



**BIULETYN PRAWNY**  
**UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU**

**Rok 2019; poz. 210**

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**RESOLUTION No. 89**

**of the Senate of the Nicolaus Copernicus University in Toruń**

of 25 June 2019

**on the proceeding for the award of the degree of doktor  
at the Nicolaus Copernicus University in Toruń**

Pursuant to art. 192.2 and 192.3 of the Act of 20 July 2018 - Law on Higher Education and Science (Dz.U. of 2018, item 1668 as amended) and art. 48.25 and 48.27 of the Statutes of the Nicolaus Copernicus University in Toruń of 16 April 2019 (Biuletyn Prawny UMK of 2019, item 120)

**i t i s r e s o l v e d** as follows:

**I. General provisions**

Article 1

The resolution defines the proceeding for the award of the degree of doktor at the Nicolaus Copernicus University in Toruń, in particular:

- 1) the mode of appointment and scope of activities of the commission referred to in art.3.2;
- 2) the mode of submission of the doctoral dissertation;
- 3) the manner of appointment of reviewers;
- 4) the manner of appointment and change of the supervisor(s), or assistant supervisor in the case of persons applying for the degree of doktor in extramural mode;
- 5) the method of verification of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework in the case of persons applying for the degree of doktor in extramural mode;
- 6) the rules for determining the amount of the fee for the proceeding for the award of the degree of doktor in extramural mode as well as for granting exemption from this fee;
- 7) the manner of verification of compliance with the requirement referred to in art. 186.1.3(a) and 186.1.3(b) in case of multi-author publications.

Article 2

Whenever the resolution refers to:

- 1) the University – it shall mean the Nicolaus Copernicus University in Toruń,

- 2) the Act – it shall mean the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. of 2018, item 1668 as amended),
- 3) the candidate – it shall mean a person applying for the award of the degree of doktor,
- 4) the doctoral committee – it shall mean the committee appointed by the scientific council to conduct the proceeding for the award of the degree of doktor
- 5) the scientific council – it shall mean the body authorised to award the degree of doktor,
- 6) BIP – it shall mean the Public Information Bulletin,
- 7) JSA – it shall mean the Uniform Anti-plagiarism System referred to in art. 351.1 of the Act,
- 8) PRK – it shall mean the Polish Qualifications Framework,
- 9) RDN – it shall mean the Council of Scientific Excellence referred to in art. 232 of the Act,
- 10) POL-on system – it shall mean the Integrated System of Information on Science and Higher Education POL-on referred to in art. 342 of the Act.

### Article 3

1. The scientific council shall conduct the proceeding and award the degree of doktor at the University.
2. The scientific council may appoint a doctoral commission for the purpose of accepting the doctoral dissertation, allowing its public defence, and accepting the defence of the dissertation. The commission shall be composed of at least 11 members and shall include:
  - 1) the chair,
  - 2) members of the council who are the persons holding at least the degree of a doktor,
  - 3) reviewers of the doctoral dissertation,
  - 4) supervisor(s) or assistant supervisor.
3. The right to vote on the matter referred to in art. 3.1 shall be vested in members of the scientific council who hold at least the degree of doktor.

### Article 4

1. Activities in the proceeding for the award of the degree of doktor shall end with resolutions issued by the scientific council or the doctoral committee on:
  - 1) the appointment of reviewers;
  - 2) the acceptance for the doctoral dissertation and allowing its public defence;
  - 3) the acceptance for the public defence of the doctoral dissertation;
  - 4) the verification of compliance with the requirements referred to in Article 186.1.3.a and Article 186.1.3.b of the Act in the case of multi-author publications.
2. The scientific council shall adopt a resolution on:
  - 1) awarding the degree of doktor,
  - 2) awarding the doctoral dissertation with distinction,
  - 3) establishing the form and scope of verification of learning outcomes at level 8 of the Polish Qualifications Framework.

## **II. Initiating the proceeding for the award of the degree of doktor**

### Article 5

1. The candidate shall submit a request to initiate the proceeding for the award of the degree of doktor to the council for the discipline of science appointed to conduct the proceeding for the award of the degree of doktor.

2. The request shall include the following information on the candidate:
  - 1) name (names) and surname, maiden name,
  - 2) the PESEL number or, failing that, the number of the identity document and the name of the country of issuance,
  - 3) electronic identifier of the researcher in accordance with international standards,
  - 4) citizenship,
  - 5) place and date of birth,
  - 6) information on holding the Card of the Pole,
  - 7) sex,
  - 8) the discipline or disciplines or the field in which the dissertation is being prepared and the language of the dissertation,
  - 9) information on scientific and artistic achievements,
  - 10) a statement on the source of financing of the doctoral assessment process,
  - 11) the consent of the relevant bioethics committee to conduct research covered by the dissertation or a statement of the candidate, confirmed by the supervisor, that such a consent is not required.
3. The candidate shall enclose the following with the request to initiate the proceeding for the award of the degree of doktor:
  - 1) a document certifying that they hold the professional title of magister or magister inżynier or an equivalent degree, or that they hold a diploma referred to in [Article 326.2.2](#) or [Article 327.2](#) of the Act, entitling them to apply for the award of the degree of doktor in the country in the education system of which the higher education institution which issued it operates, or documents certifying compliance with the requirements referred to in Article 186.2 of this Act,
  - 2) documents certifying the achievement of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework,
  - 3) a document certifying the knowledge of a modern foreign language other than the mother tongue, certified by a certificate or diploma of completion of studies, confirming the knowledge of that language at B2 level of language proficiency or higher,
  - 4) the achievements in the form of at least:
    - a) 1 scientific article published in a scientific journal or in reviewed materials from an international conference, which were included in the year of publication of the article in its final form in a list drawn up in accordance with the provisions issued pursuant to Art. 267.2.2.b of the Act, or
    - b) 1 scientific monograph issued by a publishing house which, in the year of publication of the monograph in its final form, was included on a list drawn up in accordance with the provisions issued pursuant to Art. 267.2.a of the Act, or a chapter in such a monograph, or
    - c) documentation of a work of art of considerable importance,
  - 5) a doctoral dissertation with a positive opinion of the supervisor(s) in a paper and electronic version.
4. In the case where the achievements referred to in art.5.3.4 constitute a multi-author publication, the candidate shall make a substantive description of their participation in the publication. The verification of the achievements submitted shall be made by either the scientific council or the doctoral committee, taking into account the candidate's participation and the scope of their work.
5. Where the doctoral dissertation is an independent and separate part of a collective work, the candidate shall submit a statement providing a substantive description of their participation in the publication and statements from all co-authors specifying the

individual substantive (not the percentage) contribution of each of them to the publication. Where the collective work has more than four co-authors, the candidate shall submit statements from at least three other co-authors. The candidate shall be exempt from the obligation to provide a statement in the event of the death of a co-author, declaring a co-author to be deceased, permanent damage to his or her health, or the occurrence of any other circumstances, documented and confirmed by the supervisor, which make it impossible to obtain the required statement.

#### Article 6

1. Within 21 days of the date of submitting the request, the data of the candidate applying for the award of the degree of doktor in an extramural mode shall be entered in the register of persons applying for the award of the degree of doktor in the POL-on system.
2. If the dissertation is in written form, it shall be verified using the Uniform Anti-plagiarism System. The verification shall be carried out by the supervisor, who shall submit a verification report including an opinion on the report.

### **III. Appointment of reviewers**

#### Article 7

1. The scientific council shall appoint 3 reviewers from among persons who are not employees of the University, the Institute of the Polish Academy of Sciences, research institute, international institute, the Łukasiewicz Centre, or the Łukasiewicz Network Institute, in which the person applying for the degree of doktor is employed.
2. The review shall be submitted in paper and electronic form within two months of the date of delivery of the doctoral dissertation to the reviewer.
3. Where the dissertation is an independent and separate part of a collective work, the review shall include an assessment of the candidate's individual contribution to the work.

### **IV. Admission for defence of doctoral dissertation**

#### Article 8

1. After receiving the last review, the following shall be made available in the Public Information Bulletin on the website of the University:
  - 1) a dissertation, which is a written work, together with its summary or a description of the dissertation, which is not a written work, in Polish and English,
  - 2) reviews.
2. The documents referred to in art. 8.1 shall be entered into the POL-on system as soon as they are available in the Public Information Bulletin.

#### Article 9

1. The scientific council or the doctoral committee shall issue a decision on the admission of the doctoral dissertation and allowing for its defence upon reviewing the doctoral dissertation, the opinions of the supervisors and the reviews.
2. The decision on the acceptance for the doctoral dissertation and admission to the defence shall specify the date and place of the defence, of which the candidate shall be notified.

3. The date of the defence of the doctoral dissertation may not be set earlier than 30 days after the information referred to in art.8.1 shall be published in the Public Information Bulletin.
4. The candidate shall be served with a written decision on the refusal to admit them to the defence, including the instructions on the right to complaint to the Council of Scientific Excellence and the factual and legal reasons for the refusal.

## **V. Defence of doctoral dissertation**

### Article 10

1. The defence of the doctoral dissertation shall take place at an open meeting of the council for the discipline of science or a doctoral committee. The supervisor(s) and at least two reviewers shall take part in the meeting.
2. The defence of the doctoral dissertation may be conducted using technical devices enabling it to be conducted remotely with simultaneous direct transmission of video and sound.
3. After the candidate has presented the main assumptions and results of their doctoral dissertation, the chair of the council for the discipline of science or the doctoral committee shall order the presentation of the review, and shall then open the discussion.
4. Following the completion of the defence of the doctoral dissertation at a non-public meeting, the council for the discipline of science or the doctoral committee shall adopt a resolution on the acceptance of the defence in an open vote.
5. The resolution on the refusal to accept the defence of the doctoral dissertation along with the justification thereof shall be forwarded by the doctoral committee to the council for the discipline of science without undue delay.

## **VI. Award of the degree of doktor**

### Article 11

1. Pursuant to the resolution referred to in art.10.4, the council for the discipline of science shall confer the degree of doktor in an open vote without undue delay or shall refuse to confer the degree by way of an administrative decision. The decision shall be signed by the chair of the council for the discipline of science.
2. Before adopting the resolution referred to in art. 11.1, the chair of the council for the discipline of science shall open a discussion on the resolution.
3. The decision on the refusal to award the degree of doktor may be appealed to the Council of Scientific Excellence.
4. The council for the discipline of science shall forward the appeal of the candidate, along with its opinion and a case file, to the Council of Scientific Excellence within 3 months from the date of lodging the appeal.
5. In justified cases, the council for the discipline of science may award a doctoral dissertation with distinction.

## **VII. The manner of appointment and change of the supervisor(s) or assistant supervisor in the case of persons applying for the award of the degree of doktor in an external mode**

## Article 12

1. Before initiating the proceeding for the award of the degree of doktor, the candidate applying for the award of the degree of doktor in an external mode shall submit to the council for the discipline of science a request for the appointment of a supervisor or supervisors.
2. In the request, the candidate shall:
  - 1) propose the subject of their doctoral dissertation and the planned date of its submission;
  - 2) present the concept of the doctoral dissertation indicating the field of science or arts and the scientific or artistic discipline within the scope of which the dissertation is prepared.
3. The candidate may propose a person or persons to act as the supervisor or supervisors.
4. Should the candidate for the supervisor of the doctoral dissertation be an employee of a foreign higher education institution or research institution who does not hold the degree of doktor habilitowany or the title of professor, the council for discipline of science shall consider whether the person has significant achievements on the scientific issues covered by the doctoral dissertation.

## Article 13

1. The council for the discipline of science shall adopt a resolution on the appointment of the supervisor or supervisors in order to provide scientific guidance to the candidate.
2. The resolution shall be delivered to the candidate and the supervisor or supervisors.

## Article 14

1. In particularly justified cases, the council for the discipline of science may change the supervisor or supervisors.
2. The change of the supervisor or supervisors may take place at the request of the candidate or the supervisor.
3. The resolution on the change shall be delivered to the candidate and the supervisor or supervisors.

## **VIII. The method of verification of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework in the case of persons applying for the degree of doktor in the extramural mode**

## Article 15

1. Before submitting an application for the initiation of the proceeding, a candidate applying for the award of the degree of doktor in an extramural mode shall undergo the verification procedure of the learning outcomes at level 8 of the Polish Qualifications Framework.
2. Learning outcomes at level 8 of the Polish Qualifications Framework may be verified on the basis of:
  - 1) documents submitted by the candidate,
  - 2) an examination in the field of science from which the candidate will apply for the award of the degree of doktor,
  - 3) interview with the candidate.

3. The verification of the outcomes shall be performed by the committee set up for this purpose by the council for the discipline of science.
4. The Commission shall be composed of at least 7 members.
5. The candidate shall be notified of the resolution on the scope and form of verification of learning outcomes 2 weeks before the examination or the interview.

## **IX. Rules for determining the amount of and charging the fee for the proceeding for the award of the degree of doktor in an extramural mode and waiving this fee**

### Article 16

1. In the case of an academic teacher or researcher, the costs of the proceeding shall be borne by the higher education institution, institute of Polish Academy of Sciences, research institute or international institute employing the said.
2. The fee for conducting the proceeding for the award of the degree of doktor in an extramural mode shall be borne by:
  - 1) the candidate,
  - 2) in the case of an academic teacher or researcher – the higher education institution, institute of Polish Academy of Sciences, research institute or international institute employing them.
3. No fees shall be charged to university teachers or researchers employed by the University.

### Article 17

1. The fee for conducting the proceeding for the award of the degree of doktor consists of the following:
  - 1) the supervisor's salary in the amount of 83% of a professor's salary and the assistant supervisor's salary in the amount of 50% of a professor's salary,
  - 2) the reviewers' salary in the amount of 27% of a professor's salary,
  - 3) add-ons to the ZUS contributions on the salaries specified in art. 17.1.1 and art. 17.1.2 calculated pursuant to the applicable regulations,
  - 3) travel and accommodation expenses incurred by reviewers according to their real amount determined pursuant to the rules for the settlement of business travel expenses,
  - 4) fees to cover the remaining costs of conducting the proceeding in the amount of 20% of the salaries and add-ons referred to in art. 17.1-3.
2. The fee shall be paid upon the submission of the request to initiate the proceeding.

### Article 18

1. In justified cases, the rector, may:
  - 1) waive the candidate from the fee in whole or in part,
  - 2) spread the fee in instalments.
2. The Rector's resolution shall be made by way of a decision from which a request for a review of the case may be made.

### Article 19

In the case of jointly conducted proceedings, the rules for determining the amount of and collecting the fee for the proceeding for the award of the degree of doktor shall be specified in the agreement.

## **X. Transitional and final provisions**

### Article 20

1. Persons who commenced doctoral studies before the academic year 2019/2020 and hold the status of a doctoral student on the date of entry into force of this resolution shall be subject to the provisions of this resolution accordingly.
2. The date of commencement of the proceeding shall be the date of the resolution on the appointment of the supervisors.
3. The Commission referred to in art. 15 shall verify the learning outcomes in terms of modern foreign language proficiency and the learning outcomes at the Polish Qualifications Framework at level 8.

### Article 21

The resolution becomes effective as of 1 October 2019.

**President of the Senate**

**Prof. dr hab. Andrzej Tretyn**  
**R e c t o r**