

# PROCEDURE FOR COMPLETION OF THE COURSE OF STUDY AND SUBMISSION OF DOCTORAL DISSERTATIONS



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# INTRODUCTION

Pursuant to Article 204 (1) of the Higher Education and Science Law Act, a course of study pursued by a doctoral student at a doctoral school ends with the submission of the doctoral thesis. Where the Doctoral School Director has determined that the learning outcomes prescribed for a qualification at Level 8 of the Polish Qualification Framework (PRK) have been duly satisfied, the doctoral student will receive a document certifying the completion of a course of education at the Doctoral School and the achievement of learning outcomes for a qualification at Level 8 PRK.

The submission of a dissertation at the Doctoral School is not the same as the initiation of proceedings for the award of a doctoral degree. The degree is conferred in the disciplines specified in the regulation of the Ministry of Science and Higher Education of 20 September 2018 on scientific fields and disciplines and artistic disciplines (Journal of Laws of 2018, item 1818), in which the Silesian University of Technology has the appropriate authorisations. This means that a person who is a graduate of the Doctoral School, in order to initiate proceedings for the conferment of a doctoral degree, submits the relevant documents to the appropriate Scientific Discipline Board.

Send an email to the doctoral school  
requesting the preparation of a  
certificate (8 PRK)  
klaudia.gancarczyk@polsl.pl



Come to collect the documents with  
the dissertation on CD/pendrive, the  
supervisor's opinion and the statement  
(app. 6, RESOLUTION NO. 43/2023)



Submit dissertation to the Scientific  
Discipline Board



Submit your dissertation to the  
library by 14 days after your defence



# PROCEDURE FOR COMPLETION OF THE COURSE OF STUDY

1. A course of study at the Doctoral School lasts eight semesters and ends with the submission of a doctoral dissertation subject to the deadline set out in the Individual Research Plan and the achievement of learning outcomes for a qualification at Level 8 PRK.
2. It is possible to complete a course of study before the established deadline, provided the doctoral student has successfully completed the Programme of Study and achieved all required learning outcomes.
3. The timeline for preparation of a doctoral dissertation as well as the deadline for submission shall be set out in the doctoral student's Individual Research Plan.
4. The prerequisite for completing the training is the successful completion of all subjects.

# SUBMISSION OF DOCTORAL DISSERTATION

1. The doctoral student submits their doctoral dissertation saved as a PDF file on electronic medium with then Doctoral School Director. The doctoral student shall enclose the following with the doctoral dissertation:

- the opinion of the supervisor(s).
- the candidate's statement on the originality of the dissertation - Appendix No. 6 of Resolution No. 43/2023.

2. The date on which the Doctoral School Director confirms the submission of the dissertation together with all required auxiliary documents is the date on which the course of education at the Doctoral School is officially concluded.

3. Submit dissertation to the Scientific Discipline Board + appendices.

4. Submit your dissertation to the library by 14 days after your defence.

# EARLY SUBMISSION OF THE DOCTORAL DISSERTATION

Doctoral students who have successfully achieved all learning outcomes, satisfied the requirements prescribed in Programme of Study adopted by the Doctoral School and met the objectives set out in the Individual Research Plan may submit their doctoral dissertations earlier than originally planned. If a doctoral dissertation is submitted in the course of a semester in which doctoral seminar is provided, the student will be awarded a credit for the seminar in progress on the basis of the submitted dissertation. On submitting the doctoral dissertation the student officially completes the course of study and thus loses their status as a doctoral student.

**IMPORTANT NOTICE!** Doctoral students who have submitted their dissertations earlier than the expected graduation date stated in the Programme of Study will keep receiving their doctoral scholarship until the date of graduation or for a period of six months, whichever is sooner.



# LATE SUBMISSION OF THE DOCTORAL DISSERTATION.

The deadline for submission of the doctoral dissertation may be extended by a maximum of two years, subject to conditions set out in the Doctoral School Study Regulations. To apply for the extension, the doctoral student must submit to Doctoral School Director a request for the extension of the submission deadline together with an updated version of the Individual Research Plan, indicating any planned activity to take place over and supervisor opinion. The new deadline must be approved by the Doctoral School Director.

**IMPORTANT NOTICE!** On the expiry of the four-year period the doctoral student will no longer be eligible for the doctoral scholarship. Therefore, no doctoral scholarship will be paid during the extension period. However, the doctoral student will retain their student status throughout.



# GUIDELINES

Submit your  
dissertation  
by 30.09

Request for  
extension  
submit to  
30.06

Remember to  
check your  
grades in  
USOS regularly

Useful  
appendices:  
<https://www.polsl.pl/rjo15-sd/obrona/>

For enquiries,  
please contact:  
RJO15-SD@polsl.pl  
klaudia.gancarczyk@polsl.pl

Will your email  
account expire  
by the defence?  
Contact  
sylwia.ibowicz@polsl.pl

Waiting time  
for the 8 PRK  
certificate- up  
to 7 working  
days

Have you ever  
change  
supervisor or  
topic? Make sure  
you have a  
decision.

Remember that  
an extension is  
possible only if:  
RESOLUTION NO.  
29/2022 VIII §27

# GUIDELINES

The waiting time for a defense date is usually 6 months.

Your email (POLSL) will expire after defense - you will not be able to use it.

The scholarship is paid for 48 months of education.

Requests to change the topic must be submitted no later than June 30

The defense of double doctorates is regulated by agreements.

After September 30, you no longer receive an accommodation grant.

The Discipline Council consists of:

1. Request to initiate proceedings, Annex No. 1 to the Regulations regarding the awarding of a doctoral degree (Appendix to the resolution of the Senate of the University of Silesia No. 43/2023 of September 25, 2023).
2. Doctoral dissertation in 5 hardcover copies
3. A CD or pendrive with the work in PDF and summaries in Polish and English in separate files.
4. Summary in Polish and English.
5. An extended summary of the doctoral dissertation in Polish if the doctoral thesis is written in English.
6. If the doctoral dissertation is a collection of published and thematically related articles or scientific monographs, or if the doctoral dissertation is not a written work, an extended summary of min. 10 pages, in Polish and English, containing in particular: scope, objectives and theses of the dissertation, description of the subject of research, main results and conclusions, the most important diagrams, drawings, charts, tables, references to the main publications and patents of the author, summary of own contribution
7. A positive opinion of the supervisor or supervisors on the doctoral dissertation, in particular emphasizing its originality,
8. Originals or certified photocopies of documents certifying the fulfillment of the criteria referred to in § 2 section 2 points 1, (Master's diploma)
9. List of scientific achievements, in accordance with the form constituting Annex No. 3 to these Regulations.
10. Biography,.

11. Declaration of incurring costs for conducting the degree awarding procedure, the template of which is attached as Annex 4 to these Regulations - does not apply to persons referred to in § 16 section 1, (does not apply to doctoral students from the Doctoral School)
12. Declaration of previous doctoral proceedings/degree awarding proceedings, the template of which is attached as Annex No. 5 to the Regulations,
13. the candidate's declaration on the originality of the doctoral dissertation, a template of which is attached as Annex No. 6 to the Regulations,
14. Original or certified photocopy of the certificate or diploma of completion of studies, confirming knowledge of a modern foreign language at least B2 level, (certificates in accordance with the list in Annex 7 to the Regulations)
15. Statement of the individual percentage and substantive contribution of all co-authors in the creation of collective work referred to in § 2 section 4, (In the case of multi-authored publications, the candidate attaches to the application for initiating the procedure for awarding the degree a statement on the individual percentage and substantive contribution of all co-authors to the creation of the collective work. If, for reasons beyond the candidate's control, it is not possible to obtain statements from the co-authors, the candidate attaches a statement from one of the mentioned persons. : editor of the work, first author, corresponding author, project manager or team chairman.)

16. In the case of the candidate referred to in § 2 section 1 point 1 (started doctoral studies before the academic year 2019/2020), an additional certificate of successful completion of classes resulting from the educational program as part of doctoral studies is attached, and in the case of the candidate referred to in § 2 section 1 point 2 (doctoral student from the Doctoral School) – certificate of completion of education at the Doctoral School,
17. In the case of a candidate who submitted a doctoral dissertation prepared as part of school educationdoctoral dissertation conducted by the Silesian University of Technology, a declaration of compliance of the submitted dissertationdoctoral dissertation, the template of which is Annex 6 to the Regulations,
18. Declaration of criminal liability, the template of which is Annex 6 to the Regulations,
19. Required permits, consents or positive opinions to conduct research.
20. The Rector's decision to appoint a supervisor and the topic of the doctoral dissertation.