

**Regulations  
on the procedure of awarding the degree of PhD  
after 30 September 2019**

*Legal basis: Act on higher education and science of 20 July 2018 (Journal of Laws [Dz.U.] of 2018, item 1668), hereinafter referred to as "the Act", Act on provisions implementing the Act on higher education and science of 20 July 2018 (Journal of Laws [Dz.U.] of 2018, item 1669) and the Statute of the University.*

**I. General provisions**

1. The PJAIT has the power to award the degree of PhD in engineering and technical sciences, in the field of knowledge of Technical Computer Science and Telecommunications, and in art, in the field of Fine Arts and Art Conservation.
2. The Scientific Council in the field of Technical Computer Science and Telecommunications and the Scientific Council in the field of Fine Arts and Art Conservation are authorities of the university for the award of the degree of PhD in these fields of knowledge. The Council shall be understood as one of the scientific councils in the above-mentioned fields of knowledge.
3. The scientific degree of PhD is given by the Council by way of an administrative decision. The Head of the Council signs the decision.
4. The Council acts on the basis of the principles laid down in the statute of the university.
5. Pursuant to Article 192(1) of the Act, the Council may set up an ad hoc board in order to conduct the proceedings for the award of the degree of PhD and to prepare a recommendation for the award of the degree of PhD to the Council.
6. The fees for the procedure to award the scientific degree are paid to the university.
7. The fees shall not be charged to the person seeking to be awarded the degree of PhD who completed his/her education in the Doctoral School, or who has been a doctoral student of the Postgraduate Studies at the PJAIT. The amounts of fees in the remaining cases are specified in Appendix No. 1 to these Regulations.

**II. Mode of preparation of the doctoral dissertation**

The preparation of the doctoral dissertation takes place in the following manner:

- 1) doctoral studies for students in the Doctoral School of the PJAIT, or
- 2) extramural studies.

### **III. The degree of PhD is awarded to a person who:**

1. He/She holds a professional title of a master, master in engineering or an equivalent title, or holds a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, which confers the right to apply for the award of the degree of PhD in the state in the higher education system of which the university issuing it operates;
2. Acquired learning outcomes for qualifications at a level of 8 PRK, while the learning outcomes in modern foreign language proficiency are evidenced by a certificate or a diploma of completion of studies, certifying that language proficiency is at least at the B2 level;
- 3a) In the case of the field of knowledge of Technical Computer Science and Telecommunications, it shall have at least the following in his/her scientific output:
  - 1) 1 scientific paper published in a scientific journal or reviewed materials from international conferences which, in the year of publication of the paper, were included in the list drawn up in accordance with the provisions of Article 267(2)(2)(b) of the Act, or
  - 2) 1 scientific monograph published by a publishing house which, in the year of publication of the monograph in the final form, was included in the list drawn up in accordance with the provisions of Article 267(2)(2)(a) of the Act, or a chapter in such monograph, or
- 3b) In the case of the field of knowledge of Fine Arts and Art Conservation:
  - 1) he/she will demonstrate artistic output presented in recognised galleries in the country and/or abroad. He /she will present documentation of a national exhibition or a significant participation in a collective international exhibition in the country or abroad,
  - 2) he/she will demonstrate a publication of an artistic work or an artistic/design work, or publish design research, or demonstrate participation in an interdisciplinary design with a significant artistic, artistic/design or artistic/research project, culminating in a publication in a recognised gallery or in a recognised publishing house or journal.
4. He/She presented and defended the doctoral dissertation;
5. In exceptional cases, justified by the highest quality of scientific achievements, the degree of PhD may be awarded to a person who does not meet the requirements set out in section

- 1, who graduated from Bachelor's studies or is a student who completed the third year of uniform Master's studies.
6. The person referred to in section 5, upon the award of the degree of PhD, shall simultaneously obtain higher education and the professional title of Master, Master in engineering or an equivalent title, confirming higher education at the same level – in the case of Master's studies and uniform Master's studies.

#### **IV. Scientific supervision**

1. The scientific supervision over the preparation of the doctoral dissertation shall be exercised by the supervisor or supervisors, or by the supervisor and an additional supervisor, hereinafter referred to as the supervising team.
2. The supervisor may be a person holding the degree of habilitated PhD degree or the title of professor, and the additional supervisor may be a person holding the degree of PhD.
3. The supervisor may be a person who does not hold the degree of habilitated PhD or the title of professor, who is an employee of a foreign university or scientific institution, if the Council considers that the person has significant scientific achievements in the field of scientific topics covered by the doctoral dissertation.
4. The supervisor may not be a person who in the past 5 years:
  - 1) was a supervisor of 4 doctoral students who were removed from the list of doctoral students in the Doctoral School due to a negative outcome of the mid-term evaluation, or
  - 2) has supervised the preparation of a dissertation by at least 2 people seeking to be awarded the degree of PhD, who did not receive positive reviews of the presented dissertation.
5. The supervisor and the additional supervisor in the doctoral proceedings is entitled to a one-off remuneration. The amount of the remuneration is specified in Appendix No. 1 to the Regulations.
6. The manner of appointing and changing the supervisory team or one of the members of that team for:
  - 1) doctoral students attending Doctoral School is specified in the Regulations of the Doctoral School,
  - 2) persons seeking to be awarded the degree of PhD in extramural mode is specified in the decision of the Council taken in the form of a resolution. Appointment of a supervisory team meeting the conditions of section IV(2) takes place at the request of the person

seeking to be awarded the degree of PhD. Change of the supervisory team or a member of such team takes place at the request of the person seeking to be awarded the degree or a member of the supervisory team. In each case, the request requires rationale.

## **V. Form of the doctoral dissertation and the procedure for its submission**

1. The doctoral dissertation presents the general theoretical knowledge of the candidate in the field or fields of knowledge, and the ability to conduct scientific or artistic work independently.
2. The object of the doctoral dissertation is an original solution to a scientific problem, an original solution concerning the use of the results of own scientific research, artistic/design research or artistic works in the field of economy or social studies, or original artistic output.
3. The doctoral dissertation may be written work, including scientific monograph, a set of published and thematically-related scientific papers, design, construction, technological, implementation or artistic work, as well as an individual and separate part of a collective work. In the case when the dissertation is a set of scientific papers, a statement of each author on his/her contribution to that paper should be provided for each paper.
4. The dissertation is accompanied with an abstract in English, and the dissertation which is prepared in a foreign language has also an abstract in Polish. Where a doctoral dissertation is not a written work, it should be accompanied with a description in Polish and in English.
5. The candidate submits to the Head of the Council:
  - 1) the dissertation in four printed copies (in a rigid binding) and additionally, in the case of an artistic or design work, presents the work and/or photographic or film documentation of the work,
  - 2) a copy of the dissertation in electronic form (CD) in PDF, DOC, DOCX, ODT (at least two different formats are recommended) in order to verify it with the Uniform Anti-plagiarism System,
  - 3) a declaration that the dissertation was written independently or in the case of a dissertation in the form of a set of papers – a declaration referred to in section V(3) and, in the case of a work – a declaration that the artistic or design work was created independently.
  - 4) the favourable opinion of the supervisor or supervisors.
  - 5) a declaration of will to cover the costs of the proceedings in accordance with Appendix No. 1.

## **VI. Proceedings to award the degree of PhD to doctoral students attending the Doctoral School.**

1. The proceedings for the award of the degree of PhD is initiated at the request of a person meeting the requirements set out in section III(1-3) or (6).

The request is accompanied by documentation as set out in section V(5).

2. Within a period of not more than two weeks from the date of adoption of the complete request, together with the appendices specified in section V(5), the Council appoints a Doctoral Board and appoints the Head of the Doctoral Board.

3. The tasks of the Doctoral Board are the following:

- 1) verification of the fulfilment of formal conditions,
- 2) adoption of the doctoral dissertation,
- 3) conduct of a public defence,
- 4) preparation of a recommendation to award the degree of PhD to the Council.

4. The Doctoral Board is composed of at least seven persons; the persons hold the degree of habilitated PhD or the title of professor who are members of the Council, the supervisor and (subsequently appointed) reviewers of the dissertation.

5. The Doctoral Board in particular:

- 1) participates in the defence of the doctoral dissertation with the participation of reviewers and the supervisor;
- 2) adopts a resolution on the approval of the defence;
- 3) prepares a draft resolution of the Council on the award of the degree of PhD.

6. In the proceedings for the award of the degree of PhD, the Doctoral Board shall appoint three reviewers from among those who are not employees of the PJAIT or universities, an institute of the Polish Academy of Sciences (PAN), research institute or international institute which employs the person seeking to be awarded the degree of PhD, in accordance with the following rules:

- 1) A reviewer may be a person holding the degree of habilitated PhD or the title of professor, not being co-author of the publication with the candidate, and with reference to whom there is no doubt as to his/her impartiality in the evaluation of the candidate's scientific achievements.
- 2) The reviewer may be a person who does not hold the degree of habilitated PhD or the title of professor, who is an employee of a foreign university or scientific institution, if

the Council considers that the person has significant scientific achievements in the field of scientific topics covered by the doctoral dissertation.

- 3) The Doctoral Board shall draw up a list of 6 candidates for reviewers meeting the conditions set out in section VI(3)(1) and (2). Any member of the Doctoral Board, after reading the doctoral dissertation, may nominate a candidate for a reviewer. The 3 reviewers shall be selected by drawing lots at a meeting of the Doctoral Board. That list shall be forwarded to the Head of the Council.
7. The PJAIT shall conclude a contract with each reviewer, specifying the deadlines for the review and the amount of remuneration.
8. The reviewer in the doctoral proceedings is entitled to a one-off remuneration, the amount of which is specified in Appendix No. 1.
9. The reviewers shall, within a period of not more than 2 months from the date of the receipt of the dissertation, draw up reviews of such dissertation.
10. The reviewers shall submit the reviews in the signed paper form and in electronic form to the Head of the Council.
11. In justified cases, the review may be prepared in English.
12. The review shall include a justified assessment that the doctoral dissertation meets the conditions laid down in Article 187 of the Act, in particular: the contribution of the author of the dissertation in the development of the field of knowledge.
13. Where a doctoral dissertation is an individual and separate part of a collective work, the review includes the evaluation of the candidate's individual contribution to that work.
14. The review may include proposals to supplement or revise the doctoral dissertation.
15. The candidate shall submit supplemented or revised doctoral dissertation to the Doctoral Board which shall forward it to a re-evaluation by the same reviewers.
16. The reviewers shall submit to the Head of the Board a review of the completed or revised doctoral dissertation within one month from the date of receipt of the request to create such a review.
17. The Doctoral Board, having read the doctoral dissertation, the supervisor's opinion, and the reviews, shall adopt a resolution on the acceptance of the doctoral dissertation and admission of the doctoral student to a public defence. In the event that the doctoral dissertation is not accepted and not admitted to the defence, the Doctoral Board shall present the matter with rationale to the Council. If the candidate terminates the works on the doctoral dissertation before the end of studies in the Doctoral School, the proceedings for the award of the degree may be initiated after the condition of section III(2) has been

met. The scope and manner of verification of the condition set out in Section III(2) shall be subject to the provisions of section VII(5).

## **VII. Proceedings for the award of the degree of PhD as part of extramural studies**

1. The person seeking to be awarded the degree of PhD in an extramural mode, prior to the initiation of the proceedings submits a request to the Head of the Council to appoint a supervisory team.
2. The request shall include:
  - 1) a summary of professional accomplishments and candidate's research interests,
  - 2) a list of papers and/or exhibitions and public presentation of an artistic work – if any,
  - 3) candidate's CV,
  - 4) in the request, the person applying for the appointment of a supervisory team may indicate candidates for that role, meeting the conditions set out in section IV(2).
3. The Council shall, within a period of not more than 4 weeks from the submission of the request, examine the candidate's request. The Council may invite the candidate to make a seminar at a meeting of the Board concerning his/her research interests.
4. The Council may, by way of a resolution, appoint a supervisory team taking into account:
  - 1) the scope of the planned research,
  - 2) nature, specific features and advancement.

If the scientific staff cannot ensure specialist scientific supervision, the Council may refuse to indicate the supervisory team, and provide the rationale for that decision.
5. The Council shall determine the manner of verifying the suitability of the candidate's learning results to be qualified at the 8PRK level, taking into account:
  - 1) the topic of the research works,
  - 2) the candidate's educational profile,
  - 3) the professional experience in the field of knowledge related to the candidate's research plan.

The Council determines the scope of the doctoral examination in consultation with the Programme Board of the Doctoral School.
6. The Council may appoint the Examination Board in the composition of four faculty members with a degree of habilitated PhD or a title, not necessarily being members of the Council, in order to conduct a doctoral examination within the scope set out in section 5.
7. The result of the doctoral examination shall be positive or negative.

8. A positive result of the doctoral examination is a condition for initiating a procedure to award the degree of PhD.
9. In the event of a negative outcome of the examination, the Council may, at the request of the candidate, agree to retake it, but not earlier than two months after the date of the first attempt, and not more than once.
10. In the case of appointment by the Council of the supervisory team and the fulfilment of the condition set out in section 8, the proceedings for the award of the degree of PhD shall be followed in accordance with the provisions of section V.

### **VIII. Admission to the defence of the doctoral dissertation**

1. A person who has obtained positive reviews from at least 2 reviewers and complied with the requirements referred to in section III(2) may be allowed to defend the doctoral dissertation.
2. The Head of the Doctoral Board shall verify the conditions of section 1, and if they are met he/she shall inform the Head of the Council in order to take a decision on admitting the candidate to a public defence. Failure to meet the provision of section 1 shall result in a refusal to admit to the defence.
3. The decision to refuse the admission to a defence can be appealed against to the Science Excellence Council.
4. The deadline for lodging the appeal shall be 30 days from the date of receipt of the refusal. The Council shall communicate the appeal to the Science Excellence Council together with its opinion and the case file within 3 months of the date of lodging the appeal.
5. Upon consideration of the appeal, within a period of not more than 6 months, the Science Excellence Council shall keep in force or revoke the contested decision, and shall refer the matter for further consideration to the Council or submit it to another entity awarding the degree of PhD.
6. In the event of failure to be admitted to the defence of the doctoral dissertation, the same defence cannot be the basis for re-applying for the award of the degree of PhD.

### **IX. Defence of the doctoral dissertation**

1. The PJAIT, no later than 30 days before the designated date of the defence of the doctoral dissertation, shall make available in the Public Information Bulletin (BIP) on its site the doctoral dissertation which is a written work together with its abstract, or a description of the doctoral dissertation which is not a written work, and the reviews.

2. In the case of a doctoral dissertation whose topic is a legally protected secret, only reviews shall be made available, excluding the fragments covered by that secret.
3. The documents referred to in section 1 shall be registered in the in POLon system as soon as they are made available.
4. The Head of the Council shall inform the other organisational units entitled to award the degree of PhD in the field of Information Computer Science and Telecommunications, of the date and location of the defence at least 10 days before the scheduled date for its conduct, and shall publish a notice on this matter on the Academy's website.
5. The Head of the Council shall inform by e-mail all the faculty members of the Academy and all doctoral students of Doctoral Studies and of the Doctoral School of the date and location of the defence at least 10 days before the schedules date for its conduct.
6. The notices shall also indicate the information on the location in which the doctoral dissertation is presented publicly, in order to enable the interested parties to familiarise themselves with its content.
7. The defence of the doctoral dissertation shall take place at the open session of the Doctoral Board.
8. During the defence, the candidate shall present the main assumptions and results of the doctoral dissertation, and then the reviewers shall present their reviews. In the absence of a reviewer, the Head of the Doctoral Board shall arrange for the review to be read out.
9. After the reviews are read out, a debate is initiated in which everyone present at the session can participate. The Head of the Doctoral Board shall open and close the debate.
10. At the end of the defence, in closed session, the Doctoral Board adopts a resolution on the approval of the defence.
11. The Doctoral Board prepares a draft resolution of the Council on the award of the degree of PhD.
12. In the event of issuing a decision on the refusal to award the degree of PhD, the same defence cannot be the basis for re-applying for the award of the degree of PhD.
13. If the person seeking to be awarded the degree of PhD has attributed himself/herself the authorship of a significant fragment or other elements of a work or scientific findings of another person, the Council shall declare that the decision on the award of the degree is invalid.

## **X. Awarding the degree of PhD**

1. The Council, by its resolution, awards a degree of PhD by way of an administrative decision.
2. The resolution to award the degree of PhD becomes legally valid upon its adoption.
3. The resolution shall be adopted by secret ballot, by an absolute majority of the votes cast, in the presence of at least half of the members of the Council. The reviewers and the supervisor, provided that he/she is not the member of the Council, are invited to the meeting of the Council.
4. The reviewers and the supervisor shall also be entitled to cast votes.
5. Pursuant to Article 193 of the Act, the decision on the refusal to award the degree of PhD can be appealed against.
6. The deadline for lodging the appeal shall be 30 days from the date of receipt of the decision of the Council.
7. The Council shall communicate the appeal to the Science Excellence Council together with its opinion and the case file within 3 months of the date of lodging the appeal.
8. Upon consideration of the appeal, within a period of not more than 6 months, the Science Excellence Council shall keep in force or revoke the contested decision, and shall refer the matter for further consideration to the Council or submit it to another entity awarding the degree of PhD.

## **XI. Final provisions**

1. The closure of the proceedings to award the degree of PhD takes place:
  - 1) on the date of issuing the decision to award the degree of PhD, or
  - 2) upon a written request of the candidate submitted to the Council. The approval of this request by the Council means the formal closure of the proceedings.
2. The reopening of doctoral proceedings is possible at the request of a candidate submitted to the Council after at least 1 year, on the basis of a new research plan.
3. A person awarded with the degree of PhD receives a doctoral diploma and a copy of that diploma. Copies of the diploma in a foreign language shall be issued at the request of that person.
4. The award of a doctoral diploma shall take place in the presence of the Head of the Council (or his/her deputy) and the invited members of the supervisory team.
5. The regulations shall enter into force on 1 October 2019.

## **Appendix No. 1**

### **Fees for actions in the proceedings to award the degree of PhD**

*Pursuant to Article 182 of the Act on higher education and science of 20 July 2018 (Journal of Laws [Dz.U.] of 2018, item 1668), hereinafter referred to as "the Act".*

1. A person seeking to be awarded the degree of PhD shall pay a fee for the conduct of the proceedings.
2. The fee shall be paid to PJAiT.
3. The fees shall not be charged to the person seeking to be awarded the degree of PhD who completed his/her education in the Doctoral School of the PJAiT, or who has been a doctoral student of the Postgraduate Studies at the PJAiT.
4. In duly justified cases, the rector may exempt the candidate from the fee in whole or in part.
5. The remuneration for the supervisory team and the reviewers is:
  - 1) supervisor – 83%
  - 2) additional supervisor – 50%
  - 3) each reviewer of a doctoral dissertation – 27%

- Professor's remuneration, in accordance with the Regulation of the Minister of Science and Higher Education, on the minimum monthly basic salary for a professor of a public university.

The remuneration for the members of the supervisory team is paid after the end of the procedure to award the degree of PhD, pursuant to which the degree was awarded.

6. The remuneration for each member of the Examination Board and the Doctoral Board is PLN 350 per each examiner (plus any social security contributions due).
7. Costs of travel and accommodation of the reviewers to the extent necessary for the execution of the doctoral dissertation proceedings (each time requiring the acceptance of the PJAIT).
8. A one-off administrative fee is PLN 1,000. The fee shall be paid together with the request to initiate the proceedings for the award of the degree.