

**Resolution No. 107/2023**  
**of the Senate of Jan Kochanowski University in Kielce**  
**dated September 28, 2023**

amending Resolution No. 5/2021 of the Senate of Jan Kochanowski University in Kielce dated January 28, 2021, regarding the introduction of Regulations defining the principles and procedures for awarding the doctoral degree in a discipline

Pursuant to Article 192(2) of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742 as amended) and § 47(1)(22) of the Statute of Jan Kochanowski University in Kielce, it is resolved as follows

§ 1

In the Regulations defining the principles and procedures for awarding the doctoral degree in a discipline at Jan Kochanowski University in Kielce (hereinafter referred to as the Regulations), which constitute an annex to Resolution No. 5/2021 of the Senate of Jan Kochanowski University in Kielce dated January 28, 2021, regarding the introduction of the Regulations defining the principles and procedures for awarding the doctoral degree in a discipline, amended by Resolution No. 12/2022 of the Senate of Jan Kochanowski University in Kielce dated February 24, 2022, and Resolution No. 111/2022 of the Senate of Jan Kochanowski University in Kielce dated October 27, 2022, it is hereby resolved as follows:

1. Section 1, point 5 is amended to read as follows:

"5) Act – shall mean the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended);"

2. Section 2, paragraph 6 is amended to read as follows:

"6. The Scientific Council adopts resolutions, as referred to in these Regulations, by a simple majority of votes, in a secret ballot, with at least half of the members entitled to vote being present. The members of the Scientific Council entitled to vote are those who are professors or university professors, subject to paragraph 7."

3. Section 2 is supplemented by adding paragraph 7, which reads as follows:

"7. The supervisor or supervisors, or the supervisor and auxiliary supervisor, do not participate in the voting on resolutions adopted in the procedure for awarding the doctoral degree, referred to in § 7 paragraph 6."

1) Section 3, paragraph 1, point 2 is amended to read as follows:

"2) has achieved the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PRK), with the learning outcomes in the area of knowledge of a modern foreign language confirmed in the manner specified in the Act;"

Section 5 is amended to read as follows:

## 5 [Scientific Supervision]

1. Scientific supervision over the preparation of the doctoral thesis is carried out by the supervisor or supervisors, or the supervisor and assistant supervisor.
2. The role of supervisor, with exceptions provided for in the Act, may be held by a person holding a post-doctoral degree or the title of professor, and the role of assistant supervisor may be held by a person holding at least a doctoral degree.
3. The role of supervisor may be held by a person without a post-doctoral degree or the title of professor, who is an employee of a foreign university or scientific institution, if the competent Scientific Council recognizes that they have significant achievements in the issues related to the doctoral thesis.
4. The appointment of persons to provide scientific supervision over the preparation of the doctoral thesis shall be made by the Scientific Council adopting a resolution on the appointment of the supervisor or supervisors, or the supervisor and assistant supervisor, to the person applying for the doctoral degree. The application is submitted to the Chairperson of the Scientific Council:
  1. by the Director of the Doctoral School – in the case of doctoral candidates, or
  2. by the Candidate.
5. The condition for appointing a person to the function of supervisor, as referred to in paragraph 3, is the recognition by the Scientific Council of the person's significant achievements in scientific issues related to the doctoral thesis. In such a case, the resolution of the Scientific Council contains a justification indicating the significant scientific achievements of the person appointed to the function of supervisor.
6. The Scientific Council may appoint more than one supervisor to provide scientific supervision over the preparation of the doctoral thesis in cases where the scientific or artistic issues addressed in the doctoral thesis extend beyond the discipline in which the person applying for the doctoral degree is preparing their doctoral thesis or in cases referred to in § 2(5).
7. The Scientific Council may appoint an assistant supervisor to provide scientific supervision over the preparation of the doctoral thesis, specifying the scope of necessary research to be conducted with their involvement.
8. The supervisor or supervisors are appointed upon submission of a declaration, enclosed as Annex 1a to this Regulation:
  1. in the case of a Candidate within 60 days from the date of submitting the application;
  2. in the case of doctoral candidates in accordance with the Doctoral School Regulations.  
The Chairperson of the Scientific Council promptly informs the Director of the Doctoral School about the persons appointed to provide scientific supervision.
9. Duties of the supervisor:
  1. Provides direct scientific supervision over the person applying for the doctoral degree.
  2. Conducts an annual assessment of the scientific or artistic progress of the person applying for the doctoral degree.
  3. Provides consultations and assesses the scientific or artistic progress of the person applying for the doctoral degree.
  4. Supports the person applying for the doctoral degree in research or artistic work.
  5. Assists the person applying for the doctoral degree in preparing project proposals.
  6. Monitors progress in the preparation of the doctoral thesis or artistic work.
  7. Checks the doctoral thesis, which is a written work, using the Unified Anti-Plagiarism System referred to in Article 351(1) of the Act, before its acceptance.
  8. Supervises the completion of learning outcomes indicated by the Candidate Assessment Committee as necessary for the Candidate to obtain level 8 in the Polish Qualifications Framework.
  9. Performs other duties arising from the Doctoral School Regulations or the Regulations

for Doctoral Studies.

10. Duties of the assistant supervisor:

1. Provides assistance in the planning and implementation of research within the scope determined by the supervisor.
2. Performs other duties arising from the Doctoral School Regulations or the Regulations for Doctoral Studies.

11. One person may serve as either supervisor or assistant supervisor for no more than four Candidates.

12. The number of doctoral candidates for whom one person serves as supervisor or assistant supervisor is determined by the Doctoral School Regulations.

13. In case of non-fulfillment of the duties by the supervisor, as referred to in paragraph 9, the person applying for the doctoral degree may request a change of supervisor. A request for a change of supervisor requires justification. The application is submitted:

1. by doctoral candidates to the Director of the Doctoral School;
2. by Participants in doctoral studies and Candidates to the Chairperson of the Scientific Council.

14. The supervisor may request, including at the request of the person applying for the doctoral degree, respectively – to the Director of the Doctoral School or the Chairperson of the Scientific Council – a change of assistant supervisor in case of non-fulfillment of their duties, as referred to in paragraph 10.

15. The change of supervisor or assistant supervisor is made by adopting a resolution by the Scientific Council regarding the change of supervisor or assistant supervisor.

16. In case the Candidate fails to submit an application to initiate proceedings for the award of the doctoral degree within six years from the date of appointment of the supervisor, the Scientific Council adopts a resolution to revoke the persons appointed to provide scientific supervision over the preparation of the doctoral thesis. The resolution requires justification.

## **§ 6 [Reviews and Reviewers]**

1. The reviewer of the doctoral thesis may be a person holding the title of professor or the post-doctoral degree who is not an employee of the University, as well as an employee of a university, institute of the Polish Academy of Sciences (PAN), research institute, international institute, Łukasiewicz Center, or Łukasiewicz Network institute, where the person applying for the doctoral degree is employed.
2. The reviewer of the doctoral thesis may be a person without a post-doctoral degree or the title of professor who is an employee of a foreign university or scientific institution if the competent Scientific Council recognizes that they have significant achievements in the issues related to the doctoral thesis.
3. The condition for appointing a person to the function of reviewer, as referred to in paragraph 2, is the recognition by the Scientific Council of the person's significant achievements in scientific issues related to the doctoral thesis. In such a case, the resolution of the Scientific Council contains a justification indicating the significant scientific achievements of the person appointed to the function of reviewer.
4. The reviewer cannot be a person about whom there are reasonable doubts regarding their impartiality, especially if they have collaborated on research projects or have a joint publication record with the person applying for the doctoral degree.
5. The reviewer prepares the review of the doctoral thesis within 2 months from the date of its delivery.
6. The review may contain suggestions for supplementing or improving the doctoral thesis, which are communicated to the person applying for the doctoral degree by the Chairperson of the Scientific Council. Reviewers present to the Scientific Council the review of the supplemented or improved doctoral thesis within one month from the date of receiving the request for its preparation.
7. The Chairperson of the Scientific Council may request the reviewer to supplement the review if the received review:
  1. contains a suggestion from the reviewer to improve the thesis without specifying how it should be improved;
  2. does not contain conclusions;
  3. contains other formal deficiencies.
8. The conditions for payment of the reviewer's remuneration are determined by the contract for the preparation of the review. The template of the contract is specified by separate regulations.

## **§ 7**

### **§ 7 [Doctoral Candidates]**

1. Proceedings for the award of a doctoral degree are initiated upon the request of the doctoral candidate, as attached in Appendix No. 1b to the Regulations.
2. Along with the request referred to in paragraph 1, the doctoral candidate submits:
  1. the doctoral thesis - in 5 copies (including 1 in soft cover, printed on both sides), along with an abstract or description of the thesis if it is not a written work (according to the rules specified in § 4 para. 4-5), as well as their electronic versions saved on an electronic data carrier in PDF format;
  2. the opinion of the supervisor(s) or supervisor and assistant supervisor;
  3. a certificate of completion of education at the doctoral school, the template of which is provided in Appendix No. 2 to the Regulations, issued after meeting the conditions specified in the doctoral school regulations;
  4. a certificate or diploma confirming proficiency in a modern foreign language at the B2 level;
  5. documents confirming scientific achievements as referred to in § 3;
  6. in the case of co-authorship in publications as referred to in § 3 para. 1 point 3 letters a and b, or in an artistic work as referred to in § 3 para. 1 point 3 letter c - declarations specifying the individual contribution to their creation, in percentage and descriptive form. The template for the declaration is provided in Appendix No. 3 to the Regulations;
  7. Report from the Uniform Anti-Plagiarism System.
3. In the absence of submission of a certificate or diploma, the doctoral candidate submits an exam

confirming proficiency in the language under the rules specified in the Act.

4. The request referred to in paragraph 1, along with the attachments, is submitted to the Chairperson of the relevant Scientific Council.
  5. Upon receipt of the application, the Chairperson of the Scientific Council conducts a formal evaluation of the submitted application with attachments, and in case of deficiencies, summons the applicant to remedy them within a specified period, not shorter than 7 days, with a warning that failure to remedy these deficiencies will result in refusal to initiate proceedings.
  6. After verifying the fulfilment of the requirements by the doctoral candidate as referred to in § 3, the Scientific Council adopts resolutions regarding:
    1. acceptance of the application to initiate proceedings for the award of a doctoral degree;
    2. appointment of reviewers of the doctoral thesis in proceedings for the award of a doctoral degree, in accordance with the rules specified in § 6 para. 1-4;
    3. allowing the defence of the doctoral thesis;
    4. appointment of the Doctoral Committee, as specified in para. 14;
    5. acceptance of the defence of the doctoral thesis;
    6. awarding the doctoral degree;
    7. distinction of the doctoral thesis, upon the request of at least two reviewers, included in the review or raised during the defence of the doctoral thesis.
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1. Failure to accept the request to initiate proceedings for awarding the doctoral degree is equivalent to refusal to initiate the proceedings. In the event of refusal to initiate the proceedings, the Chairperson of the Scientific Council signs the relevant decision, which includes justification and information about the right to appeal to the Scientific Council.
  2. In cases where at least one review contains a suggestion from the reviewer to improve the thesis, the Chairperson of the Scientific Council calls upon the doctoral candidate to submit a corrected thesis within the deadline specified in the notification.
  3. The Scientific Council adopts a resolution on admitting the doctoral candidate to defend the doctoral thesis if at least two of the reviews are positive. Immediately after adopting the resolution, the Chairperson of the Scientific Council signs the relevant decision. In the event of a decision to refuse admission to the defense of the doctoral thesis, the decision includes justification and information about the right to appeal to the Scientific Council.
  4. The Chairperson of the Scientific Council publishes in the Public Information Bulletin (BIP):
    1. no later than 30 days before the scheduled date of the defense of the doctoral thesis, the doctoral thesis as a written work along with its abstract or description, and the reviews;
    2. no later than 10 days before the scheduled date of the defense of the doctoral thesis - information about the date, place, and method of its conduct.
  5. In the case of a doctoral thesis whose subject matter is covered by legally protected secrecy, only the reviews are made available, excluding the content covered by such secrecy.
  6. The documents referred to in para. 10 are published in the POL-on system immediately after their publication.
  7. The defense of the doctoral thesis may be conducted during a meeting of the Scientific Council or the Doctoral Committee as referred to in para. 14, with the participation of the supervisor or supervisors and at least two reviewers. The agreement referred to in § 2 para. 5 may specify a different requirement for the presence of supervisors and reviewers. Meetings may be held remotely in special cases, based on separate regulations.
  8. The Scientific Council may appoint a Doctoral Committee to conduct the defense of the doctoral thesis.
    1. The Doctoral Committee is appointed separately for each proceedings for awarding the doctoral degree, specifying the persons holding the positions of chairperson and secretary. The Doctoral Committee consists of: a) chairperson - a member of the Scientific Council representing the discipline covering the scientific issues of the doctoral thesis, holding at least a post-doctoral degree, b) reviewers, c) at least five members of the Doctoral Committee, representing the given discipline/disciplines of science/art, covering the scientific issues of the doctoral thesis, holding at least a post-doctoral degree;
    2. In cases justified by the scope and subject matter of the doctoral thesis, the Scientific Council may appoint no more than two persons representing a discipline/disciplines other than that in which the proceedings for awarding the doctoral degree are conducted;

3. The Doctoral Committee adopts resolutions by a simple majority of votes in the presence of at least half of the members in a secret ballot;
15. The framework of the defense of the doctoral thesis includes the following stages:
  1. open part: a) establishing the quorum, b) presentation of the academic profile of the doctoral candidate by the supervisor, c) presentation of the main assumptions of the doctoral thesis by the doctoral candidate, d) presentation of the reviewers' opinions, e) opening the discussion with the possibility of asking questions by the participants of the defense, f) giving answers by the doctoral candidate, g) closing the discussion and the open part by the chairperson;
  2. closed part: a) discussion on the defense and conducting the vote on accepting the defense, b) counting of votes by the secretary and informing the chairperson of the vote result, c) adoption of a resolution on accepting the defense of the doctoral thesis, d) subjecting the proposal to award a distinction to the doctoral thesis to a vote, in case it is submitted by at least two reviewers;
  3. announcement of the voting results on accepting the defense by the chairperson.
16. Based on the resolution of the Doctoral Committee regarding the acceptance of the defense of the doctoral thesis, the Scientific Council issues a resolution on awarding the doctoral degree. In cases where no Doctoral Committee was appointed in a particular proceedings, the defense is conducted before the Scientific Council, which adopts resolutions regarding the acceptance of the defense of the doctoral thesis and the award of the doctoral degree.
17. Immediately after adopting a resolution by the Scientific Council regarding the award of the doctoral degree, the Chairperson of the Scientific Council signs the relevant decision. In the event of a decision to refuse the award of the doctoral degree, it must contain justification and information about the right to appeal to the Scientific Council.
18. In the event of an appeal against the decision, the Chairperson of the Scientific Council forwards the appeal to the Scientific Council along with the opinion of the Scientific Council and the case files within 3 months from the date of filing the appeal.

**§ 8 para. 1 point 4) reads as follows:**

"4) together with the doctoral thesis, the Participant of doctoral studies submits the documents listed in § 7 para. 2, with the following changes: a) instead of the certificate of completion of education in the Doctoral School - a certificate of completion of doctoral studies, the template of which is provided in Appendix No. 5 to the Regulations, b) certification of proficiency in a modern foreign language is done by submitting a document listed in the list provided in the annex referred to in § 11 para. 1 point 2 of the regulation, or by taking an exam. The exam is conducted in accordance with the requirements specified in the regulation, c) a declaration of independent preparation of the thesis and information on the processing of personal data, the template of which is provided in Appendix No. 5a to the Regulations."

**§ 9 para. 1 point 3) reads as follows:**

"3) The Scientific Council appoints a Committee for the Evaluation of Candidates intending to prepare a doctoral thesis in the external mode, indicating the persons serving as the chairperson and secretary, a) the Committee for the Evaluation of Candidates, consisting of at least three persons, includes:

- the chairperson - a member of the Scientific Council representing the discipline in which the Candidate intends to prepare the doctoral thesis, holding at least a post-doctoral degree,
- two members - members of the Scientific Council representing the specific discipline in which the Candidate intends to prepare the doctoral thesis, holding at least a post-doctoral degree,
- in cases justified by the scope and subject matter of the doctoral thesis, the Scientific Council may appoint as a member of the Committee no more than one person representing a discipline other than that in which the procedure for awarding the doctoral degree is conducted, b) the tasks of the Committee for the Evaluation of Candidates include in particular:
  - evaluation of the Candidate's application and achievements,
  - informing the Candidate about the date and place of the qualification interview,
  - conducting a qualification interview with the Candidate,
  - determining the need to supplement learning outcomes for qualification at level 8 of the Polish Qualifications Framework (PRK),
  - preparing an opinion on the Candidate based on the assessment of the application submitted by the Candidate, attached documents, and the qualification interview with the Candidate. The Committee's opinion includes the results of verifying the Candidate's possession of learning

outcomes at level 8 of the PRK and the conditions for their supplementation based on Appendix No. 9 to the Regulations,

- in the event of a positive opinion issued by the Committee - recommending the person or persons to serve as the promoter or promoters, or promoter and assistant promoter,
- in case there are grounds for appointing an assistant promoter, the Committee should indicate the scope necessary for conducting research with his/her participation;
- immediate submission of the opinion to the Chairperson of the Scientific Council;"

**§ 9 para. 1 point 4) reads as follows:**

"4) The Scientific Council adopts a resolution regarding the appointment of a promoter or promoters, or a promoter and assistant promoter, based on the opinion of the Committee for the Evaluation of Candidates, subject to § 5 para. 6 and 7. In case of refusal to appoint a promoter or promoters, or a promoter and assistant promoter, the resolution of the Scientific Council shall include justification indicating the reason for the refusal;"

1. In § 10, subsection 10 is added with the following wording:

"10. Doctoral students and candidates have the right to use the research and information technology infrastructure of the University in accordance with the rules specified in the Regulations for the Use of Research Infrastructure of UJK."

2. In § 11, subsection 3 receives the following wording:

"3. Doctoral procedures initiated by April 30, 2019, not concluded by the date specified in Article 179 paragraph 4 of the Act of July 3, 2018, introducing the Act on Higher Education and Science (Journal of Laws of 2018, item 1669), shall be either terminated or closed."

3. In § 11, subsection 9 is struck out.
4. Attachment No. 1a to the Regulations is introduced, in wording consistent with Attachment No. 1 to this resolution.
5. The current Attachment No. 1 to the Regulations is renamed as Attachment No. 1b, in wording consistent with Attachment No. 2 to this resolution.
6. The current Attachment No. 2 to the Regulations receives wording consistent with Attachment No. 3 to this resolution.

**§ 2**

The consolidated text of the Regulations is attached as Attachment No. 4 to this resolution.

**§ 3**

1. Committees referred to in § 7 subsection 14 and § 9 subsection 1 point 3 lit. a of the Regulations, established by the date of entry into force of this resolution, shall operate under the existing rules in the previously established composition until the completion of their work, and actions taken by them remain in force.
2. Previously adopted resolutions in proceedings for the award of the doctoral degree remain in force.

**§ 4**

This resolution shall enter into force on October 1, 2023.