

Detailed procedure of instituting proceedings of awarding the PhD title in the extramural mode at the Institute of Physics of Nicolaus Copernicus University (Council of the Discipline of Physical Sciences)*

*(the procedure is an internal supplementary document for doctoral students, academic supervisors, research workers and administration of NCU's Institute of Physics)

ATTENTION **The minimum** (estimated) time of conducting the procedure leading to obtaining the PhD title is **8 months**, and from the moment of submitting the doctoral thesis it is **4 months**, which follows from the current external regulations. Please bear that fact in mind while planning review and acceptance of the doctoral thesis, grant closeouts or travelling and employment plans.

The guidelines were presented based on the following legal acts:

- Act from 20 July 2018 – Law on higher education and science
- Decree no. 88 of NCU's Senate from 25 July 2019 on the procedure of awarding the PhD title at Nicolaus Copernicus University in Toruń
- Decree no 162/2019 of NCU's Senate from 17 December 2019 amending the Decree no. 89 of the NCU's Senate from 25 June 2019 on the procedure of awarding the PhD title at Nicolaus Copernicus University in Toruń
- Decree no. 31/2019 of the Council of the Discipline of Physical Sciences of Nicolaus Copernicus University from 11 December 2019 on defining the rules of giving distinctions to doctoral theses and the accomplishments which serve as a basis for awarding the associate professor title

The proceedings on awarding the PhD title, as well as awarding the PhD title at Nicolaus Copernicus University are carried out by the Council of the Scientific Discipline (hereinafter referred to as 'RD'). RD and the Doctoral Committee make resolutions by absolute majority, in the presence of at least half of its members, in the process of open ballot.

1. Before opening the proceedings of awarding the PhD title, a candidate files an application for designating a supervisor, supervisors, or auxiliary supervisor. In the application form, the candidate presents the topic of doctoral thesis, the projected date of submitting it, the concept of the thesis, along with the branch and discipline of science which the thesis concerns. The candidate may propose a person or persons to perform the role of supervisor or supervisors (along with their consent to do so).
2. As another step, the candidate, before opening the proceedings of awarding the PhD title, a candidate files an application to the Head of RD for initiating the procedure of verifying the learning outcomes at 8 PRK level and the command of a modern foreign language.
3. The Head of RD refers the application to the Committee established for verification of learning outcomes at 8 PRK level and the command of a modern foreign language.

4. Having verified the learning outcomes at 8 PRK level and the command of a modern foreign language, the Committee issues for the candidate a confirmation of obtaining the learning outcomes for qualifications at 8 PRK level and the command of a foreign language. The same confirmation is referred to the Head of RD (the manner and rules of verification of learning outcomes for qualifications at 8 PRK level and the command of a modern foreign language are defined by the Committee for verification and approved by RD).
5. The candidate files a request for initiating the proceedings. The application must include the following information about the candidate:
 - name (names) and surname, family name;
 - PESEL number, in its absence- the number of document confirming the candidate's identity along with the name of the country which issued it;
 - Open Researcher and Contributor ID number;
 - citizenship;
 - place and date of birth;
 - information about possessing a Pole's Card;
 - gender;
 - discipline or disciplines or field which the doctoral thesis concerns, as well as the language it is meant to be written in;
 - information about academic and artistic accomplishments mentioned in § 2 section 10 of the decree by the Minister of Science and Higher Education from 6 March 2019 on the data processed by the Integrated System of Information on Higher Education and Science, POL-on;
 - should it be required, confirmation of consent by relevant bioethical committee to conduct research which are the subject of doctoral thesis, or a candidate's declaration, confirmed by the supervisor, that no such consent is necessary.

The candidate attaches the following documents to the request:

- confirmation of the professional title of MA, MA Eng. or an equivalent, or a diploma mentioned in paragraph 326 section 2, item 2, or paragraph 327 section 2 of the legal act, granting the right to apply for the title of PhD in the country whose educational system the issuing university is functioning in, or documents confirming the fulfilment of requirements mentioned in paragraph 186, section 2 of the legal act,
- documents confirming the accomplishment of the learning outcomes for qualifications at level 8 PRK,
- a document containing declaration of the command of a modern foreign language, other than the native one at the level of at least B2, confirmed by a certificate or a graduation diploma,
- posiadany dorobek w postaci co najmniej:
 - i. 1 scientific paper published in an academic journal or reviewed materials from an international conference, which in the year of publication were included in the list made according to regulations issued on the basis of paragraph 267 section 2 item 2 point. b of the legal act, or

- 1 academic monograph published by a publishing office which in the year of publication of the monograph was included in the list made on the basis of paragraph 267 section 2 item 2 point a of the legal act, or a chapter in such a monograph, or

In the case when the abovementioned accomplishment is a multi-author publication, the candidate makes a meritorical description of their contribution to the publication.

- a doctoral thesis along with a positive review of the supervisor (or supervisors) in a paper and digital form (a CD), and a summary in English. In case of a paper written in a foreign language, a summary in Polish should also be included. If a dissertation is not in a written form, a description in Polish and English should be provided. In the cases when the doctoral thesis is an independent and separate part of a collective work, the candidate submits a declaration of their participation in the publication along with declarations of all its co-authors defining the individual meritorical contribution (not the percentage) of each of them in its creation. If a collective work has more than four co-authors, the candidate submits declarations of at least three of the remaining co-authors. A candidate is exempt from the obligation to submit the declaration in case of a co-author's death, presumed death, their lasting damage to health or the existence of other circumstances which prevent the candidate from obtaining the said declaration, documented and confirmed by the supervisor. The doctoral thesis is checked by the supervisor with the use of JSA. In addition, the supervisor submits a report from the checking to the Head of RD (via the Institute of Physics' Secretary Office), along with an opinion concerning the report.
 - confirmation of paying the fee for conducting the proceeding of awarding the PhD title. The fee is paid by the candidate, or in the case of an academic teacher or a research worker, by the university which employs them. Academic teachers and research workers employed at NCU are exempt from fees. In exceptional cases, the Rector may exempt a candidate from the duty to pay the fee or a part of it, or allow it to be paid in installments.
6. RD conducts a verification of the submitted accomplishments, taking into account the candidate's contribution and the amount of work, and in the case of multi-author publications confirms the fact of meeting the requirements in the form of a resolution.
 7. RD confirms in the form of a resolution the accomplishment of learning outcomes at level 8 PRK and the command of a modern foreign language.
 8. At the meeting of RD, a candidate prepares a presentation (of about 5 minutes) including: the topic of dissertation, thesis and the objective of the work, methods and findings, along with the resulting conclusions (5 slides). At the end of the presentation, additional slides should be included, containing the title of the dissertation and the name of supervisor (or supervisors).
 9. RD nominates 3 reviewers (who are not employed by NCU or universities, Polish Academy of Science Institute or an international institute who employs the candidate for the PhD title)

and sets up a committee of at least 11 members to analyze the doctoral thesis and allow it to be publically reviewed and accepted. The committee consists of:

- the head,
- members of RD with the title of PhD or higher,
- reviewers,
- supervisor or supervisors, and auxiliary supervisors

10. The review is submitted in a paper and digital form within two months of the date of delivery of the thesis to the reviewer.

11. After receiving the last review, the following are published in Public Information Bulletin and POLon:

- doctoral thesis which is a written work, along with its summary, or a description of a doctoral thesis which is not a written work in Polish and English,
- reviews.

12. After analyzing the doctoral thesis, the supervisor's (or supervisors') opinion and reviews, the doctoral committee issues a decision of acknowledging the doctoral thesis and allowing it to be publically reviewed and accepted. The condition for a thesis to be allowed for public review and acceptance is obtaining positive reviews from at least two reviewers. The committee also sets the date for the public review and acceptance of the doctoral thesis. The place and date of the review and acceptance of the doctoral thesis are included in the decision, which a candidate is notified about. The date of review and acceptance of the doctoral thesis cannot be set to date earlier than 30 days from the publication of the thesis and its reviews in Public Information Bulletin.

13. Public review and acceptance of the doctoral thesis takes place during an open session with members of the doctoral committee participating. The session is attended by: the supervisor (or supervisors) and at least two reviewers. During the review and acceptance:

- the supervisor introduces the candidate,
- the candidate presents the main theses of their doctoral dissertation and its findings (the presentation should not exceed 20 minutes),
- the reviewers present their reviews,
- the head of the committee opens the discussion, in which all present at the session may participate,
- then the doctoral commission, during a closed-door session makes a resolution on accepting the thesis and formulation a motion to RD to award the title of PhD in exact and natural sciences, in the discipline of physical sciences
- the doctoral committee may also formulate a motion to RD to give a distinction to the doctoral thesis. (the rules of NCU's Institute of Physics on giving distinctions to doctoral theses to be found here: <https://www.ifiz.umk.pl/nauka/stopnie-i-tytulynaukowe/>)

14. During its next session (after the public review and acceptance), RD in the course of open ballot awards the title of PhD or refuses to award it via administrative decision. Before

making a resolution the Head of RD orders a discussion. The decision to award the title of PhD is signed by the Head of RD. In justified cases, RD may give a distinction to a doctoral thesis (Decree no. 31/2019 of the Council of Discipline of Physical Sciences of Nicolaus Copernicus University in Toruń from 11 December 2019 on defining the rules of giving distinctions to doctoral theses and accomplishments which serve as a basis for awarding the title of associate professor <https://www.ifiz.umk.pl/nauka/stopnie-i-tytuly-naukowe/>).