**Communication No. 1/2023**

**of the Director of the DSSS at the JU**

**on procedures related to the completion of education at the Doctoral School**

**dated: June 22, 2023**

In light of:

• The Act of 20 July, 2018 on Higher Education and Science (hereinafter referred to as "the Act");

• Resolution No. 51/V/2023 of the JU Senate dated 31st May, 2023 on the procedure for granting academic degrees at the Jagiellonian University (hereinafter referred to as "the procedure for granting academic degrees");

• Order No. 155 of the JU Rector, dated 28th December, 2020 concerning the electronic archiving of doctoral theses at the Jagiellonian University (hereinafter referred to as "Order No. 155 of the JU Rector");

• Instruction for PhD students regarding the submission of their dissertations to the Archive of Diploma Theses at the Jagiellonian University (hereinafter referred to as "Instruction for AP for PhD Students");

• Instruction for supervisors of doctoral theses regarding the acceptance of dissertations in the Archive of Diploma Theses at the Jagiellonian University (hereinafter referred to as "Instruction for AP for Supervisors");

I hereby introduce the following procedures for the completion of education at the DSSS:

**§1 Submission of data and sending basic information on doctoral thesis**

1. A PhD student studying at the Doctoral School (hereinafter referred to as "the PhD Student") shall submit the data of the thesis to the DSSS JU Office, either from the uj.edu.pl domain email address or by submitting a signed paper copy of the "Doctoral thesis data" (Annex No. 1 to "Order No. 155 of the JU Rector "). As the PhD Student is obliged to enter the thesis into the University IT system no later than 7 days prior to the thesis submission deadline specified in the Individual Research Plan, the doctoral thesis data should be submitted to the DSSS Office at least 10 days before the thesis submission deadline specified in the Individual Research Plan.

2. Simultaneously, the PhD Student shall email the same information, included in the doctoral thesis data in an editable version to the DSSS Office at sdns@uj.edu.pl. The submission of data in an electronic form aims to avoid manual transcription errors by the administrative staff when entering the data into the USOS system, particularly in the title of the doctoral thesis.

**§2 Completion of data and submission of the dissertation to the Archive of Theses (AP)**

1. Upon receiving confirmation via email from the DSSS Office or the AP system regarding the inclusion of information from doctoral thesis data into USOS, the PhD Student independently enters the doctoral thesis into the AP system (https://www.ap.uj.edu.pl/), following the "Instruction for AP for PhD Students."

2. The PhD Students must complete all stages specified in the Instruction until the thesis is submitted for approval by the Supervisor, which simultaneously involves sending it to the Unified Anti-Plagiarism System. The PhD Student is required to print the copyright statement generated in the AP. The statement becomes available only after the thesis has been submitted for the Supervisor's approval.

**§3 Actions taken by the Supervisor**

1. After the Supervisor has accepted the anti-plagiarism report, they provide their opinion on the doctoral thesis in the AP system, following the "Instruction for AP for Supervisors."

2.The Supervisor delivers the approved anti-plagiarism report and opinion on the doctoral thesis to the PhD Student in a printed and signed format, in duplicate.

**§4 Receipt of the completion of education certificate**

1. The PhD Student submits one copy of the approved anti-plagiarism report and opinion on the doctoral thesis received from the Supervisor to the DSSS Office for archiving in their personal file.

2. The Director of DSSS, in cooperation with the DSSS Office, prepares the certificate of completion of education, which is then, after signing, handed over to the PhD Student. This document is issued in duplicate. One copy, confirming receipt by the PhD Student, is archived in their personal file.

3. If the doctoral thesis is submitted before the completion deadline, specified in the education programme, the PhD Student will have an "active" status in the USOS system until the last day of the month, in which they are entitled to receive a scholarship, in accordance with separate regulations.

**§5 Other actions undertaken by the DSSS office**

1. Receiving the certificate of completion of education is the final action assigned for implementation within and by the Doctoral School.

2. Upon receiving the decision of the Discipline Council on the granting or denial of a doctoral degree, the DSSS Office archives it in the personal file.

3. Further actions and a list of documents required to be submitted by the PhD Student are described in §4 of the "Procedure for granting academic degrees," and the coordination of the doctoral procedure is the responsibility of the Discipline Council.

Director