraph 1 subparagraph 1.

§ 25. *[appointing reviewers]*

1. During the proceedings for awarding a doctoral degree the Senate or the discipline of science council appoints 3 reviewers from candidates who:
 - 1) are not University employees and are not employees of the university, the Polish Academy of Sciences institute, research institute, international institute, the Łukasiewicz Centre or the Łukasiewicz Research Network institute, whose employee is the person applying for a doctoral degree,
 - 2) comply with the requirements referred to in article 190 paragraph 4 or 5 of the Act.
2. A person to whom there are justified concerns about his or her impartiality may not be a reviewer.

§ 26. *[preparing and presenting a review]*

1. A reviewer prepares a review of the dissertation within 2 months of its delivery and submits it to the doctoral committee or the discipline of science council respectively in a printed version and with its electronic copy.
2. A review contains a comprehensive assessment that determines compliance with the requirements specified in article 187 paragraphs 1-3 of the Act in addition to an unequivocal conclusion on the assessment.
3. In case the dissertation is an independent and separate part of a joint publication, a review shall include an assessment of the individual contribution of a person who applies for a doctoral degree to creating this dissertation.
4. A review may include conclusions regarding the necessity for completion or correction of a doctoral dissertation, which the doctoral committee or the discipline of science council respectively delivers to the person applying for a doctoral degree and an advisor or advisors. The person applying for a doctoral degree submits a completed or corrected dissertation to the chairperson of the doctoral committee or the discipline of science council respectively,

who then directs it to the same reviewers for reassessment. The reviewers present a review of a completed or corrected dissertation within one month of its delivery.

§ 27. [*doctoral examination*]

1. Before being accepted to the dissertation defence a person applying for a doctoral degree takes a doctoral examination in the discipline of science, which contains the dissertation topics. The examination takes place before an examination committee which includes at least three members of the doctoral committee or members of the discipline of science council appointed by the chairperson of the council.
2. The date of a doctoral examination as well as the discipline of science in which the doctoral examination is being conducted is determined by the chairperson of the doctoral committee or the discipline of science council respectively.
3. A doctoral examination is evaluated according to the following grading scale:

bardzo dobry (very good)	5.0
dobry plus (good plus)	4.5
dobry (good)	4.0
dostateczny plus (satisfactory plus)	3.5
dostateczny (satisfactory)	3.0
niedostateczny (unsatisfactory)	2.0

4. In case a person does not pass a doctoral examination, the doctoral committee or the discipline of science council respectively may, on request of a person applying for a doctoral degree, grant an approval for retaking the examination, no earlier than within three months of the day of the first attempt to take the examination and no more than once.

§ 28. [*admission to the dissertation defence*]

1. A person who received positive reviews from at least 2 reviewers and complied with the requirement referred to in section 27 may be admitted to the dissertation defence.
2. The doctoral committee or the discipline of science council respectively issues a decision in the form of a resolution regarding an admission to the dissertation defence of a person applying for a doctoral degree. The decision includes a date of the dissertation defence and a place it shall be held.
3. The right to lodge a complaint to RDN regarding the decision to refuse an admission to the dissertation defence is in force.

§ 29. [*confidentiality and dissertation records*]

1. The Act specifies the procedure for disclosing the dissertation and its summary in the Bulletin of Public Information in case of the dissertation as a written work, or a description of the dissertation or review in case of the dissertation other than a written work. The Act also specifies the procedure for entering those documents into the POL-on System.

2. The dissertation and its summary are also delivered to the University Repository, which constitutes a part of the Knowledge Base of the University of Gdańsk. Comprehensive regulations on dissertation record keeping in the Repository are specified in the Rector's Ordinance.

§ 30. [*doctoral dissertation defence*]

1. The dissertation defence takes place in an open meeting of the doctoral committee or the discipline of science council respectively. The following parties participate in the meeting:
 - 1) a least half the members of the doctoral committee, including an advisor and at least one reviewer in case actions in the proceedings for awarding a doctoral degree are taken by the doctoral committee;
 - 2) a least half the members of the discipline of science council, an advisor and at least one reviewer in case the proceedings for awarding a doctoral degree are conducted by the discipline of science council.
2. In case the subject of the dissertation is covered by legal confidentiality, the publication of the dissertation defence is excluded.
3. The dissertation defence may be conducted with the use of technical devices which enable its long-distance conduction with the simultaneous transfer of image and sound.
4. Once a person applying for a doctoral degree presents the main thesis and results of a doctoral dissertation, the chairperson of the doctoral committee or the chairperson of the discipline of science council shall open, conduct and close a discussion.
5. In case at least two persons in the proceedings commenced by the Senate and the same discipline of science council apply for a doctoral degree on the basis of an independent and separate part of the work, the dissertation defence is conducted simultaneously for all those persons.

§ 31. [*resolutions on acceptance of the dissertation defence and awarding a doctoral degree*]

1. In case of applying for a doctoral degree in the field and discipline of science, after the conclusion of the dissertation defence, in a confidential meeting:
 - 1) the doctoral committee or the discipline of science council respectively passes a resolution on the acceptance of the dissertation defence, whereas a resolution on the refusal to accept the dissertation defence with its justification is presented by the doctoral committee to the discipline of science council, which passes a resolution on this matter;
 - 2) the doctoral committee, if one has been appointed, shall prepare a project of the discipline of science council's resolution on awarding a doctoral degree;
 - 3) the discipline of science council, in the presence of at least half of members entitled to vote, within 60 days of the day of the dissertation defence, issues a decision in the form of a resolution on awarding a doctoral degree.
2. In case of applying for a doctoral degree in the field of science, after the conclusion of the dissertation defence, in a confidential meeting:
 - 1) the doctoral committee passes a resolution on the acceptance of the dissertation defence; however, a resolution on the refusal to accept the dissertation defence with its justification is submitted by the doctoral committee to the Senate, which passes a resolution on this matter;
 - 2) the doctoral committee shall prepare a project of the Senate's resolution on awarding a doctoral degree;

- 3) the Senate, in the presence of at least half of members entitled to vote, within 60 days of the day of the dissertation defence, issues a decision in the form of a resolution on awarding a doctoral degree.

§ 32. [*signing a decision on awarding a doctoral degree*]

Decisions on awarding a doctoral degree are signed by the chairperson of the Senate or the discipline of science council respectively.

§ 33. [*appellate proceedings*]

The right to appeal the Senate's or discipline of science council's decision to refuse to award a doctoral degree to RDN is in force. The proceedings for the issuing and considering the appeal are specified in the Act.