

Procedure for Completing Education in the Doctoral School and the Procedure for Submitting the Doctoral Dissertation

Procedure for Completing Education in the Doctoral School

Education in the doctoral school concludes with the submission of the doctoral dissertation by the doctoral candidate. The doctoral dissertation may take the form of a written work, including a scientific monograph, a collection of thematically related published scientific articles, a project-based, construction, technological or implementation work, as well as an independent and distinct part of a collective work. The dissertation demonstrates the candidate's general theoretical knowledge in the discipline or disciplines and their ability to conduct independent scientific research. The subject of the doctoral dissertation must be an original solution to a scientific problem or an original application of the results of the candidate's scientific research in the economic or social sphere.

The schedule for preparing the doctoral dissertation and the deadline for its submission are specified in the candidate's Individual Research Plan (IPB).

Before submitting the doctoral dissertation, the doctoral candidate is required to meet all conditions specified in the Education Programme and the Individual Research Plan. Accordingly, the candidate must submit a substantive report for the final year of education in the doctoral school, approved and signed by the supervisor or supervisors. The report for the last year of education must be submitted no later than **21 days** before submitting the doctoral dissertation.

No later than **14 days** prior to submitting the doctoral dissertation, the doctoral candidate must inform the director of the doctoral school in writing of the planned submission date. In addition to the submission date, the information must include the dissertation title, scientific discipline, the name(s) of the supervisor(s), and a request for the issuance of a certificate confirming completion of education in the doctoral school and attainment of qualifications at level 8 of the Polish Qualifications Framework (PQF).

Procedure for Submitting the Doctoral Dissertation

The doctoral candidate uploads an electronic version of the dissertation in PDF format to the Archive of Theses and Dissertations (APD). This version must be identical to that which will, without undue delay, be forwarded to the appropriate Discipline Council. To obtain access to the APD system and upload the dissertation, the candidate must first submit the following documents to the Doctoral School office:

- a positive opinion from the supervisor (in the case of two supervisors, each prepares a separate opinion; the auxiliary supervisor does not prepare an opinion),
- a summary in English if the dissertation is written in Polish, or a summary in Polish if the dissertation is written in a foreign language,
- a description in both Polish and English if the dissertation is not a written work (e.g., artistic work, implementation project, device scheme, etc.),
- a signed statement from the doctoral candidate and a signed statement from the supervisor(s) confirming that the submitted dissertation is the candidate's original work, free of plagiarism, and identical to the version submitted to the appropriate Discipline Council,
- the report for the final year of education.

After uploading the electronic version of the dissertation to the APD, the candidate forwards the work in the system to their supervisor, who submits it to the Open Anti-Plagiarism System (JSA).

Upon submission to the Doctoral School office of the OSA report signed by the supervisor(s), the doctoral candidate completes their education in the doctoral school.

The date on which the director of the doctoral school confirms the submission of the dissertation together with all required attachments is considered the date of completion of education in the doctoral school.

After submitting the dissertation and fulfilling all requirements specified in the Education Programme, the doctoral candidate receives a certificate confirming the completion of education in the doctoral school and attainment of learning outcomes for qualifications at PQF level 8.

Further steps leading to the awarding of the doctoral degree are described in Resolution No. 89 of the Senate of Nicolaus Copernicus University of 25 June 2019 (as amended) regarding the procedure for awarding the doctoral degree at Nicolaus Copernicus University, as well as in the relevant documents prepared by the appropriate Discipline Councils.

Submitting a doctoral dissertation to the Doctoral School, as described above, is not equivalent to initiating the procedure for awarding the doctoral degree. The Scientific Discipline Council is responsible for awarding the doctoral degree in a given field. Therefore, in order to initiate the procedure leading to the awarding of the doctoral degree, a graduate of the NCU Doctoral School must submit the required documents to the appropriate NCU Scientific Discipline Council, in accordance with the provisions of the above-mentioned resolution.