



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

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RESOLUTION No. 38

of the Senate of the Nicolaus Copernicus University in Toruń

of 26 September 2023

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

Pursuant to art. 192.2 and art. 192.3 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742 as amended) and art. 48.25 and art. 48.27 of Resolution No. 37 of 16 April 2019 - Statutes of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120, as amended)

i t i s r e s o l e d, as follows:

Chapter 1 General Provisions

Article 1

1. The resolution lays down detailed rules for conducting proceedings for the award of the degree of doktor for which the entity awarding the degree of doktor as referred to in art. 185 of the Act of 20 July 2018 - Law on Higher Education and Science shall be the Nicolaus Copernicus University in Toruń, in particular:
 - 1) procedure for the verification of the learning outcomes at level 8 of the Polish Qualifications Framework in the case of candidates for the award of a degree of doktor in extramural mode;
 - 2) the manner of appointment and change of the supervisor, supervisors or assistant supervisor;
 - 3) the mode of submission of the doctoral dissertation;
 - 4) the manner of appointment of reviewers;
 - 5) the mode of appointment of the doctoral commission and the scope of its activities;
 - 6) the manner of verification of compliance with the requirement referred to in art. 186.1.3(a) and art. 186.1.3(b) in case of multi-author publications;
 - 7) the rules for determining the amount of the fee for the proceedings for the award of a degree of doktor in extramural mode as well as for granting exemption from this fee.
2. The Rector shall specify, by order, the rules concerning the following:
 - 1) submitting an electronic version of the doctoral dissertation as part of the proceedings for the award of the degree of doktor;

- 2) verifying a doctoral dissertation in written form using the Uniform Anti-Plagiarism System;
 - 3) making the dissertation and the review available in the Bulletin of Public Information (BIP);
 - 4) uploading the dissertation and the review in the POL-on system;
 - 5) archiving dissertations in the documentation of the proceedings for the award of the degree of doktor.
3. The Rector, by order, shall determine the specimens of decisions to be taken in proceedings for the award of the degree of doktor.

Article 2

Whenever this resolution refers to:

- 1) **APD** – it shall mean the Archive of Diploma Dissertations;
- 2) **BIP** – it shall mean the Public Information Bulletin of the University;
- 3) **JSA** – it shall mean the Uniform Anti-plagiarism System referred to in art. 351.1 of the Act;
- 4) **candidate** – it shall mean an individual applying for the award of the degree of doktor;
- 5) **doctoral commission** – it shall mean the commission appointed by the scientific discipline council to conduct activities in proceedings for the award of a degree of doktor;
- 6) **verification commission** – it shall mean a permanent or ad hoc commission appointed by the scientific council for discipline of science to verify the PRK at level 8;
- 7) **PRK** – it shall mean the Polish Qualifications Framework;
- 8) **proceedings** – it shall mean proceedings for the award of a degree of doktor;
- 9) **scientific discipline council** – it shall mean the competent scientific discipline council at the University;
- 10) **RDN** – it shall mean the Council for Scientific Excellence referred to in art. 232 of the Act;
- 11) **POL-on System** – it shall mean the Integrated Information System for Higher Education and Science referred to in art. 342 of the Act;
- 12) **University** – it shall mean the Nicolaus Copernicus University in Toruń;
- 13) **USOS** – it shall mean the **University Study-Oriented System** - a student management information system;
- 14) **Act** – it shall mean the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2023, item 742 as amended);
- 15) **verification of learning outcomes at level 8 of the PRK** – it shall mean also the verification of learning outcomes in terms of proficiency in a modern foreign language at B2 level or higher (verification of language skills).

Article 3

1. The bodies of the University competent to conduct proceedings and award the degree of doktor shall be the competent scientific discipline councils subject to art. 4 and art. 5. Decisions of the scientific discipline council issued in proceedings shall be signed by the chair, the deputy chair or another member of the scientific discipline council authorised by the chair.
2. Subject to art. 4, the scientific discipline council shall adopt resolutions on the following matters:
 - 1) initiation of proceedings for the award of the degree of doktor;
 - 2) confirmation that the requirements referred to in art. 186.1.3(a) and art. 186.1.3(b) of the Act are met in the case of multi-author publications;

- 3) appointment of academic staff referred to in art. 8.4;
- 4) appointment of supervisors and assistant supervisors;
- 5) appointment of reviewers;
- 6) admission of the candidate to the public defence of the doctoral dissertation;
- 7) appointment of the doctoral commission;
- 8) acceptance of the public defence of the doctoral dissertation;
- 9) award of the degree of doktor;
- 10) distinction of the doctoral dissertation.

Article 4

1. For the purpose of conducting activities in the proceedings, the relevant scientific discipline council may appoint a doctoral commission.
2. A doctoral commission may be set up as an ad hoc commission for a specific proceeding or as a standing commission for the duration of the term of the scientific discipline council. The scientific discipline council may establish several standing commissions.
3. The doctoral commission referred to in art. 4.1 shall be competent in the following matters:
 - 1) allowing the candidate to defend their doctoral dissertation in public;
 - 2) conducting the public defence of the doctoral dissertation;
 - 3) accepting the public defence of the doctoral dissertation.
4. In the case of refusal to accept the public defence of the doctoral dissertation, the resolution of the doctoral commission shall include factual and legal statement of reasons.
5. Where a doctoral commission referred to in art. 4.1 is established, provisions relating to the scientific discipline council shall apply accordingly to the doctoral commission.

Article 5

1. The doctoral commission shall consist of at least seven members of the scientific discipline council who are professors or university professors. No member of the doctoral committee may be a supervisor or assistant supervisor. The composition of the doctoral commission and its chair shall be proposed by the chair of the scientific discipline council. The meetings of the doctoral commission (including the closed part) shall be attended, without the right to vote, by the reviewers, the supervisor(s) and the assistant supervisor.
2. In the absence of the chair at a meeting of the doctoral commission, the chair shall be deputed by a member of the doctoral commission authorised by the chair of the scientific discipline council or by the oldest member of the commission.
3. In the case of proceedings conducted jointly with another entity, it shall be permissible to appoint a doctoral committee with a different composition from that provided for in this resolution. Detailed arrangements shall be laid down in an agreement between the respective entities. An agreement on the joint conduct of proceedings for the award of the degree of doktor shall be concluded after an opinion has been given by the relevant chair of the scientific discipline council.
4. Where no doctoral committee has been appointed to conduct the proceedings (in particular where the size of the scientific discipline council is under the minimum size of the doctoral committee), the provisions on the doctoral committee shall apply accordingly to the scientific discipline council.

Article 6

1. The right to vote on matters referred to in art. 3.2(1-9) and art. 4.3 shall be vested in the members of the scientific discipline council who are professors and university professors, with the exception of the supervisor(s) and assistant supervisor(s).

2. The scientific discipline council and the doctoral committee shall adopt their resolutions by an open vote with an absolute majority in the presence of at least half of those entitled to vote.
3. At the request of a voting member of the scientific discipline council supported by at least 1/5 of its voting members, the chair of the scientific discipline council shall order a secret ballot.
4. The subject of the vote shall be the adoption of a positive resolution on the matter. If the application does not receive the required majority of votes, it shall constitute a negative resolution.

Article 7

The preparation of a doctoral dissertation shall be conducted by means of:

- 1) doctoral education;
- 2) extramural mode.

Article 8

1. A degree of doktor shall be awarded to an individual who:
 - 1) holds a magister or a magister inżynier degree or an equivalent degree, or has the diploma referred to in art. 326.2.2 or art. 327.2, entitling them to apply for the award of a degree of doktor in the country in the education system of which the higher education institution which issued it operates;
 - 2) achieved the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, where the learning outcomes in terms of the knowledge of a modern foreign language are confirmed by a certificate or diploma confirming the knowledge of that language at B2 level or higher;
 - 3) has at least:
 - a) scientific article published in a scientific journal or in conference proceedings which, in the year of publication of the article in its final form, were included in a list drawn up in accordance with the provisions issued pursuant to art. 267.2.2 (b), or
 - b) one 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. 267.2.2(a), or a chapter in such a monograph, or
 - c) a work of art of considerable importance;
 - 4) presented and defended a doctoral dissertation.
2. Where the scientific output referred to in art. 8.1.3(a) and art. 8.1.3(b) constitutes a multi-author work, the candidate shall provide a statement indicating the candidate's substantive contribution to the publication.
3. The scientific discipline council may lay down rules for the recognition of the requirement referred to in art. 8.1.3 where a candidate's scientific output is a co-authored work.
4. In exceptional cases, justified by the highest quality of scientific achievements, the degree of doktor may be awarded to a person who does not meet the requirements set out in art. 8.1.1, who completed first-cycle programme, or who completed the third year of long-cycle programme. Confirmation of the satisfaction of this requirement shall be made by the scientific discipline council by means of a resolution adopted by an absolute majority on the basis of written opinions regarding the scientific achievements of the candidate. The opinions shall be drawn up by at least two academic staff employed at the University in the position of professor or university professor, appointed by the chairman of the Council.

Chapter 2

Verification of learning outcomes

Article 9

1. A candidate who prepares a doctoral dissertation in an extramural mode shall have their learning outcomes verified for qualifications at level 8 of the PRK.
2. The application for verification shall be submitted by the candidate to the scientific discipline council before submitting the application for the appointment of the supervisor(s), or the supervisor and assistant supervisor. The model application for verification is set out in Annex 1.
3. An application for verification shall be accompanied by documents confirming that the candidate has satisfied the requirement laid down in either art. 8.1.1 or art. 8.4, as well as other documents evidencing the candidate's achievement of learning outcomes.

Article 10

1. The learning outcomes at level 8 of the PRK may be verified on the basis of:
 - 1) documents submitted by the candidate;
 - 2) colloquiums in the basic discipline in which the candidate will apply for the award of the degree of doktor and, if the scientific discipline council deems it justified due to the specificity of the subject of the dissertation, also in an additional discipline or disciplines;
 - 3) an interview with the candidate.
2. Verification of the outcomes shall be carried out by a standing or ad hoc verification commission appointed for that purpose by the scientific discipline council.
3. The verification commission shall consist of at least five members.
4. The chair of the verification commission shall be appointed by the scientific discipline council from among its members.
5. The chair of the scientific discipline council shall refer the matter of verification of learning outcomes to the relevant standing committee or shall request that an ad hoc committee be set up by the scientific discipline council.
6. The verification commission shall examine the documentation submitted by the candidate. In case of doubt, it may request the candidate to complete the documentation. The verification commission may verify the learning outcomes for a qualification at level 8 of the PRK on the basis of the documentation available or order an interview with the candidate to be held or an colloquium(s) to be conducted. The scope of the interview or colloquium shall be determined by the verification commission. The date of the colloquium or interview shall be set by the chair of the verification commission, but not earlier than one month from the date of the decision on setting such a date. In particularly justified cases, the provision of art. 10.8 shall apply accordingly when verifying learning outcomes other than language outcomes.
7. Verification of language competences may take place on the basis of the documents referred to in art. 186.1.2 of the Act or on the basis of an colloquium.
8. In the event that the verification of language competences is carried out in the form of an colloquium, the chair of the scientific discipline council shall appoint an examiner in the relevant language. The examiner shall participate in the language competences verification meetings without the right to vote. The language competences verification shall not take place in the absence of the examiner.
9. In exceptional cases, the verification committee may also appoint an examiner for the verification of other learning outcomes.
10. The scientific discipline council shall adopt a resolution on the confirmation of achieving learning outcomes at level 8 of the PRK.

11. The chair of the scientific discipline council may decide (in particular where the size of the scientific discipline council is less than the minimum size of the verification committee) that the verification of learning outcomes shall be carried out by the scientific discipline council, in which case art. 10.6-10 shall apply to the scientific discipline council.

Article 11

1. In the case of successful verification of learning outcomes, the chair of the verification commission shall issue a certificate stating that the candidate has achieved the learning outcomes for the qualification at level 8 of the PRK. A model certificate is defined in Annex 2.
2. The certificate shall be valid only at the University for a period of no more than 3 years from the date of its issue.
3. The certificate shall not cease to be valid if, within the period laid down in art.11.2, the candidate shall apply for the award of the degree of doktor.
4. The chair of the scientific discipline council shall keep a register of the certificates issued.

Chapter 3

Appointment of supervisor(s) in extramural mode

Article 12

1. A supervisor may be a person holding a degree of doktor habilitowany or the title of professor.
2. A supervisor may be a person who does not meet the conditions set out in art. 12.1 who is an employee of a foreign higher education institution or a research institution if the scientific discipline council, by a resolution adopted by an absolute majority of votes, deems that the person has significant achievements in the scientific field to which the doctoral dissertation relates.
3. A supervisor or an assistant supervisor shall not be a person who:
 - 1) in the last 5 years:
 - a) has been a supervisor of 4 doctoral students who were removed from the register of doctoral students due to a negative result of mid-term evaluation, or
 - b) has supervised the preparation of a dissertation by at least 2 persons applying for the degree of doktor who did not receive positive reviews as referred to in art. 191.1 of the Act;
 - 2) has been punished with the disciplinary penalty of deprivation of the right to perform the tasks of a supervisor, referred to in art. 276.1.4 of the Act - during the period of this penalty.
4. The associate supervisor may be a person holding at least a degree of doktor.

Article 13

1. The detailed rules for the appointment and dismissal of the supervisor(s) and assistant supervisor(s) for doctoral students pursuing doctoral training in a doctoral school shall be laid down in its regulations. In the case of a candidate who has completed their training in a doctoral school, the provision of art.16 shall apply accordingly.
2. The provisions of art. 15.3 shall apply accordingly to a doctoral student who has graduated from a doctoral school, with the proviso that the time limit for submitting an application shall be 2 years from the end of training in the doctoral school.

Article 14

1. A candidate applying for the degree of doktor in extramural mode shall, prior to the commencement of proceedings for the award of the degree of doktor, submit an application

to the scientific discipline council for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor. The model application is set out in Annex 3.

2. The candidate shall attach to the application referred to in art. 14.1 the following:
 - 1) consent of the persons proposed to act as supervisor or assistant supervisor;
 - 2) certificate referred to in art. 11;
 - 3) for candidates for supervisor or assistant supervisor who are not employees of the University:
 - a) statement of satisfying the requirements to be a supervisor or assistant supervisor, model of which is set out in Annex 4;
 - b) list of academic achievements of the candidate for supervisor or assistant supervisor;
 - 4) a concept for the doctoral dissertation, including the topic of the dissertation and the reasons for its choice, the field of science or art and the scientific or artistic discipline in which the dissertation is to be prepared, the main research objectives, the aim of the dissertation, the envisaged research methods and the expected date of submission of the dissertation.
3. In the case of the preparation of a doctoral dissertation of an interdisciplinary nature or as part of an international collaboration or in cooperation with another institution or enterprise, a second supervisor may be appointed.
4. A second supervisor may also be appointed where the dissertation is not interdisciplinary but the appointment is justified by the nature and scope of the dissertation.
5. The provision of art. 14.4 shall apply accordingly to the assistant supervisor.

Article 15

1. The scientific discipline council shall, by resolution:
 - 1) appoint:
 - a) a supervisor or supervisors, or
 - b) a supervisor and an assistant supervisor;
 - 2) refuse to appoint the persons referred to in point 1.
2. The resolution referred to in art. 15.1 shall be served on the candidate and the supervisor(s) and assistant supervisor.
3. The resolution referred to in art. 15.1.1 shall lapse if, within 3 years of its adoption, the candidate does not submit an application for the initiation of proceedings for the award of the degree of doktor.
4. A register of issued resolutions referred to in art. 15.1 shall be kept by the chair of the scientific discipline council.
5. In particularly justified cases, the Rector, at the request of the candidate, may extend the time limit referred to in art. 15.3.
6. The Rector's decision shall be made by way of a decision against which an application for a request for reconsideration may be made.

Article 16

1. In justified cases, the scientific discipline council, upon written request, may change or dismiss the designated:
 - 1) supervisor(s);
 - 2) assistant supervisor.
2. The request for a change of supervisor or assistant supervisor may be made by the persons referred to in art. 16.1 or by the candidate for whom they have been appointed.
3. The dismissal of the supervisor may not lead to a situation where the candidate has no supervisor. For the change of the supervisor or assistant supervisor, the provisions of art. 13, art. 14 and art. 15 apply accordingly.
4. In the event of:

- 1) the death of the supervisor;
 - 2) factual circumstances which make it impossible or significantly difficult for the supervisor to perform this function;
 - 3) the loss of the supervisor's right to perform this function
- the chair of the scientific discipline council shall invite the candidate to resubmit the application referred to in art. 14.1 within 14 days of the delivery of this invitation.
5. In the event of the circumstances covered by art. 14.4 and the failure to apply for the appointment of a new supervisor or assistant supervisor within the time limit specified in art. 16.4, the scientific discipline council shall appoint a new supervisor ex officio, subject to art. 183 of the Act.

Chapter 4

Requirements for the dissertation

Article 17

1. The doctoral dissertation demonstrates the candidate's general theoretical knowledge in a discipline (or disciplines) and the ability to conduct research or artistic work independently.
2. The subject matter of the doctoral dissertation shall be an original solution to a scientific problem or in terms of the application of results of own scientific research in the economic or social sphere, or an original artistic achievement.

Article 18

1. The doctoral dissertation may be a written dissertation, including a scientific monograph; a collection of published and thematically related scientific articles; design, construction, technological, implementation or artistic work; as well as an independent and separate part of a collective work.
2. The scientific discipline council may determine, by resolution, the specific requirements for design, construction, technology, implementation or artistic work, as well as the publication cycle and summary of professional accomplishments.
3. A doctoral dissertation which is the subject of proceedings at the University should be prepared in either Polish or English. In the case of an intention to prepare a dissertation in a language other than that indicated in the previous sentence, the approval of the scientific discipline council shall be required. The resolution on granting approval shall be adopted by the scientific discipline council at the written request of the candidate supported by the dissertation supervisor, submitted prior to the commencement of the proceedings.

Article 19

1. The dissertation shall include:
 - 1) an abstract in English;
 - 2) additionally a summary in Polish if the doctoral dissertation is in a foreign language;
 - 3) a description in Polish and English - if the doctoral dissertation is not a written work;
 - 4) statements of all co-authors specifying their individual contribution to the dissertation - if the dissertation is co-authored.
2. If a scientific monograph or a separate part of a collective work constituting a doctoral dissertation has more than four co-authors, the candidate shall submit a statement indicating their individual contribution to the work and statements from at least three other co-authors. A model statement is set out in Annex 5.
3. The candidate shall be exempted from the obligation to submit a statement of co-authorship in the event of death, presumed death, permanent disability or extraordinary circumstances preventing the required statement from being obtained.

4. The provisions of art. 19.1.4.2 and art. 19.1.4.3 shall apply accordingly when the doctoral dissertation is not a scientific monograph or an isolated part of a collective work.

Article 20

1. Prior to the commencement of proceedings for the award of the degree of doktor, the candidate shall submit to the supervisor(s) referred to in art. 15.1.1(a) or art. 15.1.1(b) the doctoral dissertation together with the annexes indicated in art. 19.1 for the purpose of preparing a written opinion.
2. The supervisor referred to in art. 20.1 shall prepare a written opinion on the dissertation submitted, assessing whether the dissertation meets the requirements set out in art. 17 and art. 18. The opinion shall include a positive or negative assessment of the dissertation.
3. In the case of a negative opinion from a supervisor, an improvement of the dissertation is allowed. In this case a new opinion has to be drawn up by all supervisors. If at least one supervisor has drawn up a negative opinion and the dissertation has been improved, the supervisors shall draw up again an opinion.
4. The opinion referred to in art. 20.2 shall be drawn up within 2 months of the date on which the dissertation, together with the annexes referred to in art.20.1, is delivered to the supervisor.
5. The supervisor(s) referred to in item 1 shall submit the prepared opinions without delay to:
 - 1) the candidate;
 - 2) the chair of the scientific discipline council.

Chapter 5

Initiation of the proceedings for the award of the degree of doktor

Article 21

1. Proceedings for the award of the degree of doktor shall be initiated at the request of the candidate.
2. The candidate shall submit an application for the initiation of proceedings for the award of the degree of doktor to the scientific discipline council selected to conduct proceedings for the award of the degree of doktor. A model application is set out in Annex 6.
3. The candidate shall attach the following to the application for the award of the degree of doktor:
 - 1) a dissertation with the annexes referred to in art. 19.1;
 - 2) a positive opinion of the supervisor(s) referred to in art. 20;
 - 3) scientific curriculum vitae;
 - 4) a document certifying holding the professional degree of magister, magister inżynier or equivalent, or holding a diploma referred to in art. 326.2.2 or art. 327.2 of the Act, conferring the right to apply for the award of a degree of doktor in the country in whose higher education system the issuing higher education institution operates, or documents certifying that the requirements referred to in art. 186.2 of the Act are satisfied unless art. 8.4 applies,
 - 5) documents certifying the achievement of learning outcomes for qualifications at level 8 of the PRK,
 - 6) the achievements referred to in art. 8.1.3.
4. If there are doubts about the possibility of initiating proceedings, the chair of the scientific discipline council shall immediately refer the matter to a meeting of the scientific discipline council following a possible request to supplement the application. The scientific discipline council may refuse to initiate the proceedings by resolution.

Article 22

1. Within 30 days of the submission of the application, the data of the candidate applying for the award of a degree of doktor shall be entered into the list of persons applying for the award of a degree of doktor in the POL-on system unless art. 21.4 of this resolution was applied.
2. In the event of a refusal to initiate proceedings, the time limit referred to in item 1 shall run from the date of the resolution of the scientific discipline council.
3. If the dissertation is a written thesis, it shall be checked before the defence using the JSA.

Chapter 6 **Reviewers and reviews**

Article 23

1. A reviewer in proceedings for the award of the degree of doktor may be a person who meets the requirements referred to in art. 2.1-2, and who has the academic achievements and experience that enable a reliable review of the doctoral dissertation to be drawn up.
2. A reviewer may not be a person:
 - 1) in relation to whom there are justified doubts as to their impartiality;
 - 2) punished with the disciplinary penalty referred to in art. 276.1.4 of the Act - during the period of the penalty;
 - 3) who is an employee of the University;
 - 4) who is an employee of a university, an institute of the Polish Academy of Sciences, a research institute or an international institute of which the candidate is an employee.

Article 24

1. The scientific discipline council shall appoint three reviewers.
2. Candidates for reviewers shall be proposed by the chair of the scientific discipline council together with the agenda of the meeting at which the appointment of reviewers is to take place. Any member of the scientific discipline council who is entitled to vote may propose other candidates to the chair of the scientific discipline council at least three days before the meeting of the scientific discipline council together with the reasons for the appointment.
3. Before appointing reviewers, the chair of the scientific discipline council shall verify that the reviewer candidates meet the requirements set out in art. 23.
4. The scientific discipline council shall appoint each reviewer in separate votes according to the principles set out in art. 6 of this resolution. In the event that there are more than three candidates, those who have received the highest number of validly cast votes shall be deemed elected.
5. In the event of a tie in the number of votes cast for persons whose number exceeds three, a ballot shall be held in which the persons who received the same number of votes in the ballot shall be taken into account provided such persons would have been elected pursuant to art. 6 of this resolution.
6. If the reviewers in the number referred to in art. 24.1 are not appointed, the procedure shall be repeated at subsequent meetings of the scientific discipline council. The provisions of art. 24.2-5 shall apply accordingly.
7. Upon the appointment of the reviewer, the chair of the scientific discipline council shall have the contract with the reviewer concluded without delay. The contract shall specify in particular:
 - 1) the deadline for drawing up the review as specified in art. 25.1;
 - 2) the amount of remuneration;

3) contractual penalties for failing to meet the terms of the contract.

Article 25

1. Reviewers shall draw up reviews of the dissertation within two months of the date of its submission.
2. The review shall include a detailed reasoned assessment of whether the submitted work fulfils or does not fulfil the requirements laid down in art. 17 and art. 18.
3. The review should be complete, reliable, accurate and objective, and its content and conclusion must be substantively consistent. The review should end with an unambiguous positive or negative conclusion.
4. Where the dissertation is an independent and distinct part of a collective work, the review shall also include an assessment of the candidate's individual contribution to that work.
5. If the review includes a motion to honour the dissertation, that motion shall be justified in writing.
6. The reviewers shall immediately forward the written reviews to the chair of the scientific discipline council.

Article 26

1. Upon receipt of the final review, no later than 30 days before the date set for the defence of the dissertation, the following shall be made available in the BIP:
 - 1) a dissertation which is a written paper and a summary thereof, or
 - 2) a description of the doctoral dissertation in Polish and English if it is not a written dissertation;
 - 3) reviews.
2. The documents referred to in art. 26.1 shall be placed in the POL-on system immediately after they have been made available in the BIP.

Chapter 7

Allowing to defend the doctoral dissertation

Article 27

1. The scientific discipline council, upon examining the doctoral dissertation, the opinions of the doctoral dissertation supervisors and the reviews, shall decide whether to allow the candidate to defend the doctoral dissertation in public unless art. 27.2 applies.
2. If the fulfilment of the conditions required to allow the candidate to defend the doctoral dissertation in public does not raise any doubts, the chair of the scientific discipline council may refer the matter whether to allow the candidate to defend the doctoral dissertation to a meeting of the doctoral commission. If the doctoral commission refuses to allow the candidate to defend the doctoral dissertation in public, a resolution on the matter shall be issued by the scientific discipline council, which shall not be bound by the opinion of the doctoral commission.
3. A candidate who has received positive reviews from at least two reviewers may be allowed to defend the doctoral dissertation.
4. The form, date and place of the defence shall be determined by the chair of the scientific discipline council, of which the candidate shall be notified.
5. The date of the doctoral dissertation defence may not be set earlier than 30 days after the information referred to in art. 26.1 has been published in the BIP.
6. Information on the date, place and manner of the dissertation defence shall be published in the BIP no later than ten days before the date set for the doctoral dissertation defence.

7. The decision of the scientific discipline council on refusal to allow to defend the doctoral dissertation shall be served on the candidate in writing, together with an instruction on the right of complaint to the RDN and the reasons in fact and in law.

Chapter 8

Defence of the doctoral dissertation

Article 28

1. The dissertation defence shall be public.
2. The meeting of the doctoral commission may not take place unless at least two reviewers and the supervisor(s) are present.
3. The chair of the scientific discipline council or doctoral commission may, in justified cases, order that the defence of the doctoral dissertation be conducted by means of technical devices enabling the proceedings to be conducted remotely with simultaneous live video and audio transmission.
4. When the defence is held at the University, in particularly justified cases, the chair of the scientific discipline council or the doctoral commission may order the participation of persons other than the candidate by means of technical devices enabling remote contact with simultaneous live video and audio transmission.
5. The provision of art. 28.4 shall not apply to employees of the University unless they are outside Poland in connection with scientific or teaching activities nor shall it apply to the public.

Article 29

1. The proceedings of the doctoral dissertation defence shall be chaired by the chair of the doctoral commission or the scientific discipline council, as appropriate.
2. The supervisor shall present a profile of the candidate for the award of the degree. After the candidate has presented the main assumptions and results of the doctoral dissertation, the chair of the scientific discipline council or the doctoral commission shall order the presentation of the review and then shall open a discussion, which shall begin with the doctoral candidate's response to the reviews. The presentation of the reviews may consist in the reviewer confirming the view expressed in the review. In the absence of the reviewer, the chair of the doctoral commission or of the scientific discipline council shall present the conclusions of his or her review.
3. All those present shall be entitled to take part in the discussion.
4. Upon the completion of the defence of the doctoral dissertation, in closed session, the scientific discipline council or the doctoral commission shall issue a resolution on the acceptance of the defence of the doctoral dissertation.
5. Once the resolution referred to in art. 29.4 has been issued, the chair of the scientific discipline council or the doctoral commission shall inform the candidate of the result of the vote on the acceptance of the defence of the doctoral dissertation.
6. Upon the adoption of a resolution refusing to accept the defence, a statement of reasons in fact and in law shall be drawn up.
7. If the dissertation defence was held before a doctoral commission, upon completion of the dissertation defence, the chair of the doctoral commission shall immediately forward all documentation of the proceedings, including the resolution on the acceptance of the defence of the doctoral dissertation, to the chair of the scientific discipline council.
8. If the defence of the doctoral dissertation took place before the scientific discipline council, no decision on the acceptance of the defence shall be made. The provisions of art. 30 of this Resolution shall apply accordingly.

Chapter 9

Award of the degree of doktor

Article 30

1. The scientific discipline council shall award or refuse to award the degree of doktor by means of an administrative decision signed by the chair of the scientific discipline council or a member of the scientific discipline council authorised by the chair. In the event the award of the degree of doktor is refused, art. 29.6 shall apply accordingly.
2. The scientific discipline council shall not be bound by the contents of the decision of the doctoral commission on the acceptance of the defence of the doctoral dissertation referred to in art. 29 hereof.
3. The decision referred to in art. 30.1 shall be issued by the scientific discipline council as soon as the decision on the acceptance of the defence has been made and, in the case referred to in art. 29.3, no later than 30 days of the date of the defence.
4. Prior to issuing the decision, the chair of the doctoral commission or, in his or her absence, a member of the doctoral commission appointed by the chair of the scientific discipline council shall give an account of the proceedings and the public defence of the doctoral dissertation.
5. Before taking the decision referred to in art. 30.1, the chair of the scientific discipline council shall hold a discussion.
6. The scientific discipline council may determine the criteria and procedure for recognising a dissertation as outstanding.

Article 31

1. A decision to refuse the award of the degree of doktor may be appealed to the RDN through the scientific discipline council that made the decision.
2. The time limit for lodging a complaint shall be 30 days from the date of serving the decision.
3. Once a complaint has been lodged, the chair of the scientific discipline council shall instruct the doctoral commission or at least three members of the scientific discipline council to draw up independent opinions on the merits of the complaint within a period of no more than 1 month from the date on which the complaint was lodged.
4. Pursuant to the opinion referred to in art. 31.3, the scientific discipline council:
 - 1) may overrule or amend the appealed decision – if it decides that the complaint deserves to be taken into account in its entirety, in particular in the case of obvious formal and legal errors of the issued decision or
 - 2) shall adopt the opinion referred to in art. 31.3 by way of resolution and forward the complaint to the RDN including its opinion and the case file- within 3 months from the date of lodging the complaint.

Chapter 10

Fees

Article 32

1. A candidate who is not an academic teacher employed at the University shall pay a fee for the proceedings for the award of the degree of doktor subject to art. 34. The fee shall be paid to the University.
2. The fee for the conduct of proceedings for the award of the degree of doktor shall consist of the following:
 - 1) the supervisor's salary shall be 83% of a professor's salary;
 - 2) the assistant supervisor's salary shall be 50% of a professor's salary;

- 3) the reviewer's salary shall be 27% of a professor's salary
 - 4) surcharges for social security contributions (ZUS) on the salaries referred to in points 1-3 calculated in accordance with the applicable regulations;
 - 5) reviewers' travel and accommodation costs according to their actual amount determined in accordance with the rules on the settlement of business travel costs;
 - 6) fees to cover other costs of the proceedings amounting to 20% of the salaries and surcharges referred to in art. 32.2(1-4).
3. A professor's salary shall be understood as the amount of the minimum salary of a professor as determined by the regulation issued pursuant to art. 137.2 of the Act.
 4. The fee covering the elements referred to in art. 32.2(1-4) and art. 32.2(6) shall be paid no later than the date of submission of the application for the initiation of the proceedings. Where the initiation of the proceedings is refused, the fee shall be reimbursed no later than 30 days.
 5. In the event of non-payment of the fee referred to in art. 32.4, the chair of the scientific discipline council shall call upon the candidate to pay the fee within the prescribed time limit.
 6. The final amount of the costs of the proceedings shall be determined as at the date of completion of the proceedings in a decision issued pursuant to art. 264 of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2023, item 775, as amended).
 7. In the case of an academic teacher employed at the University, the costs of the proceedings shall be borne by the faculty in which the employee is employed.

Article 33

1. The fee shall not be charged in situations arising from the Act and the Act of 3 July 2018. Provisions introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended).
2. In the case of an academic teacher employed at the University, the costs of the proceedings shall be borne by the faculty in which they are employed.
3. If the candidate is an academic teacher or researcher who is not an employee of the University, the cost of the proceedings shall be borne by the university, Polish Academy of Sciences, research institute or international institute in which the candidate is employed. An agreement to pay costs may be concluded with the entity that shall bear the costs of the proceedings.
4. In case of an academic teacher or researcher employed in more than one entity, the costs of the proceedings shall be borne:
 - 1) by the entity which is the primary place of work of that teacher or employee unless the entities agree otherwise;
 - 2) based on an agreement between the entities if none of them is designated as the primary place of work of that teacher or employee.
5. In case of proceedings conducted jointly with other doctoral institutions, the rules for determining the amount and charging the fee for the proceedings for the award of the degree of doktor shall be determined by an agreement.
6. Detailed rules for the payment of the fee for the conduct of the proceedings for the award of the degree of doktor shall be determined by the Rector by means of a regulation.

Article 34

1. In particularly justified cases, the Rector may:
 - 1) exempt the candidate from the obligation to pay the fee in part or in full;
 - 2) divide the fee into instalments.

2. The Rector's decision shall be by way of a decision against which a request for reconsideration may be made.

Chapter 11

Transitional and final provisions

Article 35

1. The provisions of this Resolution shall apply accordingly to persons who commenced doctoral studies before the academic year 2019/2020 subject to art. 35.2.
2. The date of commencement of the proceedings shall be the date on which the candidate submits their application for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor.
3. For proceedings initiated by 31 December 2020, the achievements listed in art. 186.1.3(a) of the Act shall also include the publications listed in art. 179.6.1 and art. 179.6.2 of the Act of 3 July 2018 - Provisions Introducing the Law on Higher Education and Science.
4. For doctoral dissertations commenced by 30 April 2019 and not completed by 30 September 2019, the existing regulations shall apply, i.e. taking into account the provisions arising from the Act of 14 March 2003 on Scientific Degrees and Academic Title and on Degrees and Title in the Field of Art, except that after 1 October 2019 the degree shall be awarded by the scientific discipline council. Members of the scientific discipline council who hold the degree of doktor habilitowany or the title of professor are entitled to vote. Voting shall be by secret ballot and resolutions shall be passed by an absolute majority in the presence of at least half of the eligible members of the scientific discipline council.

Article 36

The provisions of the resolution referred to in art. 39.1 shall apply to proceedings initiated before 1 October 2023 subject to the following:

- 1) eligibility to vote shall be determined pursuant to the provisions of this resolution;
- 2) the determination of the form, time and place of the defence shall be made by the chair of the scientific discipline council pursuant to the provisions of this resolution provided that the scientific discipline council has not done so prior to 1 October 2023.

Article 37

1. Members of the doctoral commission who have lost their voting rights as of 1 October 2023 shall cease to be members of the doctoral commission as of that date.
2. The provision of art. 37.1 shall apply accordingly to supervisors and reviewers.
3. The doctoral commission shall continue its work regardless of whether it meets the requirements for the number of members. If the number of members of the doctoral commission falls below five, the doctoral commission shall suspend its work and the scientific discipline council shall, without undue delay, elect additional members of the commission so that the number is not less than five.

Article 38

Applications for the verification of learning outcomes of the PRK at level 8 submitted before 1 October 2023 shall be considered pursuant to the provisions of the resolution referred to in art. 36 and the determination of eligibility shall take place pursuant to this resolution.

Article 39

1. Resolution No. 89 of the Senate of the Nicolaus Copernicus University in Toruń of 25 June 2019 on proceedings for the award of the degree of doktor at the Nicolaus Copernicus University in Toruń shall be repealed (NCU Legal Bulletin of 2019, item 210 as amended).
2. The resolution becomes effective as of 1 October 2023.

President of the Senate

Prof. dr hab. Andrzej Sokala

R e c t o r