

Procedure for granting academic degrees at the Jagiellonian University

Chapter I General Provisions

§ 1.

1. The Jagiellonian University's powers to confer the academic degree of doctor and the academic degree of doctor of science (*habilitowany*) in a given discipline are exercised by the discipline boards.
2. The Senate of the Jagiellonian University exercises the right of the Jagiellonian University to confer the academic degree of doctor in science and in case of circumstances referred to in § 63 section 1 clause 2) of the Jagiellonian University Statutes.
3. The provisions concerning the discipline board shall apply *mutatis mutandis* to the procedure for the award of a degree by the Senate of the Jagiellonian University.
4. The disciplinary board shall adopt resolutions by an absolute majority of votes, in a secret ballot, in the presence of at least half of those entitled to vote.
5. Resolutions adopted by the discipline board shall be signed by the chairperson of the discipline board and those adopted by the Senate - by the Rector.

§ 2.

1. Whenever the procedure refers to:
 - 1) **Act** – this shall mean the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended);
 - 2) **Introductory Act** - this shall mean Act of 3 July 2018 - Provisions Introducing the Act - Law on Higher Education and Science (Journal of Laws 2018, item 1669.);
 - 3) **Degrees Act** – this shall mean the Act of 14 March 2003 on Academic Degrees and Title and Degrees and Title in the Arts (consolidated text Journal of Laws of 2017, item 1789);
 - 4) **University** - this shall mean the Jagiellonian University in Krakow;
 - 5) **Senate** - shall mean the University Senate;
 - 6) **Rector** - this shall mean the Rector of the University;
 - 7) **discipline board** - this shall mean the discipline board operating at the University;
 - 8) **doctoral school** - this should be understood as a doctoral school operating in a University or another university;
 - 9) **doctoral committee** - this shall mean the doctoral committee which performs activities in the procedure for the award of a degree, appointed pursuant to the rules laid down in this procedure or on the basis of existing legislation;
 - 10) **post-doctoral committee** - shall mean the post-doctoral committee which performs activities in the procedure for the award of the academic degree of doctor of science, appointed pursuant to the rules laid down in this procedure or on the basis of existing legislation;
 - 11) **doctoral examinations committee** - this shall mean a committee established on the basis of existing regulations to conduct doctoral examinations;

- 12) **candidate** - this shall mean a person applying for an academic degree;
- 13) **BSC** - this shall mean the Board of Scientific Excellence;
- 14) **CC** - this shall mean the Central Commission for Degrees and Titles;
- 15) **BIP** - this shall mean as the University's Public Information Bulletin;
- 16) **PQF** - this shall mean the Polish Qualifications Framework;
- 17) **procedure** - this shall mean the Procedure for awarding academic degrees at the Jagiellonian University;
- 18) **existing regulations** – this shall mean the Act on Degrees and secondary regulations issued on its basis, in force at the date of commencement of the procedure for awarding an academic degree.

Chapter II

Conducting the procedure for awarding the degree of doctor

§ 3.

1. The discipline board shall initiate the procedure for awarding the degree of doctor at the request of a person who:
 - 1) holds the professional title of Master, Master of Engineering or an equivalent, subject to Article 186 section 2 of the Act;
 - 2) achieved learning outcomes for the classification at level 8 of the PQF, where learning outcomes in the field of knowledge of a modern foreign language are confirmed by a certificate or diploma of completion of studies certifying knowledge of that language at a level of language proficiency of at least B2;
 - 3) has at least:
 - a) 1 academic article published in an academic journal or in peer-reviewed proceedings of an international conference which, in the year of publication of the article in its final form, was included in a list drawn up in accordance with the regulations issued under Article 267 section 2 clause 2 letter b of the Act, or
 - b) 1 academic monograph released by a publishing house which in the year of publication of the monograph in its final form was included in a list drawn up in accordance with the regulations issued pursuant to Article 267 section 2 clause 2 letter a of the Act, or a chapter in such a monograph.
2. Where the academic article referred to in section 1 clause 3 letter a), published in a scientific journal or in peer-reviewed proceedings of an international conference has several authors, the candidate shall attach to the application for instituting the procedure leading to the award of the academic degree of doctor a statement from all other co-authors specifying the candidate's individual contribution to the creation of the article and specifying the percentage share of each author in its creation. If, for reasons beyond the control of the candidate, it is not possible to obtain the co-authors' statements, the candidate shall attach a statement from the first author, project manager, team leader or correspondent author. The candidate shall be released from the obligation to provide a statement from the first author, project manager, team leader or correspondent author if, for reasons beyond the candidate's control, it is not possible to obtain the required statement from any of them. In this case, the statement shall be made by the candidate explaining the reasons why the abovementioned persons did not make the statement.

3. Where the collective monograph referred to in section 1 clause 3 letter b has multiple authors, the candidate shall enclose with the request for the initiation of the procedure for the award of the degree of doctor a statement from all co-authors, specifying the individual contribution of the candidate to the creation of the collective work and specifying the percentage share of each author in its creation. If, for reasons beyond the control of the candidate, it is not possible to obtain statements from other co-authors, the candidate shall attach a statement made by the work's editor, first author, correspondent author, project manager or team leader specifying the candidate's individual contribution to the work. The candidate shall be released from the obligation to submit a statement from the work's editor, first author, correspondent author, project manager or team leader if for reasons beyond the candidate's control it is not possible to obtain the required statement from any of them. In this case, the statement shall be made by the candidate, explaining the reasons for the failure of the abovementioned persons to make statements.

§ 4.

1. The candidate shall submit a request to the competent discipline to carry out the procedure for the award of the degree of doctor, according to the specimen set at the University, which is attached as Appendix No. 1 to the procedure.
2. The candidate shall attach to the request:
 - 1) a copy of the document confirming the fulfilment of the requirements referred to in § 3 section 1 clause 1);
 - 2) the doctoral thesis prepared by the candidate in a paper version (6 copies) and on an electronic data medium;
 - 3) positive opinion of the supervisor(s) on the thesis (not applicable to the subsidiary supervisor);
 - 4) a summary of the thesis in English not longer than 10 pages, and for a doctoral thesis prepared in a foreign language also a summary in Polish not longer than 10 pages;
 - 5) a statement in which the candidate indicates the discipline in which he/she is applying for the degree of doctor;
 - 6) a report accepted by the supervisor, confirming verification of the thesis with the use of the Uniform Anti-plagiarism System, together with the supervisor's assessment whether the thesis is an original work;
 - 7) a certificate from the doctoral school on completion of education at the doctoral school;
 - 8) information about the candidate's publications meeting the requirements set out in § 3 section 1 clause 3 or other publications together with the statement referred to in § 3 section 2 and 3;
 - 9) a statement that the submitted thesis has not been the subject of any other procedure for the award of the academic degree of doctor, nor is a procedure for the award of a degree in the same discipline in progress. If the candidate has previously applied for a degree in the same discipline, it is necessary to enclose a document certifying that these procedure have been completed.
3. The request for the procedure, together with the appendices listed in section 2, shall be submitted by the candidate to the discipline board in paper and electronic form to the Dean's Office of the relevant faculty providing administrative support for that discipline board.
4. If the request does not meet the formal requirements, and in particular does not contain the required appendices, the chairperson of the discipline board shall invite the candidate to remedy the deficiencies, setting a reasonable deadline of not less than 7 days. If the request is not completed within the deadline, the discipline board shall leave the request unprocessed.

5. Having ascertained that the formal requirements of the candidate's request have been met, the discipline board shall adopt a resolution on initiating the procedure for awarding the academic degree of doctor at its next meeting.

§ 5.

1. The thesis presents the candidate's general theoretical knowledge in the discipline or disciplines and the ability to conduct scientific or artistic work independently.
2. The subject of the doctoral thesis is an original solution to a scientific problem, an original solution for applying the results of one's own research in the economic or social sphere or an original artistic achievement.
3. The thesis may consist of a written work, including a scientific monograph, a collection of published and thematically related scientific articles, design, construction, technology, implementation or artistic work, as well as an independent and separate part of a collective work.
4. Where the nature of the written doctoral thesis requires the candidate to have access to confidential information about the subject of the research and where it is necessary to include such information in the thesis, the candidate may, in consultation with the supervisor, submit a written request to the Chairperson of the discipline board justifying the need to keep confidential those parts of the thesis that contain confidential information.

§ 6

1. The scientific supervision over the preparation of a doctoral thesis shall be exercised by a supervisor or supervisors (no more than two), or by a supervisor and a subsidiary supervisor.
2. The appointment and change of the supervisor for candidates enrolled in the doctoral school shall be governed by the rules and regulations of doctoral schools.

§ 7

1. Three reviewers shall be appointed in the procedure for awarding the degree of doctor.
2. The chairperson of the discipline board or members of the discipline board conducting the procedure shall present candidates for reviewers from among persons who are not employees of the University or the unit of which the candidate is an employee.
3. A reviewer may be a person holding the academic degree of doctor of science or the title of professor, representing the discipline or a discipline related to the subject of the thesis.
4. A reviewer may be a person who does not fulfil the condition laid down in section 3 and who is an employee of a foreign higher education institution or research institution, if the discipline board considers that such a person has significant achievements in the area of scientific issues covered by the doctoral thesis.
5. A reviewer may not be a person in respect of whom there are reasonable grounds for doubting his or her impartiality, in particular someone who has joint research work, joint publications with the candidate.
6. In the event of an absolute majority of votes being obtained by more than three candidates for reviewers, the persons who received the highest number of affirmative votes shall be chosen.
7. The reviewer shall prepare a review of the doctoral thesis within 2 months of its receipt.
8. The contract with the reviewer shall be concluded on behalf of the University by the Dean of the faculty which provides administrative support to the discipline board conducting given procedure for awarding the degree.

§ 8.

1. The chairperson of the discipline board shall make the doctoral thesis available at the BIP, not later than 30 days before the set date of defence of the doctoral thesis, if it is a written

thesis together with its summary and reviews.

2. In the event of a doctoral thesis whose subject matter is covered by legally protected confidentiality, only the reviews shall be made available, excluding the confidential content.
3. The documents referred to in section 1 shall also be placed in the POL-on system immediately after they are made available in the BIP.

§ 9.

1. Activities in the procedure for awarding the degree of doctor shall be performed by a doctoral committee appointed by the discipline board.
2. The doctoral committee shall be empowered to:
 - 1) adopt a resolution on admitting the thesis to public defence,
 - 2) conduct a public defence of the thesis,
 - 3) adopt a resolution on the acceptance of a public defence of the doctoral thesis.
3. The President of the discipline board shall propose the line-up of the doctoral committee.
4. The doctoral committee shall be composed of:
 - 1) the chairperson,
 - 2) the deputy chairperson,
 - 3) three reviewers,
 - 4) at least four members, including the supervisor or supervisors.
5. Subject to Article 190, section 5 of the Act, only persons holding the title of professor or the academic degree of doctor of science representing the discipline or a discipline related to the topic of the doctoral thesis may be appointed to the doctoral committee.
6. The chairperson of the discipline board shall appoint the secretary of the doctoral committee who shall record the course of the public defence.

§ 10.

1. The chairperson of the discipline board shall immediately forward the reviews received to the chairperson of the doctoral committee.
2. If a review received:
 - 1) does not contain a conclusion that the statutory conditions have been met or not,
 - 2) includes a reviewer 's request to improve the thesis, but without any indication of how to improve it,
 - 3) contains other formal defects,the chairperson of the discipline board may ask a reviewer to complete the review.
3. Where all three reviews are positive, the doctoral committee shall not meet and the chairperson of the discipline board shall allow the doctoral thesis to be publicly defended.
4. Following the receipt of the last review, the chairperson of the doctoral committee shall immediately convene a meeting in order to adopt a resolution on whether the doctoral thesis should be admitted to public defence. The doctoral committee shall adopt a resolution in a closed session by an absolute majority of votes cast in the presence of at least half of those entitled to vote, by virtue of which it:
 - 1) allows for the public defence of the doctoral thesis, or
 - 2) requests the discipline board not to allow a public defence, or,
 - 3) returns the thesis to the candidate to be improved within the deadline set by the committee.
5. In the event of receiving at least two negative reviews of the doctoral thesis, the discipline board shall issue a decision refusing to admit to the defence.
6. The candidate shall be entitled to lodge a complaint with the BSC against the decision to refuse to admit the doctoral thesis for a defence within 7 days of receiving the decision of the discipline board.

§ 11.

1. If the candidate has been admitted to the public defence of the doctoral thesis (viva), the chairperson of the committee shall set its date.
2. The date and place of the public defence of the doctoral thesis shall be announced by the chairperson of the discipline board by way of an announcement on the University's website.
3. The public defence shall take place in an open committee meeting chaired by the committee chairperson or deputy chairperson.
4. The public defence may be conducted using technical devices that enable it to be conducted remotely with simultaneous direct transmission of video and sound.
5. The doctoral committee may conduct the public defence in the presence of at least half of its members, including the chairperson or deputy chairperson of the doctoral committee and two reviewers.
6. After the candidate has presented his or her academic achievements, the chairperson of the doctoral committee shall order the presentation of the reviews and then shall open the discussion. All those present at the meeting may take part in the discussion. The chairperson of the meeting shall decide whether to give the floor.
7. In the absence of a reviewer, the chairperson of the committee shall summarise the review and present a proposal to the committee; at the request of any member of the committee or candidate, the review shall be read out in full.
8. Once the public defence has been completed, the committee shall adopt a resolution at a closed meeting containing a motion on the acceptance of the public defence of the doctoral thesis and on the preparation of a draft resolution for the discipline board on the conferment or refusal of the conferment of the academic degree of doctor. The committee's resolution shall be adopted by an absolute majority of votes cast in the presence of at least half of those entitled to vote, in a secret ballot.
9. A resolution of the discipline board refusing to accept the doctoral thesis shall contain reasons stating the actual and legal grounds on which the refusal was based.
10. Where at least two reviewers submit a motion to distinguish the doctoral thesis in the review, the chairman shall put that motion to a vote. The vote shall be secret. The doctoral committee shall submit a request to the discipline board for distinguishing the doctoral thesis if it has received an absolute majority of votes.
11. The discipline board, having received a draft resolution on the conferment or refusal of the conferment of the academic degree of doctor from the chairperson of the doctoral committee, shall adopt a resolution on the conferment or refusal of the conferment of the academic degree of doctor at its next meeting convened not later than within two months. A resolution on awarding or refusing the degree of doctor shall meet the requirements of an administrative decision.
12. The candidate shall have the right to file an appeal with the BSC through the discipline board against the decision to refuse to award the degree of doctor within 30 days from the date of delivery of the decision.
13. The discipline board shall deliver the appeal to the BSC together with its opinion and the case file within 3 months from the date of lodging the appeal.

Chapter III

Rules for the joint award of the degree of doctor

§ 12.

1. The degree of doctor may be awarded by the University jointly with other universities, institutes of the Polish Academy of Sciences, research institutes or international institutes in the discipline in which each of these entities holds scientific category A+, A or B+, as well as with foreign entities authorised to award the degree of doctor in the discipline in which

the degree is awarded.

2. The University shall conclude a written agreement with the entity with whom the academic degree of doctor is to be conferred, specifying the rules of cooperation, and in particular: the method of confirming learning outcomes, the composition and appointment of the doctoral committee and reviewers, the method and place of defence, the entity responsible for entering data into the system referred to in Article 342, section 1 of the Act, the specimen diploma - if the agreement provides for the issue of a joint diploma, the method of bearing the costs of procedure.

Chapter IV

Performing activities in the procedure for granting the degree of doctor in the extramural mode

§ 13.

1. Before submitting the request for initiating the procedure, the person requesting the award of the degree of doctor in the extramural mode shall submit a request to the discipline board competent for the subject matter of the planned thesis, for the appointment of a supervisor or supervisors.
2. The supervisor(s) shall be appointed by the discipline board at the request of the candidate within 3 months of receipt of the request. The request shall contain the consent of the future supervisor to act as a supervisor.
3. A supervisor may be a person who meets the conditions specified in Article 190 section 4 to 6 of the Act.
4. The tasks of the supervisor shall include, in particular, scientific supervision over the preparation of the doctoral thesis.
5. At the reasoned request of the supervisor or the candidate, the discipline board may change the supervisor.

§ 14.

1. The candidate shall submit to the competent discipline board a request to initiate the procedure referred to in § 4 .
2. The candidate shall attach the documentation referred to in § 4, section 2, clauses 1) to 6) and 8) to 9) to the request for the institution of the procedure and indicate the source of financing of the costs of the procedure for the conferment of the academic degree of doctor together with the commitment of the candidate or the unit employing the candidate which is to bear the costs of the procedure to conclude an agreement with the University specifying, inter alia, the method of financing the costs of the procedure for the conferment of the academic degree of doctor.
3. After the initiation of the procedure for granting the degree, an agreement shall be concluded. On behalf of the University, the agreement shall be concluded by the Dean of the department providing administrative support to the discipline board, which conducts the procedure.
4. After initiating the procedure for awarding the degree, not earlier than after obtaining two positive reviews of the doctoral thesis, in order to verify the candidate's learning outcomes for classification at level 8 of PQF the discipline board shall set an examination in the discipline corresponding to the subject of the doctoral thesis, and shall appoint the examination committee and its chairperson.
5. In order to certify the learning outcomes of a modern foreign language, the candidate shall present a certificate or diploma confirming language proficiency at level B2 or higher.
6. The examination board referred to in section 4 shall be composed of at least three persons holding the academic title of professor or the academic degree of doctor of science representing the discipline or a discipline related to the subject of the doctoral thesis.

§ 15.

The provisions of § 7 - 11 shall apply to the procedure for granting the degree of doctor in the extramural mode.

Chapter IV

Conducting activities in the procedure for granting the degree of doctor of science

§ 16.

A person requesting the award of the degree of doctor of science shall submit a written request to the University, as the entity conferring the postdoctoral degree, via the BSC, together with the appendices. The request shall be obligatorily accompanied by a description of the professional career and a list of achievements referred to in § 17 section 1 clause 2).

§ 17.

1. The degree of doctor of science shall be conferred upon a person who:
 - 1) holds the degree of doctor;
 - 2) has academic achievements which constitute a significant contribution to the development of the discipline concerned, including at least:
 - a) 1 scientific monograph released by a publishing house which, in the year of publication of the monograph in its final form, was included in a list drawn up in accordance with the regulations issued pursuant to Article 267 section 2 clause 2 letter a) of the Act, or
 - b) 1 series of thematically related scientific articles published in scientific journals or peer-reviewed proceedings of international conferences which, in the year of publication of the article in its final form, were included in a list drawn up in accordance with the regulations issued pursuant to Article 267 section 2 clause 2 letter b) of the Act, or
 - c) 1 original design, construction or technological achievement;
 - 3) demonstrates significant scientific activity carried out in more than one higher education institution, scientific institution or cultural institution, in particular abroad;
 - 4) the achievement referred to in section 1 clause 2) may constitute part of a collective work if the development of a separate issue constitutes an individual contribution of the candidate to the degree of doctor of science.
2. The publication obligation shall not apply to achievements whose subject matter is covered by classified information protection.
3. In the event of multi-author publications, the chairperson of the discipline board may ask the candidate to submit statements from all other co-authors specifying the candidate's individual contribution to the creation of the multi-author publication and specifying the percentage share of each author in its creation. If, for reasons beyond the candidate's control, it is not possible to obtain co-authors' statements, the candidate may attach a statement from the publication's editor, first author, correspondent author, project manager or team leader specifying the candidate's individual contribution to the publication. If, for reasons beyond the control of the candidate, it is not possible to obtain statements from the above-mentioned persons, the candidate shall submit such a statement explaining the reasons why the above-mentioned persons did not make statements.

§ 18.

1. At the next meeting, not later, however, than within 4 weeks from the date of receipt of the request, the discipline board shall, on the basis of the candidate's request and the attached documents, adopt a resolution on consenting to the conduct of the procedure for conferring

the academic degree of doctor of science.

2. After consenting to conduct the procedure for awarding the academic degree of doctor of science, the chairperson of the discipline board shall request the BSC to appoint 4 members of the post-doctoral committee. In the event of a refusal to conduct the procedure for awarding the academic degree of doctor of science, the chairperson of the discipline board shall immediately notify the BSC.
3. If the candidate is not an employee of the University, the discipline board, upon receipt of the candidate's request, but no later than one week before the adoption of the resolution referred to in section 1, shall receive a written commitment from the candidate or from the entity employing the candidate, which is to bear the costs of the procedure, to conclude an agreement with the University, specifying, inter alia, the method of financing the costs of the procedure for conferring the degree of doctor of science.
4. Upon consent to the conduct of the procedure, an agreement shall be concluded, specifying, inter alia, the method of financing the costs of the procedure for awarding the degree of doctor of science. On behalf of the University, the agreement shall be concluded by the dean of the department providing administrative support to the discipline board, which conducts the procedure.

§ 19.

1. The discipline board shall, within 6 weeks from the date of receipt of information on the appointment of 4 members by the BSC, appoint the post-doctoral committee.
2. The post-doctoral committee shall consist of:
 - 1) The chairperson, appointed by the BSC;
 - 2) 3 reviewers appointed by the BSC;
 - 3) a reviewer, appointed by the University, holding the degree of doctor of science or the title of professor and having current scientific output and recognised reputation - including international, who is not an employee of the University;
 - 4) 2 members holding the academic degree of doctor of science or the title of professor, subject to Article 221 section 6 of the Act, employed by the University, including the secretary.
3. The post-doctoral committee may not include a person giving rise to justified doubts as to his or her impartiality, in particular, someone who has published academic output, joint research work with the candidate, who is a publisher's reviewer of the candidate's output, who was a reviewer in previous doctoral and doctor of science procedures of the candidate, and who the candidate's superior. As soon as the appointment to the commission is notified, each member of the committee shall make a written declaration of impartiality to the chairperson of the discipline board.
4. A reviewer may be a person who does not meet the conditions laid down in Article 221 section 4 and section 2 clause 3) of the Act, who is an employee of a foreign higher education institution or research institution, provided the BSC or the discipline board considers that the person has significant achievements in the area of issues related to the achievements of the candidate for the academic degree of doctor of science.
5. A reviewer may not be a person who has failed twice in the last 5 years to meet the deadline referred to in section 6.
6. Within 8 weeks of the date of delivery of the request, the reviewers shall assess whether the academic achievements of the candidate for the degree of doctor of science meet the requirements set out in Article 219, section 1, clause 2 of the Act and prepare their reviews.
7. The chairperson of the discipline board shall immediately inform the candidate of the appointment of the post-doctoral committee and request that 8 sets of documentation be provided in paper form together with a copy of these documents in electronic form.
8. The chairperson of the discipline board shall ensure that the candidate's documentation is

delivered to the members of the post-doctoral committee.

9. On behalf of the University, the agreement with the members of the post-doctoral committee shall be concluded by the dean of the faculty providing administrative support to the discipline board, which conducts the procedure.
10. The post-doctoral committee shall meet in the presence of at least six persons, including at least three reviewers, the chairperson and the secretary.
11. The proceedings of the post-doctoral committee may be held with the use of technical devices enabling the proceedings to be conducted at a distance with simultaneous transmission of sound and video.
12. The reviewer shall present the review to the chairperson of the discipline board in paper and electronic form. The review should include a detailed reasoned assessment of the candidate's scientific achievements and scientific activity from the point of view of the criteria specified in the Act.
13. If a review received:
 - 1) does not contain a conclusion on whether or not the statutory requirements have been met,
 - 2) contains other formal shortcomingsthe chairperson of the discipline board may ask the reviewer to supplement it.
14. After receiving the last review, the chairperson of the discipline board shall, not later than within 1 week, deliver all the reviews electronically through the secretary of the post-doctoral committee to all members of the post-doctoral committee.
15. The secretary of the post-doctoral committee shall provide technical and organisational support for meetings of the post-doctoral committee.

§ 20.

1. The post-doctoral committee may hold a post-doctoral colloquium on the scientific or artistic achievements of the candidate for the post-doctoral degree. The colloquium shall be held in the event of achievements in the humanities and social sciences.
2. The colloquium shall be held at a place indicated by the post-doctoral committee. The colloquium shall be recorded in minutes which shall constitute an appendix to the minutes of the meeting of the post-doctoral committee at which a resolution on expressing an opinion on the conferral of the academic degree of doctor of science was adopted.
3. The date and place of the post-doctoral colloquium shall be notified by the post-doctoral committee to the candidate at least 14 days before the scheduled date.

§ 21.

1. After the colloquium, no later than 6 weeks after receiving the last review, the post-doctoral committee shall adopt a resolution on expressing its opinion about whether or not to grant or refuse the doctor of science degree. The resolution shall be adopted by an absolute majority of the votes cast in an open vote, unless the candidate has requested a secret ballot. The chairperson of the post-doctoral committee shall forward the resolution to the discipline board.
2. If at least two reviews are negative, the post-doctoral committee shall present a resolution to the discipline board containing a negative opinion on the conferral of the academic degree of doctor of science together with grounds. The discipline board shall issue a decision refusing to grant the degree of doctor of science.
3. On the basis of the resolution of the post-doctoral committee containing its opinion on the conferment or refusal of the academic degree together with grounds, and the documentation of the procedure for the conferment of the academic degree of doctor of science, the discipline board shall adopt a resolution on the conferment or refusal of the academic degree of doctor of science. Adoption of the resolution by the board shall be preceded by the

presentation of the course of the procedure at the board's meeting by the chairperson or secretary of the post-doctoral committee.

4. After the chairperson or secretary of the post-doctoral committee has presented the course of the procedure to the meeting of the discipline board, the discipline board shall adopt a resolution on conferring or refusing to confer the academic degree of doctor of science.
5. The resolution on the conferment or refusal of the academic degree of doctor of science shall meet the requirements for administrative decisions laid down in separate regulations.
6. The resolution on the awarding of the degree shall be adopted by the discipline board within one month from the date of receipt of the resolution of the post-doctoral committee.

§ 22.

1. The decision on awarding the academic degree of doctor of science shall be immediately delivered to the candidate by the chairperson of the discipline board.
2. The candidate may appeal against the decision to refuse the award of the degree of doctor of science to the BSC within 30 days from the date of delivery of the decision.

§ 23.

1. The chairperson of the discipline board shall publish in the BIP a request of the person applying for the academic degree of doctor of science, information on the composition of the post-doctoral committee, reviews, the resolution containing an opinion on the granting of the degree together with grounds and the decision on granting the degree or refusing to grant it.
2. The candidate's request, information on the composition of the post-doctoral committee and reviews shall be published in the POL-on system immediately after they are made available in the BIP.

Chapter V

Fees for conducting the procedure for granting an academic degree

§ 24.

1. The amount of the fee for the conduct of the procedure for granting the degree of doctor includes the costs of the remuneration of the supervisor(s), reviewers, per diem expenses and the indirect costs of the University.
2. The amount of the fee for the conduct of the procedure for granting the doctor of science shall include the remuneration of the members of the post-doctoral committee, the costs of per diems and the indirect costs of the University.
3. The amount of the fees referred to in sections 1 and 2 shall be determined by the Rector in an ordinance.
4. In justified cases the Rector may exempt the candidate from the fee in whole or in part.

Chapter VI

Transitional and Final Provisions

§ 25.

1. The procedure for the award of a scientific degree shall, as of 1 October 2019, be conducted by the discipline board competent for awarding the degree in the respective discipline at the University. The list of discipline boards is included in the Rector's announcement.
2. Doctoral assessment processes and post-doctoral procedures initiated and not completed before 1 October 2019 shall be conducted in accordance with the existing rules, i.e. on the basis of the Act on Degrees and secondary regulations issued on the basis of the Act, but the degree shall be conferred in the scientific fields and disciplines defined in the Regulation of the Minister of Science and Higher Education on scientific fields and disciplines and artistic

disciplines (Journal of Laws of 2018, item 1818, hereinafter referred to as the “*Regulation of the Minister of Science and Higher Education on disciplines*”).

3. The procedures referred to in section 2 not completed by 31 December 2021 shall be discontinued or closed accordingly. Decisions to that effect shall be taken immediately by the competent discipline board.
4. The procedures for the award of the degree of doctor, the degree of doctor of science initiated after 30 September 2019 shall be conducted on the basis of the provisions of the Act and this procedure. However, in the procedures initiated by 31 December 2020, the achievements referred to in § 3 section 1 clause 3 letter a) and § 17 section 1 clause 2 letter b) shall also include scientific articles referred to in Article 179 section 6 of the Introductory Act.

§ 26.

1. For persons who commenced doctoral programmes before the academic year 2019/2020 and request the award of the degree of doctor pursuant to the rules laid down in the Act, the procedure for the award of the degree of doctor shall be initiated by submitting a request to the competent discipline board for the appointment of the supervisor or supervisors.
2. The supervisor may be the candidate's current academic supervisor.
3. After the thesis has been drawn up and approved by the doctoral thesis supervisor, the candidate shall submit a request to appoint an examination committee and a doctoral commission. The candidate shall attach the documentation referred to in § 4 section 2 clause 1) to 6) and 8) to 9) to the request. The learning outcomes with regard to the knowledge of a modern foreign language of the persons referred to in section 1 shall be confirmed in accordance with the existing rules. The doctoral examination in a foreign modern language shall be held if doctoral candidate has no certificate confirming the knowledge of a foreign language.
4. The provisions of § 6 to § 11 shall apply to this procedure.
5. The persons referred to in section 1 shall not be charged for conducting the procedure.

Request for initiating the procedure for granting the degree of doctor

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/name and surname of the person requesting the initiation of the procedure for granting the degree of doctor/

.....
/address for correspondence/

.....
/contact phone number/

.....
/mode and year of study/

..... Discipline Board
at the Jagiellonian University

I kindly request the initiation of the procedure for awarding the degree of doctor in the field of science,..... discipline (according to the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of science and scientific disciplines and artistic disciplines - Journal of Laws of 2018, item 1818).

1) Proposed supervisor :

..... ..

2) Proposed title of the doctoral thesis:

.....

Kraków,

.....

/signature of the person requesting the initiation
of the doctoral assessment process/

Attachments:

- 1) copy of the document confirming the fulfilment of the requirements referred to in § 3 section 1 clause 1) of the Procedure for the award of academic degrees at the Jagiellonian University,
- 2) the doctoral thesis prepared by the candidate in a paper version (6 copies) and on an electronic data medium;
- 3) positive opinion of the supervisor(s) on the doctoral thesis (not applicable to a subsidiary supervisor);
- 4) summary of the thesis in English not longer than 10 pages, and in the case of a doctoral thesis prepared in a foreign language not longer than 10 pages;
- 5) statement in which the candidate indicates the discipline;
- 6) report accepted by the supervisor confirming verification of the doctoral thesis with the use of the Uniform Anti-plagiarism System together with the supervisor's assessment whether the thesis is an original work;
- 7) certificate from the doctoral school on completion of education at the doctoral school*;
- 8) information on the candidate 's publications together with the statement referred to in § 3 sections 2 and 3 of the Procedure for awarding academic degrees at the Jagiellonian University;
- 9) statement that the submitted thesis has not been the subject of other procedures for the award of the academic degree of doctor and that no procedure for the award of a degree in the same discipline is pending, if the candidate has previously requested the award of a degree in the same discipline, a document confirming the completion of that procedure shall be attached.

*does not apply to the extramural mode