

**Regulations setting out the rules and procedures  
for the award of a doctoral degree in the discipline**

**/consolidated text/**

**DEFINITIONS**

**§ 1**

Whenever these Regulations refer to:

- 1) University – this shall be understood as the Jan Kochanowski University of Kielce.
- 2) Rector – this shall be understood as the Rector of the Jan Kochanowski University of Kielce.
- 3) Statute – this shall be understood as the Statute of the Jan Kochanowski University of Kielce.
- 4) Scientific Council – this shall be understood as the Scientific Council of the Institute responsible for the discipline in which the University is authorised to award the degree of Doctor of Science or Doctor of Arts.
- 5) Act – this shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended).
- 6) Doctoral School – this shall be understood as the Doctoral School of the Jan Kochanowski University of Kielce.
- 7) doctoral degree – this shall be understood as an academic degree or a degree in the arts;
- 8) Doctoral Student/PhD Student – this shall be understood as a person studying at the Doctoral School of the Jan Kochanowski University of Kielce.
- 9) (repealed).
- 10) Candidate – this shall be understood as a person applying for a doctoral degree or a degree in the arts under the external study scheme.
- 11) a person applying for the award of a doctoral degree – this shall be understood as a Doctoral Student or a Candidate.
- 12) CSE (*in PL RDN*) – this shall be understood as the Council of Scientific Excellence.
- 13) PIB (*in PL BIP*) – this shall be understood as the Public Information Bulletin of the Jan Kochanowski University of Kielce.
- 14) POL-on System – this shall be understood as the Integrated System of Information on Higher Education and Science (POL-on).
- 15) University Team – this shall be understood as the University Team for the supplementation of learning outcomes at level 8 of the Polish Qualifications Framework (*PQF, in PL PRK*).

## COMMON PROVISIONS

### **§ 2 [General provisions]**

1. Proceedings to award a doctoral degree or a doctor of arts degree may be conducted in a scientific or artistic discipline in which the University is authorised to grant such degrees.
2. The procedure referred to in paragraph 1 is conducted by the Scientific Council responsible for the discipline, based on a doctoral thesis whose course comprises scientific issues corresponding to that discipline or artistic issues within an artistic discipline.
3. If the doctoral thesis covers scientific issues from more than one discipline, the person applying for the award of a doctoral degree shall specify the discipline in which he/she is applying for the degree.
4. A doctoral degree may be awarded in a field of science or the arts pursuant to the rules laid down in the Act. The rules and procedure for awarding a doctoral degree in the situation referred to in the preceding sentence are laid down in separate regulations.
5. The procedure for awarding a doctoral degree may be conducted jointly with another higher education institution, an institute of the Polish Academy of Sciences, a research institute, or an international institute, as well as with foreign entities authorised to award doctoral degrees in the discipline in which the procedure will be conducted. The agreement should specify, in particular:
  - 1) the manner in which the thesis defence shall be conducted;
  - 2) the requirements regarding the composition of the Doctoral Committee and the presence of external examiners at the defence;
  - 3) the rules for implementing the study programme;
  - 4) the rules for funding;
  - 5) the rules for appointing the Doctoral Committee.
6. The Scientific Council shall adopt the resolutions referred to in these Regulations by a simple majority of votes, in a secret ballot in the presence of at least half of the members of the Scientific Council entitled to vote. Members of the Scientific Council who are professors or university professors shall be entitled to vote, subject to paragraph 7.
7. The supervisor or supervisors, or the supervisor and the assistant supervisor, shall not take part in votes concerning resolutions adopted in the procedure for the award of a doctoral degree, as referred to in paragraph 7(6).

### **§ 3 [Requirements for the award of a doctoral degree].**

1. A doctoral degree may be awarded to a person who:
  - 1) holds a Master's degree, a Master of Engineering degree or an equivalent

qualification, or holds a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, entitling the holder to apply for a doctoral degree in the country whose higher education system includes the higher education institution that issued it, subject to paragraph 7;

- 2) has achieved learning outcomes for a qualification at level 8 of the PQL, provided that the learning outcomes relating to proficiency in a modern foreign language are confirmed in the manner specified in the Act;
  - 3) has in his/her portfolio at least:
    - a) 1 scientific article published in a scientific journal or in peer-reviewed proceedings of an international conference, which, in the year of the article's publication in its final form, were included on a list prepared according to the regulations issued pursuant to Article 267(2)(2)(b), or
    - b) 1 academic monograph published by a publisher which, in the year of the monograph's publication in its final form, was included on the list prepared according to the regulations issued pursuant to Article 267(2)(2)(a), or a chapter in such a monograph, or
    - c) in the case of artistic disciplines – an artistic work of significant importance;
  - 4) has presented and defended a doctoral thesis;
  - 5) has met other requirements specified by the Scientific Council.
2. In proceedings for the award of a doctoral degree initiated according to the rules set out in the Act and these Regulations by 31 December 2021, the minimum portfolio referred to in paragraph 1(3)(a) shall also include scientific articles published:
- 1) in scientific journals or peer-reviewed proceedings of international conferences included in the ministerial list of scientific journals, drawn up according to the provisions issued pursuant to Article 267(2)(2)(b) of the Act, prior to the date of publication of that list;
  - 2) before 1 January 2019 in scientific journals which were included in Part A or C of the list of scientific journals announced by the Minister of Science and Higher Education on 25 January 2017, or were included in Part B of that list, provided that, in the case of List B, only scientific articles for which at least 10 points were awarded for publication shall be counted.
3. In proceedings for the award of a doctoral degree initiated according to the rules set out in the Act and these Regulations by 31 December 2021, the minimum portfolio referred to in paragraph 1(3)(b) shall also include scientific monographs published by:
- 1) a publishing house included on the list prepared according to the regulations issued pursuant to Article 267(2)(2)(a) of the Act, prior to the date of publication of that list;

- 2) an organisational unit of an entity whose publishing house is included on the list prepared according to the regulations issued pursuant to Article 267(2)(2)(a) of the Act.
4. The academic achievements referred to in paragraph 1(3)(a) and (b) and paragraphs 2–3 must be documented in the form of a list containing full bibliographic details (the author's first name and surname, the title of the academic monograph or article, the publisher's name, place of publication, month and year of publication, and the ISBN, eISBN, ISSN, eISSN, ISMN or DOI, page numbers) and the originals or photocopies of the publications must be submitted.
5. The artistic achievements referred to in paragraph 1(3)(c) must be documented by an artistic work, together with a record of that work appropriate to its type and documentation of its public presentation (in paper form and electronically in PDF or JPG format).
6. Where the doctoral thesis constitutes an independent and distinct part of a collective work or a series of academic publications, the applicant for the doctoral degree shall, together with the thesis and the required documents, submit statements specifying his/her individual contribution to its creation, expressed as a percentage and in descriptive form.
7. In exceptional cases, justified by the highest quality of academic achievements, a person who does not meet the requirements set out in paragraph 1(1), but who is a graduate of the undergraduate studies (bachelor) or a student who has completed the third year of the uniform master's studies, may apply for the award of a doctoral degree.
8. The highest quality of scientific achievements referred to in paragraph 7 shall be deemed to be the inclusion in one's scientific output of at least one of the achievements referred to in paragraph 1(3) or paragraphs 2–3.
9. The person referred to in paragraph 7, upon being awarded a doctoral degree, shall simultaneously obtain the higher education referred to in Article 77 of the Act.
10. The person applying for the award of a doctoral degree is required to hold an electronic researcher identifier compliant with international standards – ORCID (Open Researcher and Contributor ID) – in accordance with Article 345(1)(3) of the Act.

#### **§ 4 [Doctoral thesis]**

1. The doctoral thesis demonstrates the candidate's general theoretical knowledge in the discipline or disciplines and his/her ability to conduct independent scientific or artistic research.
2. The course of the doctoral thesis is an original solution to a scientific problem, an original application of the results of the candidate's own scientific research in the economic or social sphere, or an original artistic achievement.

3. The doctoral thesis may take the form of a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological, implementation or artistic project, as well as an independent and distinct part of a collective work.
4. The doctoral thesis shall be accompanied by an abstract as required by the Act.
5. Where the doctoral thesis is not a written work, a description in Polish and English shall be attached.
6. Should the doctoral thesis be excluded from defence or a decision be made to refuse the award of a doctoral degree, the same thesis may not form the basis for a subsequent application for the award of a doctoral degree.

### **§ 5 [Academic supervision]**

1. Academic supervision of the preparation of a doctoral thesis is provided by a supervisor or supervisors, or by a supervisor and an assistant supervisor.
2. Subject to the exceptions provided for in the Act, the role of supervisor may be performed by a person holding a postdoctoral degree or the title of professor, and the role of assistant supervisor by a person holding at least a doctoral degree.
3. The role of supervisor may be performed by a person who does not hold a postdoctoral degree or the title of professor, but who is an employee of a foreign university or research institution, provided that the relevant Scientific Council deems that he/she has significant achievements in the field of the doctoral thesis.
4. The appointment of persons to provide academic supervision for the preparation of a doctoral thesis shall take place following the adoption by the Scientific Council of a resolution on the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, for the person applying for the award of a doctoral degree. The application shall be submitted to the Chair of the Scientific Council:
  - 1) by the Director of the Doctoral School – in the case of doctoral students, or
  - 2) by the Candidate.
5. A condition for the appointment of the person referred to in paragraph 3 to the role of supervisor is the Scientific Council's recognition that this person has made significant achievements in the scientific field relevant to the doctoral thesis. In such a case, the resolution of the Scientific Council shall include a statement of reasons indicating that the person appointed to the role of supervisor has made significant scientific achievements.
6. The Scientific Council may appoint more than one supervisor to provide academic supervision of the preparation of a doctoral thesis where the scientific or artistic issues covered by the thesis extend beyond the discipline in which the doctoral candidate is

preparing the thesis, or in the case of the procedure referred to in § 2(5).

7. The Scientific Council may appoint an assistant supervisor to provide academic supervision of the preparation of the doctoral thesis, specifying the scope of the research necessary to be carried out with his/her participation.
8. The supervisor or supervisors shall be appointed following the submission of the declaration constituting Annex 1a to these Regulations:
  - 1) in the case of a Candidate, within 60 days from the date of submitting the application;
  - 2) in the case of Doctoral Students, in accordance with the Regulations of the Doctoral School.

The Chair of the Scientific Council shall immediately inform the Director of the Doctoral School about the persons appointed to provide academic supervision.

9. Supervisor's duties:
  - 1) provides direct academic supervision of the doctoral candidate;
  - 2) conducts an annual assessment of the doctoral candidate's academic or artistic progress;
  - 3) provides guidance and assesses the doctoral candidate's academic or artistic progress;
  - 4) supports the doctoral candidate in his/her research or artistic work;
  - 5) assists the doctoral candidate in preparing research project proposals;
  - 6) monitors progress in the preparation of the doctoral thesis or artistic work;
  - 7) checks the doctoral thesis, being a written work, using the Uniform Anti-Plagiarism System referred to in paragraph 351(1) of the Act, prior to its acceptance;
  - 8) supervises the completion of the learning outcomes identified by the Candidate Assessment Committee as necessary for the Candidate to attain qualifications at Level 8 of the PQL;
  - 9) performs other duties arising from the Regulations of the Doctoral School.
10. Assistant supervisor's duties:
  - 1) provides assistance in the planning and conduct of research within the scope specified by the supervisor;
  - 2) performs other duties arising from the Regulations of the Doctoral School.
11. A single person may act as a supervisor or assistant supervisor for no more than four candidates.
12. The number of doctoral students for whom one person acts as a supervisor or assistant supervisor is specified in the Doctoral School Regulations.

13. Should the supervisor fail to fulfil his/her duties as referred to in paragraph 9, a person applying for the award of a doctoral degree may submit a request to change the supervisor. A request to change the supervisor must be justified. It shall be submitted:
  - 1) by doctoral students to the Director of the Doctoral School;
  - 2) by Candidates to the Chair of the Scientific Council.
14. The supervisor may, including at the request of the doctoral candidate, apply to the Director of the Doctoral School or the Chair of the Scientific Council, as appropriate, for a change of assistant supervisor in the event that the latter has failed to fulfil his/her duties as referred to in paragraph 10.
15. A change of supervisor or assistant supervisor shall take place by way of a resolution adopted by the Scientific Council regarding the change of supervisor or assistant supervisor.
16. If the Candidate has not submitted an application to initiate proceedings for the award of a doctoral degree within six years of the date of appointment of the supervisor, the Scientific Council shall adopt a resolution on the dismissal of the persons appointed to provide academic supervision over the preparation of the doctoral thesis. Such resolution shall be accompanied by a statement of reasons.

#### **§ 6 [Reviews and reviewers]**

1. A reviewer of a doctoral thesis may be a person holding the title of professor or the degree of habilitated doctor who is not an employee of the University, nor an employee of a higher education institution, a Polish Academy of Sciences (PAN) institute, a research institute, an international institute, the Łukasiewicz Centre or an institute from the Łukasiewicz Network, of which the person applying for the award of a doctoral degree is an employee.
2. A person who does not hold a postdoctoral degree or the title of professor, but who is an employee of a foreign university or scientific institution, may act as a reviewer of a doctoral thesis if the relevant Scientific Council considers that he/she has significant achievements in the field of the doctoral thesis.
3. A person referred to in paragraph 2 may be appointed as a reviewer only if the Scientific Council recognises that he/she has significant achievements in the scientific fields relevant to the doctoral thesis. In such a case, the resolution of the Scientific Council shall include a statement of reasons indicating that the person appointed as a reviewer has significant scientific achievements.
4. A person in respect of whom there are reasonable doubts as to his/her impartiality cannot be a reviewer, particularly if he/she has conducted joint research or has joint publications with the person applying for the award of a doctoral degree.
5. The reviewer shall prepare a review of the doctoral thesis within 2 months of the date of its delivery.
6. The review may contain recommendations regarding the supplementation or correction of the doctoral thesis, which the Chair of the Scientific Council shall forward to the

person applying for the doctoral degree. Reviewers shall submit the review of the supplemented or corrected doctoral thesis to the Scientific Council within one month of receiving the request to prepare it.

7. The Chair of the Scientific Council may request the reviewer to supplement his/her review if the review received:
  - 1) contains a request by the reviewer for the thesis to be amended, but without specifying how this should be done;
  - 2) does not contain conclusions;
  - 3) contains other formal deficiencies.
8. The terms of payment of the remuneration due to the reviewer shall be specified in the contract for the preparation of the review. The template for such a contract is specified in separate regulations.

#### PROCEEDINGS FOR THE AWARD OF A DOCTORAL DEGREE

##### **§ 7 [Doctoral students]**

1. The procedure for the award of a doctoral degree is initiated upon application by the Doctoral Student, as set out in Annex 1b to these Regulations.
2. Together with the application referred to in paragraph 1, the doctoral student shall submit:
  - 1) the doctoral thesis – in 5 copies (including 1 softcover copy, printed double-sided), together with an abstract or a description of a thesis that is not a written work (according to the rules set out in § 4(4)-(5)), as well as their electronic versions saved on an electronic data storage medium in PDF format;
  - 2) the opinion of the supervisor or supervisors, or the supervisor and assistant supervisor;
  - 3) a certificate of completion of studies at the Doctoral School, a template of which is set out in Annex 2 to these Regulations, issued upon fulfilment of the conditions specified in the Doctoral School Regulations;
  - 4) a certificate or diploma attesting to proficiency in a modern foreign language at a level of at least B2;
  - 5) documents confirming the academic achievements referred to in § 3;
  - 6) in the case of co-authorship of the publications referred to in § 3(1)(3)(a) and (b), or of the artistic work referred to in § 3(1)(3)(c) – statements specifying the individual contribution to their creation, expressed as a percentage and in descriptive terms. A template for the statement is set out in Annex 3 to these Regulations;
  - 7) a report from the Unified Anti-Plagiarism System.

- 2a. Where documents certifying academic achievements are submitted, they must be provided in the form of a list printed from the EXPERTUS UJK system.
3. If a certificate or diploma has not been submitted, the doctoral student shall pass an exam confirming proficiency in a modern foreign language at B2 level, according to the rules laid down in the Act.
4. The application referred to in paragraph 1, together with its annexes, shall be submitted to the Chair of the relevant Scientific Council.
5. Upon receipt of the application, the Chair of the Scientific Council shall carry out a formal assessment of the submitted application together with its annexes, and if any deficiencies are found, shall request the applicant to rectify them within a specified period of not less than 7 days, with the instruction that failure to rectify these deficiencies will result in the refusal to initiate proceedings.
6. After verifying that the doctoral student meets the requirements referred to in § 3, the Scientific Council shall adopt resolutions regarding:
  - 1) the acceptance of the application to initiate proceedings for the award of a doctoral degree;
  - 2) the appointment of reviewers for the doctoral thesis in the proceedings for the award of a doctoral degree, on the terms specified in § 6(1)-(4);
  - 3) admission to the doctoral thesis defence;
  - 4) the appointment of a Doctoral Committee, on the terms specified in paragraph 14;
  - 5) accepting the doctoral thesis defence;
  - 6) awarding the doctoral degree;
  - 7) awarding a distinction to the doctoral thesis, upon the recommendation of at least two reviewers, included in the review or submitted during the doctoral thesis defence.
7. Failure to accept an application to initiate proceedings for the award of a doctoral degree is tantamount to a refusal to initiate such proceedings. In the event of a refusal to initiate proceedings, the Chair of the Scientific Council shall sign a decision to that effect, which shall include a statement of reasons and information on the right to lodge an appeal with the CSE.
8. If proceedings for the award of a doctoral degree have been initiated, the Chair of the Scientific Council shall update the doctoral student's details in the POL-on system within 21 days, as required by the University's regulations.
9. If at least one review contains a request from the reviewer for the thesis to be revised, the Chair of the Scientific Council shall request the doctoral student to submit the

revised thesis within the deadline specified in the notification.

10. The Scientific Council shall adopt a resolution on the admission of the doctoral student to the defence of the doctoral thesis, provided that at least two of the reviews are positive. Immediately after the resolution has been adopted, the Chair of the Scientific Council shall sign the relevant decision. In the event of a decision to refuse admission to the doctoral thesis defence, it shall include a statement of reasons and information regarding the right to lodge an appeal with the CSE.
11. The Chair of the Scientific Council shall publish the following on the PIB:
  - 1) no later than 30 days before the scheduled date of the doctoral thesis defence – the doctoral thesis (if it is a written work) together with its abstract, or a description of the doctoral thesis (if it is not a written work), along with the reviews;
  - 2) no later than 10 days before the scheduled date of the doctoral thesis defence – information regarding the date, place, and manner of the defence.
12. In the case of a doctoral thesis whose course is covered by legally protected confidentiality, only the reviews shall be made available, excluding content covered by such confidentiality.
13. The documents referred to in paragraph 10 shall be uploaded to the POL-on system immediately upon their release.
14. The doctoral thesis defence may be conducted during a meeting of the Scientific Council or the Doctoral Committee referred to in paragraph 14, with the participation of the supervisor or supervisors and at least two reviewers. The agreement referred to in § 2(5) may specify different requirements regarding the presence of supervisors and reviewers. In exceptional cases, meetings may be held remotely/online, in accordance with separate regulations.
15. The Scientific Council may appoint a Doctoral Committee to conduct the doctoral thesis defence.
  - 1) The Doctoral Committee shall be appointed separately for each procedure concerning the award of a doctoral degree, designating the persons acting as Chair and Secretary. Unless the agreement referred to in § 2(5) provides otherwise, the Committee shall consist of:
    - a) the Chair – a member of the Scientific Council representing the discipline covering the scientific issues addressed in the doctoral thesis, holding at least a postdoctoral degree,
    - b) reviewers,
    - c) at least five members of the Doctoral Committee, representing the scientific/artistic discipline(s) covering the scientific issues addressed in the doctoral thesis, holding at least a postdoctoral degree;

- 2) In cases justified by the scope and subject matter of the doctoral thesis, the Scientific Council may appoint as members of the Committee no more than two persons representing a discipline or disciplines other than that in which the proceedings for the award of the doctoral degree are being conducted;
- 3) The Doctoral Committee adopts resolutions by a simple majority of votes in the presence of at least half of its members in a secret ballot.

16. The framework for the doctoral thesis defence comprises the following stages:

1) public session:

- a) confirmation of a quorum,
- b) presentation of the doctoral student's academic profile by his/her supervisor,
- c) presentation of the main objectives of the doctoral thesis by the doctoral student,
- d) presentation of the reviewers' opinions,
- e) opening the discussion with the possibility for participants in the defence to ask questions,
- f) the doctoral student's responses,
- g) closure of the discussion and the public part by the Chair;

2) closed session:

- a) discussion on the defence and voting on the acceptance of the defence,
- b) counting the votes by the secretary and informing the Chair about the result of the vote,
- c) adoption of a resolution on the acceptance of the doctoral thesis defence,
- d) putting to the vote a motion to award a distinction to the doctoral thesis, if proposed by at least two examiners;

3) announcement by the Chair of the results of the vote on the acceptance of the defence.

17. Based on the resolution by the Doctoral Committee regarding the acceptance of the doctoral thesis defence, the Scientific Council issues a resolution on the award of the doctoral degree. Where no Doctoral Committee has been appointed for a given procedure, the defence takes place before the Scientific Council, which adopts resolutions on the acceptance of the doctoral thesis defence and the award of the doctoral degree.

18. Immediately after the Scientific Council has adopted a resolution on the award of the doctoral degree, the Chair of the Scientific Council shall sign the relevant decision. In the event of a decision to refuse the award of the doctoral degree, it must contain a statement of reasons and information regarding the right to appeal to the CSE.

19. If an appeal has been lodged against the decision, the Chair of the Scientific Council shall forward such appeal to the CSE, together with the Scientific Council's opinion and the

case file, within 3 months from the date of lodging the appeal.

## **§ 8 [repealed]**

### **§ 9 [Candidates – external mode]**

1. In the case of candidates applying for the award of a doctoral degree under the Act, the provisions of these Regulations shall apply, subject to the following amendments.
  - 1) Prior to the commencement of the proceedings, the candidate shall submit an application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, using the form set out in Annex 6 to these Regulations.
  - 2) The Candidate shall attach the following to the application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor:
    - a) the Candidate's personal questionnaire, a template of which is set out in Annex 7 to these Regulations,
    - b) the original or a copy of the diploma of completion of the uniform master's studies together with the supplement, or the originals or copies of the diplomas of completion of undergraduate (bachelor) and graduate/master's degree studies together with the supplements. In the case of a person referred to in § 3(7), the original or a copy of the bachelor's degree certificate together with the supplement, or a certificate of completion of the third year of a uniform master's studies. For studies completed abroad, the documents must be legalised or bear an apostille in accordance with generally applicable regulations, and must also be recognised as equivalent to the relevant Polish diploma, unless the law exempts the applicant from this latter requirement,
    - c) a description of the Candidate's academic activity documented in the form of a list, certified by the University Library in Kielce, containing a full bibliographic record (author's first name and surname, title of the academic monograph or article, publisher's name, place of publication, month and year of publication, ISBN, eISBN, ISSN, eISSN, ISMN or DOI, page numbers) and originals or photocopies of the publications,
    - d) a description of the artistic activity, documented by a record of the work appropriate to its type and documentation of its public presentation (in paper and electronic form in PDF or JPG format),
    - e) a preliminary outline of the doctoral thesis,
    - f) a statement regarding the choice of a secondary discipline, constituting Annex 8 to these Regulations.
  - 3) The Scientific Council shall appoint an Assessment Committee for a Candidate intending to prepare a doctoral thesis on an external basis, designating the Chair

and the Secretary:

a) the Candidate Assessment Committee, comprising at least three persons, shall consist of:

- the Chair – a member of the Scientific Council representing the discipline in which the Candidate intends to prepare his/her doctoral thesis, holding at least a postdoctoral degree,
- two members – members of the Scientific Council representing the discipline in which the Candidate intends to prepare his/her doctoral thesis, holding at least a postdoctoral degree,
- in cases justified by the scope and subject matter of the doctoral thesis, the Scientific Council may appoint as a member of the Committee no more than one person representing a discipline other than that in which the proceedings for the award of the doctoral degree are being conducted.

b) The tasks of the Candidate Assessment Committee shall include, in particular:

- assessing the Candidate’s application and achievements,
- informing the Candidate about the date and place of the qualifying interview,
- conducting the qualifying interview with the Candidate,
- determining the need to supplement learning outcomes for qualification at level 8 of the PQL,
- preparing an opinion on the Candidate based on the assessment of his/her application, the attached documents, and the interview. The Committee’s opinion shall include the results of the verification of the Candidate’s possession of learning outcomes at PQL Level 8 and the conditions for their supplementation based on Annex 9 to these Regulations,
- in the event of a positive opinion being issued by the Committee – a recommendation of a person or persons to act as supervisor or supervisors, or as a supervisor and an assistant supervisor,
- where there are grounds for appointing an assistant supervisor, the Committee shall specify the scope of the research necessary to be carried out with his/her participation,
- immediate submission of the opinion to the Chair of the Scientific Council.

- 4) The Scientific Council shall adopt a resolution appointing a supervisor or supervisors, or a supervisor and an assistant supervisor, based on the opinion of the Candidate Assessment Committee, subject to § 5(6) and (7). In the event of a refusal to appoint a supervisor or supervisors, or a supervisor and an assistant supervisor, the resolution of the Scientific Council shall include a statement of reasons indicating the grounds for such refusal.
- 5) Where it is determined that learning outcomes need to be supplemented, such supplementation shall take place before the University Team for the Supplementation of Learning Outcomes at Level 8 of the PQL, composed of:
  - a) the Chair – the Director of the Doctoral School,
  - b) the Deputy Director of the Doctoral School,
  - c) the heads and deputy heads of sections within the Doctoral School,
  - d) the Chair of the Doctoral School’s Education Quality Committee, provided he/she does not hold another position,
  - e) the Head of the Foreign Languages Centre,
  - f) the Secretary – a member of Doctoral School staff.
- 6) The tasks of the Team referred to in point 5 include:
  - a) organising and conducting the required examinations, excluding the examination in the discipline in which the Candidate is applying for the award of a doctoral degree,
  - b) issuing a certificate confirming the achievement of learning outcomes at level 8 of the PQL, a template of which is set out in Annex 10 to these Regulations.
- 7) The examination in the discipline in which the candidate is applying for a doctoral degree is conducted by a five-member Examination Board, appointed by the Scientific Council of the relevant discipline from among academic teachers holding a postdoctoral degree or the title of professor.

7a) In the absence of a certificate or diploma confirming proficiency in a modern foreign language at B2 level, the doctoral student shall pass an exam in accordance with the rules laid down in the Act.
- 8) The procedure for the award of a doctoral degree shall be initiated upon application by the Candidate, a template of which is set out in Annex 11 to these Regulations. Within 30 days of the date of submission of the said application, the Candidate’s details shall be added to the list of applicants for a doctoral degree in the POL-on System.
- 9) Together with the application referred to in point 9, the Candidate shall submit to the Chair of the Scientific Council the documents referred to in § 7(2), subject to the following changes:
  - a) instead of a certificate of completion of studies at the Doctoral School, the Candidate shall submit a certificate confirming the attainment of learning outcomes at PQL level 8. This obligation does not apply to

candidates for whom the Candidate Assessment Committee has not indicated a need to supplement learning outcomes at PQL level 8,

- b) in addition, the Candidate shall submit a declaration regarding the coverage of the costs of the procedure for the award of the doctoral degree. A template for such a declaration is provided in Annex 12 to these Regulations.

10) The Candidate Assessment Committee shall adopt resolutions by secret ballot by a simple majority of votes in the presence of at least half of its members.

11) The provisions of § 7(3)-(18) shall apply accordingly.

#### FEES FOR CONDUCTING PROCEEDINGS

#### FEES FOR PROCEEDINGS TO AWARD A DEGREE OF DOCTOR / DOCTOR OF ARTS

##### § 10

1. No fees are charged for conducting the procedure to award a doctoral degree to a person who has graduated from the UJK Doctoral School.
2. (repealed).
3. (repealed).
4. The candidate shall pay a fee to the University for the conduct of the doctoral degree award procedure.
5. For academic teachers or research staff, the costs of the procedure shall be borne by the employing university, institute of the Polish Academy of Sciences, research institute, or international institute.
6. The costs of the doctoral degree award procedure include:
  - 1) the supervisor's remuneration in the doctoral procedure, amounting to 83% of a professor's salary, determined pursuant to the provisions set out in Article 137(2) of the Act;
  - 2) the assistant supervisor's remuneration in the doctoral proceedings, amounting to 50% of a professor's remuneration, determined pursuant to the provisions set out in Article 137(2) of the Act;
  - 3) the reviewer's remuneration in the doctoral proceedings, amounting to 27% of a professor's remuneration, determined pursuant to the provisions set out in Article 137(2) of the Act;
  - 4) travel, accommodation and subsistence costs for the supervisor and reviewers, based on actual and documented costs;
  - 5) other costs and expenses, including administrative costs associated with conducting the doctoral degree award procedure, in the amount specified in the Rector's announcement on the determination of indirect costs in the doctoral degree award procedure and in the habilitation degree award

procedure, as currently in force on the date of invoicing.

7. The costs and expenses referred to in paragraph 4(5) shall not exceed the costs incurred to the extent necessary to initiate and conduct the doctoral degree award procedure.
8. The person referred to in paragraph 4 or the entity referred to in paragraph 5 shall reimburse the costs referred to in paragraph 5 based on an agreement concluded with the University. The template for such an agreement is specified in separate regulations.
9. The Rector may exempt the persons referred to in paragraph 3 or 4 from the obligation to pay the fee in full or in part in justified cases, in particular where:
  - 1) the person applying for exemption manages or has managed a research grant carried out at the University and financed from external sources;
  - 2) (repealed);
  - 3) the person has a certificate of significant disability.
10. Doctoral students and candidates are entitled to use the UJK research and IT infrastructure on the terms specified in the Regulations on the use of UJK research infrastructure.

#### TRANSITIONAL PROVISIONS

##### **§ 11**

1. (repealed).
2. (repealed).
3. (repealed).
4. Proceedings for the award of a doctoral degree initiated in respect of a candidate between 1 October 2019 and 27 January 2021 shall be conducted in accordance with the regulations annexed to Resolution No. 57/2020 of the Senate of the Jan Kochanowski University of Kielce dated 25 June 2020.
5. (repealed).
6. (repealed).
7. (repealed).
8. For doctoral programmes of persons who have commenced but not completed a doctoral programme, in respect of which the University entered into an agreement for the reimbursement of the costs of that programme prior to the entry into force of the Regulations, the final costs of that programme shall be determined according to the rules set out in these Regulations.