Order No. 1/2020/SDNS

of the Director of the Doctoral School in the Social Sciences of the Jagiellonian University

of 25 August 2020

**regarding: Regulations of the doctoral committee in doctoral programmes of the Doctoral School in the Social Sciences of the Jagiellonian University**

Pursuant to § 2 (1) and § 4 (1) (6) and (9) of the Ordinance No. 10 of the Rector of the Jagiellonian University of 14 February 2019 on the establishment of doctoral schools at the Jagiellonian University and §7 of the Regulations of the Doctoral School in the Social Sciences , I order as follows:

**§1 [Scope].**

The Regulations specify the detailed organisation and functioning of the doctoral committee appointed in doctoral programmes of the Doctoral School in the Social Sciences at the Jagiellonian University pursuant to §7 of the Regulations of the Doctoral School in the Social Sciences at the Jagiellonian University.

**§ 2 [Chair].**

1. The doctoral committee is appointed by the Director of the Doctoral School in the Social Sciences pursuant to §7 (2) of the Regulations of the Doctoral School in the Social Sciences. The chair of the doctoral committee is the supervisor.

2. If the doctoral committee consists of two supervisors, the chair of the doctoral committee shall be indicated by the head of the programme.

3. The chair shall in particular:

1) Call a meeting of the committee.

2) Summon the PhD student to attend the doctoral committee meeting.

3) Request the director of the Doctoral School in the Social Sciences at the Jagiellonian University to dismiss a member of the doctoral committee who is not an assistant supervisor.

**§ 3 [Doctoral committee meeting]**

1) The doctoral committee shall hold a meeting in its full composition. The absence of the assistant supervisor does not prevent the meeting from taking place.

2) At the request of the chair or a member of the doctoral committee, a PhD student may attend a doctoral committee meeting.

3) A doctoral committee meeting shall be held at least once per academic year.

4) The date and place of a doctoral committee meeting shall be determined by the chair, who shall inform the members of the committee about it in good time. A doctoral committee meeting shall take place at the Jagiellonian University in Kraków, unless the doctoral committee unanimously decides otherwise.

5) Participation in a doctoral committee meeting may take place remotely by means of electronic communication.

6) The doctoral committee shall hold a meeting in order to adopt the resolution referred to in §5.

7) The committee adopts the resolution by majority vote. A voter may not abstain from voting. In the event of an equal number of votes, the chair's vote shall be decisive. Any voter may present a dissenting opinion. The assistant promoter shall not take part in the voting.

8) Minutes of each meeting shall be drawn up.

**§ 4 [Support of the PhD student]**

1) The doctoral committee shall provide substantive support to the PhD student in the form of consultation.

2) Support provided by members of the doctoral committee may take the form of individual consultations. The PhD student shall keep the supervisor informed of individual consultations given by members of the doctoral committee.

3) Consultations by the doctoral committee should in no way affect the status of the doctoral supervisor and the powers vested in them.

**§ 5 [Evaluation of a PhD student's progress]**

1) The doctoral committee shall conduct the first periodic assessment of the PhD student's implementation of the study programme within two weeks of the submission of the PhD student's annual report to the chair by the head of the programme. The doctoral committee shall adopt a resolution to issue an assessment on the form constituting Appendix No. 1 to these Regulations. The chair shall immediately forward the resolution to the head of the programme.

2) The doctoral committee shall give its opinion on the individual research plan submitted by the PhD student for approval to the head of the programme within two weeks of its submission to the chair by the head of the programme. The doctoral committee shall adopt a resolution to issue an opinion on the form constituting Appendix No. 2 to these Regulations. The chair shall immediately forward the resolution to the head of the programme.

3) The doctoral committee shall conduct a periodic assessment of the implementation of the individual research plan by the PhD student within two weeks of the submission of the annual report of the PhD student to the chair by the head of the programme. The doctoral committee shall adopt a resolution to issue an assessment on the form constituting Appendix No. 3 to these Regulations. The chair shall immediately forward the resolution to the head of the programme.

4) The doctoral committee shall give its opinion on the application for an extension of the deadline for the submission of the doctoral dissertation submitted by the PhD student to the Director of SDNS UJ within two weeks of its submission to the chair by the director of SDNS UJ. The doctoral committee shall adopt a resolution to issue an opinion on the form constituting Appendix No. 2 to these Regulations. The chair of the committee shall immediately forward the resolution to the Director of SDNS UJ.

**§ 6 [Dismissal of a doctoral committee member]**

1. The director of the Doctoral School in the Social Sciences may dismiss a member of the doctoral committee for important reasons. The dismissal takes place at the request of the chair or the PhD student with the opinion of the head of the doctoral programme.

2. The director of the Doctoral School in the Social Sciences may dismiss the doctoral committee for important reasons at the request of the Chair, a PhD student or any of the other members of the committee after an opinion is provided by the head of the doctoral programme.

**APPENDICES:**

Appendix No. 1

Appendix No. 2

Appendix No. 3

Appendix No. 4

Appendix No. 1

To the Regulations of the doctoral committee

**Resolution of the doctoral committee of ..............**

**assessing the implementation of the study programme in the first year**

**at the Doctoral School in the Social Sciences of the Jagiellonian University**

**by Ms/Mr.............................................................**

Acting pursuant to § 8(5) of the Regulations of the Doctoral School in the Social Sciences of the Jagiellonian University, the doctoral committee appointed for Ms/Mr............................................................. consisting of:

1. ............................................................. - chair of the committee

2. ............................................................. - member of the committee

3. ............................................................. - member of the committee

4. ............................................................. - member of the committee

having read the report by Ms/Mr ....................................................................... on the implementation of the study programme in the first year of studies at the Doctoral School in the Social Sciences of the Jagiellonian University and after discussion at the meeting held on .............. with / without[[1]](#footnote-1) the participation of Ms/Mr....................................

**decides**

toexpress a positive / negative \* assessment of the implementation by Ms/Mr ........................................................... of the study programme in the first year of studies at the Doctoral School in the Social Sciences of the Jagiellonian University.

This resolution was adopted unanimously / by majority vote \*.

Justification of the doctoral committee's assessment:

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Signatures

Chair of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Dissenting opinion

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Signature ………….………………………………………………………………………………….

Appendix No. 2

To the Regulations of the doctoral committee

**Resolution of the doctoral committee of ..............**

**expressing the opinion about individual research plan**

**of Ms/Mr.............................................................**

Acting pursuant to § 8(3) of the Regulations of the Doctoral School in the Social Sciences of the Jagiellonian University, the doctoral committee appointed for Ms/Mr............................................................. consisting of:

1. ............................................................. - chair of the committee

2. ............................................................. - member of the committee

3. ............................................................. - member of the committee

4. ............................................................. - member of the committee

having considered the individual research plan of Ms/Mr ............................................................................................ submitted for opinion and after discussion at the meeting on .............. with / without the participation[[2]](#footnote-2) of Ms/Mr.......................................

**decides**

to express a positive / negative \* opinion on the individual research plan of Ms/Mr...........................................................

This resolution was adopted unanimously / by majority vote \*.

Justification of the doctoral committee's opinion:

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Signatures

Chair of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Dissenting opinion

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Signature ………….………………………………………………………………………………….

Appendix No. 3

To the Regulations of the doctoral committee

**Resolution of the doctoral committee of ..............**

**expressing the periodic assessment of the implementation of the individual research plan**

**by Ms/Mr.............................................................**

**at the Doctoral School in the Social Sciences of the Jagiellonian University**

Acting pursuant to § 8(5) of the Regulations of the Doctoral School in the Social Sciences of the Jagiellonian University, the doctoral committee appointed for Ms/Mr............................................................. consisting of:

1. ............................................................. - chair of the committee

2. ............................................................. - member of the committee

3. ............................................................. - member of the committee

4. ............................................................. - member of the committee

having read the report by Ms/Mr ....................................................................... on the periodic implementation of the individual research plan at the Doctoral School in the Social Sciences of the Jagiellonian University and after discussion at the meeting held on .............. with / without[[3]](#footnote-3) the participation of Ms/Mr....................................

**decides**

toexpress a positive / negative \* periodic assessment of the implementation of the individual research plan by Ms/Mr ........................................................... at the Doctoral School in the Social Sciences of the Jagiellonian University.

This resolution was adopted unanimously / by majority vote \*.

Justification of the doctoral committee's assessment:

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Signatures

Chair of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Dissenting opinion

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Signature ………….………………………………………………………………………………….

Appendix No. 4

To the Regulations of the doctoral committee

**Resolution of the doctoral committee of ..............**

**expressing the opinion regarding Ms/Mr.............................................................’s application for an extension of the deadline for submission of the doctoral dissertation**

Acting pursuant to § 11(4) of the Regulations of the Doctoral School in the Social Sciences of the Jagiellonian University, the doctoral committee appointed for Ms/Mr............................................................. consisting of:

1. ............................................................. - chair of the committee

2. ............................................................. - member of the committee

3. ............................................................. - member of the committee

4. ............................................................. - member of the committee

having read the application of Ms/Mr ....................................................................... for an extension of the deadline for submission of the doctoral dissertation submitted for opinion and after discussion at the meeting held on .............. with / without[[4]](#footnote-4) the participation of Ms/Mr....................................

**decides**

toexpress a positive / negative \* opinion regarding Ms/Mr ...........................................................’s application for an extension of the deadline for submission of the doctoral dissertation.

This resolution was adopted unanimously / by majority vote \*.

Justification of the doctoral committee's opinion:

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Signatures

Chair of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Member of the committee ………………………………………………………………………………….

Dissenting opinion

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Signature ………….………………………………………………………………………………….

1. \* Delete as appropriate [↑](#footnote-ref-1)
2. Delete as appropriate [↑](#footnote-ref-2)
3. Delete as appropriate [↑](#footnote-ref-3)
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