

Regulations of proceeding for the conferment of the degree of doktor

§ 1

Based on Article 192 section 2 and 3 of the *Act of 20 July 2018 Law on Higher Education and Science*, the following procedure for the conferment of the degree of doktor is adopted.

§ 2

The terms in the *Regulations* should be understood as follows:

1. act – refers to the *Act of 20 July 2018 Law on Higher Education and Science* (Journal of Laws 2023, item 742, as amended),
2. discipline – refers to a scientific or artistic discipline specified in the *Regulation of the Minister of Science and Higher Education of 11.10.2022 on the fields of science and scientific disciplines and artistic disciplines* (Journal of Laws 2022, item 2202),
3. university – refers to the Kazimierz Wielki University,
4. the Board of Scientific Field – refers to a body of the Kazimierz Wielki University authorized to confer the doctoral degrees,
5. Office for Degrees – refers to an organizational unit of the Kazimierz Wielki University responsible for administrative support of the process of the conferment of the scientific degrees,
6. electronic version – refers to an electronic document in PDF format, compliant with digital accessibility standards,
7. candidate – refers to a person applying for the conferment of the degree of doktor,
8. BIP – refers to the Public Information Bulletin,
9. PQF – refers to the Polish Qualifications Framework,
10. JSA – refers to the Uniform Anti-plagiarism System referred to in Art. 351 section 1 of the *Act of 20 July 2018 Law on Higher Education and Science*.

§ 3

The Board of Scientific Field

1. The collegial body authorized to confer doctoral degrees at the Kazimierz Wielki University is the board of scientific field appropriate for a given discipline.
2. Activities in the procedure for conferring the degree of doktor may be performed by a doctoral commission established by the board of scientific field within the scope specified in § 8.
3. Resolutions of the board of scientific field are adopted on the following matters:
 - a) appointment of the supervisor, supervisors and auxiliary supervisor (secret ballot),
 - b) dismissal of the current supervisor (secret ballot),

- c) refusal to initiate proceedings for conferring the degree of doktor (secret ballot),
 - d) establishing a doctoral committee (open ballot),
 - e) appointment of reviewers (secret ballot),
 - f) refusal to admit a doctoral dissertation to be defended (secret ballot),
 - g) conferring or refusing to confer the degree of doktor (secret ballot),
 - h) awards for the doctoral dissertation (secret ballot),
 - i) discontinuation of the proceedings for conferring of the degree of doktor (secret ballot).
4. The board of scientific field adopt the resolutions referred to in section 3 by an absolute majority of votes in the presence of more than half of the total number of board members entitled to vote.

§ 4

Stages of the procedure for conferring the degree of doktor

1. Submitting an application for the confer of the degree of doktor together with a doctoral dissertation that has been positively assessed by the supervisor or supervisors.
2. Establishing a doctoral committee.
3. Verification of compliance with the requirements specified in article 186 paragraph 1 subparagraph 1-5 or paragraph 2 of the Act.
4. Appointment of reviewers and reviewing of the doctoral dissertation.
5. Admission of the doctoral dissertation to public defense or refusal to admit the doctoral dissertation to public defense.
6. Defense of doctoral dissertation.
7. Conferring the degree of doktor or refusing to confer the degree of doktor.

§ 5

Method of appointing and changing the supervisor, supervisors or auxiliary supervisor

1. The appointment of a supervisor, supervisors or a supervisor and an auxiliary supervisor takes place before the initiation of the proceedings. It is not possible to change the supervisor or auxiliary supervisor during the proceedings, subject to sec. 2.
2. In the case of persons who have submitted an application for the appointment of a supervisor during doctoral studies, the supervisor, supervisors and auxiliary supervisor are appointed during the proceedings that initiate the submission of the first application to appoint a supervisor. In these proceedings, the supervisor or auxiliary supervisor may be changed.
3. A person applying for the degree of doktor in the extramural mode submits an application for the appointment of a supervisor or supervisors at least one year before the planned date of submission of the doctoral dissertation referred to in § 7. The application should be sent to the chairman of the board of scientific field appropriate to the discipline in which the

procedure for awarding the doctoral degree is to be conducted. The application form is specified in the Rector's ordinance.

4. A person pursuing education at the Doctoral School of the Kazimierz Wielki University submits an application to the head of the doctoral school to appoint a supervisor or supervisors within one month of starting education at the doctoral school. Detailed rules for appointing a supervisor are specified in *The Regulations of the Doctoral School of the Kazimierz Wielki University*.
5. A person who is a participant in doctoral studies started before the 2019/2020 academic year submits an application to the chairman of the board of scientific field appropriate for the discipline within which the procedure for conferring the degree of doktor is conducted. The application form is specified in the Rector's ordinance.
6. The application referred to in sec. 3, should contain:
 - a) proposal of the topic of the doctoral dissertation,
 - b) name of the field and discipline in which the procedure for conferring the degree of doktor is to be conducted,
 - c) planned date of submission of the doctoral dissertation,
 - d) concept of the doctoral dissertation (minimum 2 pages),
 - e) candidate's scientific CV.
7. The chairman of the of the board of scientific field may request the candidate to provide additional information other than that indicated in sec. 6.
8. An application for the appointment of a supervisor may include a proposal of the supervisor and his/her consent. Appointing a person from outside the university as a supervisor requires a written justification by the candidate for the degree of doktor and attaching the scientific CV of the potential supervisor to the application.
9. In the case of preparing an interdisciplinary doctoral dissertation, a person applying for the conferment of the degree of doktor may submit an application for the appointment of a second supervisor representing a different discipline than the previously appointed supervisor. Such an application requires an opinion from a previously appointed supervisor.
10. An application to appoint an auxiliary supervisor may be submitted by the candidate or the supervisor. The application submitted by the candidate requires an opinion from the supervisor. The provision of sec. 8 shall apply *mutatis mutandis*.
11. The supervisor or auxiliary supervisor may be a person with outstanding achievements in the area of the research issues raised in the doctoral dissertation.
12. The supervisor or supervisors (including the auxiliary supervisor) are appointed in a secret ballot by the board of scientific field appropriate for the discipline in which the procedure for awarding the doctoral degree will be conducted. The appointment of a supervisor other than the supervisor indicated in the candidate's application requires a written justification.
13. If two supervisors are appointed, an auxiliary supervisor is not appointed.
14. Changing the supervisor is possible in the case of:
 - a) death of the supervisor,
 - b) long-term or chronic illness of the supervisor, preventing scientific care,

- c) submission by the doctoral candidate or supervisor of an application for a change of supervisor addressed to the chairman of the board of scientific field (along with a justification).
15. The dismissal of the current supervisor and the appointment of a new supervisor by the board of scientific field appropriate for the discipline in which the procedure for conferring the degree of doktor is conducted takes place during the same meeting of the board of scientific field.
 16. Within 30 days from the date of appointment, the supervisor submits a declaration of assuming the position of supervisor. The declaration template is specified in the Rector's ordinance. The remuneration for performing the function of supervisor is paid as a supplement to the salary (for persons employed at the university) or on the basis of a contract of mandate (for persons from outside the university), the template of which is specified in the Rector's ordinance.
 17. In the case of preparing a doctoral dissertation in the extramural mode, after appointing a supervisor, a contract is concluded between the candidate and the university regarding scientific supervision. The contract template is specified in the Rector's ordinance.
 18. The contract referred to in sec. 17, shall be terminated in the event of:
 - a) failure to submit a doctoral dissertation within 4 years from the date of conclusion of the contract,
 - b) submitting a doctoral dissertation in order to obtain a degree of doctor in an entity other than the university.
 19. The deadline referred to in sec. 18 lit. a, may be extended by way of an annex to the contract:
 - a) for a period corresponding to the duration of the candidate's maternity leave, leave under the terms of maternity leave, paternity leave or parental leave, at the candidate's request,
 - b) for one year upon a justified request of the candidate with a positive opinion from the supervisor.

§ 6

Initiation of proceedings for the award of the degree of doktor

1. An application for the confer of the degree of doktor is addressed to the chairman of the board of scientific field and should include:
 - a) name(s) and surname of the person applying for the conferment of the degree of doktor,
 - b) PESEL number, and if it is missing, the number of the document confirming identity and the name of the country that issued it,
 - c) contact details,
 - d) ORCID number of the person applying for the conferment of the degree of doktor,
 - e) name of the field and discipline in which the doctoral degree is to be obtained,
 - f) declaration of compliance with the requirements of the Act.
2. The application must be accompanied by:

- a) a diploma or an official copy of a diploma confirming the fulfillment of the requirements specified in art. 186 par. 1 subpar. 1 of the act (or a copy of the relevant document confirmed by an authorized employee of the Office of Degrees),
 - b) documents confirming compliance with the requirements specified in art. 186 par. 1 subpar. 2 of the act, and in the case of a person preparing a dissertation in the extramural mode, a declaration of meeting these requirements (subject to verification during the procedure for awarding the doctoral degree),
 - c) a paper printout and an electronic version of at least one publication referred to in art. 186 par. 1 subpar. 3 letter a or b, or a description of at least one artistic work of significant importance (in paper and electronic versions), referred to in art. 186 par. 1 subpar. 3 letter c of the act. In the case of publications with multiple authors, the application shall be accompanied by the declarations referred to in sec. 6,
 - d) self-report including a list of scientific or artistic achievements and activities in the field of popularizing science or art (applies to a person applying for the conferment of the degree of doktor in the extramural mode),
 - e) personal questionnaire in paper and electronic versions (the questionnaire template is specified in the Rector's ordinance) and consent to the processing of personal data.
3. A person submitting a declaration of meeting the requirements specified in art. 186 par. 2 of the act attaches to the application a diploma or an official copy of the diploma confirming completion of first-cycle studies (or a copy of the diploma confirmed by an authorized employee of the Office of Degree) or a certificate of completion of the third year of long-cycle Master's studies.
 4. The application must be accompanied by a complete doctoral dissertation and attachments. The detailed procedure for submitting a doctoral dissertation is specified in § 7.
 5. The requirement specified in the act in art. 186 par. 1 subpar. 3 letter a and b are considered to be met when the subject of the publication is substantively related to the discipline in which the candidate is applying for the conferment of the degree.
 6. The requirement specified in the act in art. 186 par. 1 subpar. 3 letter a and b in the case of a multi-authored publication are deemed to be met when the share of the person applying for the conferment of the degree of doktor is not less than 50%. The application is accompanied by a declaration of the candidate, confirmed by the supervisor, specifying the candidate's individual contribution to the creation of the publication. The chairman of the doctoral committee may request from the candidate a declaration of no more than three co-authors confirming the required contribution of the candidate to the creation of the publication.
 7. If the doctoral dissertation consists in whole or in part of published multi-authored articles, the candidate shall attach to the dissertation the statements regarding multi-authored publications specified in sec. 6.
 8. The application for the confer of the degree of doktor is subject to formal assessment by the Office of Degree. In case of formal deficiencies in the application, the candidate will be asked to complete the application, indicating the formal deficiency that requires

supplementation. Failure to complete the application within 30 days from the date of receipt of notification of formal deficiencies in the application will result in the application being left without consideration.

9. If the conditions for initiating the procedure for conferring the degree of doktor are not met, the board of scientific field issues a resolution refusing to initiate the procedure for conferring the degree of doktor.
10. The board of scientific field may issue a decision refusing to initiate proceedings for the confer of the degree of doktor due to the lack of substantive competences among the board of scientific field members enabling the substantive assessment of the doctoral dissertation and the course of its defense or due to the lack of compliance of the subject of the dissertation with the discipline in which it is to be conducted proceedings for confer of the degree of doctor.

§ 7

Procedure for submitting a doctoral dissertation

1. A doctoral dissertation, which is a written work, is submitted to the Office of Degree together with an application for the to confer of the degree of doktor.
2. The following attachments are attached to the doctoral dissertation, referred to in section 1:
 - a) summary of the dissertation in Polish in paper and electronic versions (2500-5000 characters with spaces),
 - b) summary in English in paper and electronic versions (2500-5000 characters with spaces); summaries in Polish and English should have the same content,
 - c) positive opinion of the supervisor or supervisors,
 - d) a description of doctoral dissertation (the form of the “metryczka” is specified in the Rector's ordinance) containing keywords and data of the Polish Thematic Classification (Polskiej Klasyfikacji Tematycznej),
 - e) a statement that the doctoral dissertation has not previously been the basis for applying for the degree of doktor,
 - f) declaration of the author of the doctoral dissertation regarding the availability of the doctoral dissertation in the university's BIP, in the POL-on system and in the university's repository.
3. The documents referred to in sec. 1, 2 and 6 must be identical in electronic and paper versions and identical in Polish and English.
4. The doctoral dissertation must be submitted in a paper version and in an electronic version identical to the paper version (accessible PDF file). The paper version of the dissertation must be submitted in 5 copies:
 - a) double-sided print *ad acta*,
 - b) one-sided printout for the UKW Library,

- c) 3 printed copies for reviewers (one- or two-sided printout at the doctoral candidate's discretion).
5. If the doctoral dissertation is a written work published in whole or in part, in relation to which there is a restriction on making it publicly available, the candidate attaches to the application an electronic version of the dissertation that can be made public in BIP (identical in content to the doctoral dissertation) or the publisher's consent to making it public published content of the doctoral dissertation. The electronic version of the dissertation contains detailed information on where the final published version of all or part of the doctoral dissertation is available.
 6. If the dissertation is not a written work, descriptions in Polish and English must be submitted in paper and electronic versions.
 7. The doctoral dissertation, which is a written work, is subject to verification using the JSA (the procedure is supervised by an employee of the Office of Degrees). The supervisor or supervisors (including the auxiliary supervisor) and the doctoral committee will read the JSA report on the doctoral dissertation.

§ 8

Procedure for appointing and scope of activities of the doctoral committee

1. After submitting the application for the confer of the degree of doktor referred to in § 6 sec. 1, the board of scientific field appoints a doctoral committee.
2. The doctoral committee consists of at least five people holding the academic degree of doktor habilitowany or the title of professor, including:
 - a) at least 2 people representing the discipline in which the procedure for conferring the degree of doktor is to be conducted,
 - b) at least 2 people belonging to the board of scientific field appropriate to the given discipline in which the proceedings are conducted.
3. The doctoral committee is appointed in an open vote.
4. The supervisor is not a member of the doctoral committee. The supervisor participates in committee meetings with an advisory vote. The supervisor does not participate in votes of the board of scientific field regarding the proceedings.
5. Reviewers become members of the doctoral commission after adopting a resolution to admit the doctoral dissertation to be defended.
6. The auxiliary supervisor, if appointed, is not a member of the doctoral committee. The auxiliary supervisor may participate in committee meetings with an advisory vote.
7. The chairman of the doctoral committee is appointed by the chairman of the board of scientific field from among the members of the doctoral commission who are also members of the board of scientific field.
8. The duties of the chairman of the doctoral committee include in particular:
 - a) organizing and managing the work of the doctoral committee;

- b) conducting a public defense of the doctoral dissertation;
 - c) presenting to the board of scientific field the decisions of the doctoral commission related to the procedure for conferring the doctoral degree.
9. In justified cases, the composition of the doctoral committee may be changed. A change in the composition of the committee may be made no later than 30 days before the planned date of the defense of the doctoral dissertation.
10. The doctoral committee is dissolved when the resolution of the board of scientific field regarding the conferring or refusal to confer the degree of doktor becomes legally binding.
11. The doctoral committee is obliged to carry out activities in the procedure for conferring the degree of doktor that are not reserved for the board of scientific field. Doctoral committee:
- a) carries out a formal and substantive assessment of the application,
 - b) checks the fulfillment of the requirements referred to in art. 186 par. 1 points 1-3 or par. 2 of the act,
 - c) if a candidate submits an application to conduct the modern foreign language examination, adopts a resolution on appointing the composition of the examination committee to conduct the modern foreign language examination (open ballot),
 - d) in the case of a person applying for the degree of doktor in the extramural mode, conducts a doctoral examination,
 - e) in the event of failure to meet the requirements referred to in art. 186 par. 1 points 1-3 or par. 2 of the act, adopts a resolution giving an opinion on the application initiating the proceedings for the conferment of the degree of doktor (secret ballot), on the basis of which the board of scientific field may adopt a resolution on the refusal to initiate proceedings for the confer of the degree of doktor,
 - f) presents the board of scientific field candidates for reviewers of the doctoral dissertation,
 - g) adopts a resolution on admitting the doctoral dissertation for defense or refusing to admit the doctoral dissertation for defense (secret ballot),
 - h) adopts a resolution on accepting the defense of the doctoral dissertation or refusing to accept the defense of the doctoral dissertation (secret ballot),
 - i) adopts a resolution giving an opinion on the application for the confer of the degree of doktor (secret ballot),
 - j) may adopt a resolution on motion for distinguishing the doctoral dissertation (secret ballot).
12. If the doctoral committee adopts a resolution refusing to admit the doctoral dissertation for defense, the board of scientific field shall adopt a resolution refusing to admit the doctoral dissertation for defense.
13. The doctoral committee adopts resolutions by an absolute majority of votes in the presence of more than half of the committee members entitled to vote.

14. Minutes are prepared from the meetings of the doctoral committee. The minutes are prepared by an employee of the Office of Degrees present at the committee meetings or a member of the doctoral committee appointed by the committee chairman, subject to § 13 sec. 11. The minutes shall be approved by the chairman of the doctoral committee.
15. Administrative support for the doctoral committee is provided by the Office of Degrees.
16. Meetings of the doctoral commission, with the consent of the chairman, may be held carried out using electronic means of communication, ensuring in particular:
 - 1) real-time broadcast of the meeting between its participants,
 - 2) multi-party communication in real time, in which meeting participants can express their views during the meeting.
17. The doctoral committee, the meeting of which takes place in the manner specified in sec. 16, may adopt resolutions using electronic means of communication in a way that ensures the secrecy of voting.
18. Resolutions of the doctoral committee are signed by the chairman of the committee.

§ 9

Foreign language exam

1. A foreign language exam is organized for a person applying for the conferment of the degree of doktor who does not have an appropriate certificate or diploma confirming knowledge of a modern foreign language at the B2 level.
2. The foreign language exam is organized at the candidate's request, submitted together with the application for the confer of the degree of doktor.
3. The foreign language exam is intended to verify the knowledge of a modern foreign language at the B2 level of language proficiency in the foreign language indicated by the candidate from among the languages offered by the Foreign Languages and Translation Center of UKW (English, German, Russian, French).
4. A foreign language is understood as a language other than Polish (in the case of persons for whom Polish is their native language).
5. To conduct the foreign language examination, the doctoral commission appoints an examination commission composed of three people: the examiner and two members of the doctoral commission. The chairman of the examination committee is appointed by the chairman of the board of scientific field. The supervisor cannot participate in the exam.
6. The examiner may be a person who teaches a foreign language at a university.
7. The examiner is appointed in consultation with the head of the Foreign Languages and Translation Center of UKW.
8. The exam date is set by the chairman of the doctoral committee. The exam is conducted before reviewers are appointed. In random cases (e.g. candidate's illness), it is possible to change the exam date.

9. In special cases, the doctoral committee, in consultation with the examination committee, may consent to conducting the examination remotely (resolution taken by open ballot).
10. The scope of the foreign language exam is determined by the scientific or artistic discipline in which the candidate is applying for the conferment of the degree of doktor, and the topic of the doctoral dissertation. After appointing the composition of the examination committee, the candidate may send a request to the examiner to determine the course of the exam.
11. An examination report is prepared for the foreign language exam.
12. The exam takes place in the presence of all members of the examination committee.
13. The result of the foreign language exam may be positive or negative.
14. A candidate's unjustified absence from a foreign language exam is equivalent to a negative exam result.
15. In the event of a negative result of the foreign language exam, the candidate may apply to retake the exam. The exam may be repeated only once. Repeated obtaining a negative result in a foreign language exam results in refusal to initiate proceedings for the confer of the degree of doktor.

§ 10

Method of verifying learning outcomes for qualifications at PQF level 8 for persons applying for the conferment of the degree of doktor in the extramural mode

1. Learning outcomes for qualifications at PQF level 8 are verified on the basis of:
 - a) doctoral dissertation,
 - b) doctoral exam,
 - c) a foreign language exam or a document confirming knowledge of a modern foreign language, certifying knowledge of this language at a level of language proficiency of at least B2.
2. The assessment of the doctoral dissertation in the field of learning outcomes for qualifications at PQF level 8 covers the following issues (the code of the description component is given in brackets, in accordance with the *Regulation of the Minister of Science and Higher Education of 14 November 2018 on the second-stage descriptors of learning outcomes for qualifications at Levels 6 to 8 of the Polish Qualifications Framework*, Journal of Laws 2018, item 2218):
 - a) ability to take advantage of knowledge to creatively identify, formulate and innovatively solve research problems, ability to draw conclusions on the basis of research results, ability to critically evaluate the results of scientific research and their contribution to knowledge development (L8H_SU),
 - b) ability to plan and implement research or creative projects (L8H_SO),
 - c) competences in the critical evaluation of achievements of one's academic discipline and critical evaluation of one's contributions to the development of that field (L8H_CE).

3. The doctoral exam is conducted according to the following principles:
 - a) the detailed scope of the doctoral exam is determined by the doctoral commission, taking into account the framework scope of the examination specified in sec. 4,
 - b) the date of the doctoral exam is set by the chairman of the doctoral committee, the exam takes place before the appointment of reviewers,
 - c) the exam is conducted at a meeting of the doctoral committee in the presence of at least 3 committee members, and the supervisor participates in the examination without the right to vote,
 - d) the chairman of the doctoral committee provides the candidate with information about the date and detailed scope of the doctoral examination no later than 14 days before the scheduled exam date,
 - e) the result of the doctoral exam may be positive or negative,
 - f) an exam report is prepared for the doctoral exam,
 - g) the candidate's unexcused absence from the doctoral exam is equivalent to a negative exam result,
 - h) at the request of a person applying for the conferment of the degree of doktor submitted to the chairman of the doctoral committee, the doctoral exam the result of which was negative may be repeated. The application must be submitted within 7 days from the date of the first exam. It is not possible to repeat the exam more than once. The repeated doctoral exam takes place no earlier than 30 days and no later than 60 days after the first exam. The exam date is set by the chairman of the doctoral committee in consultation with the supervisor within 30 days from the date of submitting the application. The scope of the exam remains unchanged. A repeated negative result of the exam results in a refusal to initiate the procedure for conferring the degree of doktor.
4. The framework scope of the doctoral exam covers the following issues (the code of the description component is given in brackets, in accordance with the *Regulation of the Minister of Science and Higher Education of 14 November 2018 on the second-stage descriptors of learning outcomes for qualifications at Levels 6 to 8 of the Polish Qualifications Framework*, Journal of Laws 2018, item 2218):
 - a) state of knowledge, scientific developments, the methodology of scientific research in the field of the subject of the prepared doctoral dissertation, rules for dissemination of scientific results (L8H_KS),
 - b) scientific research in the context of fundamental dilemmas of modern civilization (in the scope of the topic of the prepared doctoral dissertation) (L8H_KX),
 - c) the economic conditions of conducting scientific research, principles of knowledge transfer to the economic and social spheres, commercialization of research results, the social obligations of researchers and artists, activities for the public interest, experience in the transfer the results of research studies to the economic and social spheres (L8H_KX, L8H_CR, L8H_SU),
 - d) the role of scientific research in the candidate's professional career (L8H_SL),

- e) ethical and legal conditions of conducting scientific research, principles of intellectual property protection (L8H_KX, L8H_CP).

§ 11

Appointment of reviewers

1. The reviewer may be a person with significant achievements in the area of the research issues raised in the doctoral dissertation.
2. A reviewer may not be a person who is reasonably doubted as to be impartial.
3. The supervisor or supervisors present the candidacies of reviewers (not less than 5 people) to the chairman of the doctoral committee no later than one week before the planned meeting of the committee at which a resolution will be adopted regarding proposed candidates for reviewers of the doctoral dissertation.
4. The list of candidates for reviewers may be supplemented at a committee meeting by members of the doctoral committee.
5. The doctoral committee selects three candidates to act as reviewers in a secret ballot.
6. The field council adopts a resolution on the appointment of reviewers on the basis of the resolution on the proposed reviewers adopted by the doctoral committee. The list of candidates may be supplemented by members of the field council. Reviewers are selected by secret ballot.
7. If the candidate refuses to take up the function of a reviewer, the procedure for appointing a reviewer is repeated, with the provision regarding the minimum number of proposed reviewers referred to in sec. 3, does not apply.

§ 12

Review of doctoral dissertation

1. A review of a doctoral dissertation should include:
 - a) assessment of compliance with the requirements of the act,
 - b) substantive assessment of the achievements presented in the dissertation,
 - c) assessment of the candidate's individual contribution (if the doctoral dissertation is a separate part of a collective work or includes multi-authored publications),
 - d) in the case of a candidate applying for a degree of doktor in the extramural mode, an assessment of the achievement of learning outcomes for qualifications at PQF level 8, which can be verified on the basis of a doctoral dissertation (in accordance with §10, sec. 2),
 - e) the conclusion of the review, which should include a clear justification expressed in the content of the review.
2. The reviewer may submit an application for distinction of the doctoral dissertation. Application it may be formulated in the content of the review or orally during a meeting of

the doctoral committee after adopting a resolution on accepting the defense of the doctoral dissertation and a resolution on supporting the application for awarding the doctoral degree.

3. The template of the agreement with the reviewer is specified in the Rector's ordinance.
4. The conclusion referred to in sec. 1, may be:
 - 1) positive,
 - 2) conditional, indicating issues requiring improvement in the doctoral dissertation in order to meet the conditions specified in art. 187 par. 1-2 of the act,
 - 3) negative.
5. In the event of receiving a review with a conditional conclusion referred to in sec.1 subpar. e, the candidate submits a corrected doctoral dissertation to the chairman of the board of scientific field along with a written response to the review containing the conclusion conditional within a period no longer than six months from the date of receipt of the review.
6. The corrected doctoral dissertation together with the candidate's response referred to in sec. 5, the chairman of the board of scientific field shall immediately forward it to all reviewers.
7. Within two months from the delivery of the corrected doctoral dissertation, all reviewers prepare reviews of the corrected doctoral dissertation only with a positive or negative conclusion. In the case of a review of a corrected dissertation, remuneration for preparing the review is not paid again.
8. If the reviewer fails to meet the deadline referred to in art. 190 sec. 3 of the act, the chairman of the board of scientific field calls on him to immediately submit the review under penalty of termination of the contract for preparing the review due to the fault of the reviewer.
9. The chairman of the board of scientific field provides the candidate with copies of all reviews of the doctoral dissertation (electronic or paper version) no later than 21 days after receiving the last review.

§ 13

Defense of doctoral dissertation

1. The date of the defense of the doctoral dissertation is set by the chairman of the doctoral committee.
2. The defense takes place at a meeting of the doctoral committee.
3. The meeting of the doctoral commission referred to in sec. 2, consists of a public and a closed session.
4. The meeting at which the doctoral dissertation is defended is attended by at least four members of the doctoral committee, including its chairman, supervisor and at least two reviewers. In special cases (e.g. long-term illness, random event or other particularly justified circumstance), the supervisor or reviewer may be absent.
5. The public may participate in the public part of the meeting.

6. Members of the doctoral committee and the secretary take part in the closed part of the meeting. The supervisor and auxiliary supervisor do not participate in the closed part of the meeting.
7. The program of the public part of the meeting includes:
 - a) opening of the meeting by the chairman of the doctoral committee, including presentation of the members of the doctoral committee and the current course of proceedings for the confer of the degree of doktor,
 - b) presentation of the profile of the candidate applying for the confer of the degree of doktor by the supervisor, with particular emphasis on scientific activity,
 - c) presentation of a self-report covering the main assumptions and results of the doctoral dissertation by the person applying for the confer of the degree of doktor,
 - d) presentation of the review by the reviewers; in the absence of the reviewer, the chairman of the committee orders the reading of the review,
 - e) response to the review by the person applying for the confer of the degree of doktor,
 - f) discussion regarding the presented doctoral dissertation (all persons present during the defense of the doctoral dissertation may participate in the discussion),
 - g) closing of the public part of the doctoral committee meeting by the chairman.
8. During the closed part of the committee meeting, after the discussion, the chairman of the doctoral committee orders a secret ballot on the resolution on accepting or refusing to accept the defense of the doctoral dissertation. Refusal to accept the defense of a doctoral dissertation requires justification.
9. If the public defense of the doctoral dissertation is accepted, the chairman of the doctoral committee orders a secret ballot on the resolution giving an opinion on the application for conferring the degree of doktor.
10. In the case of an application for distinction of a doctoral dissertation, the chairman of the doctoral committee shall conduct a secret ballot on the resolution formulating the application for distinction of the doctoral dissertation.
11. The function of the secretary of the public and closed parts of the meeting during which the doctoral defense takes place may be performed by a doctoral candidate or an academic teacher who is not a member of the committee, indicated by the chairman of the doctoral committee.

§ 14

Terms of use of the research and IT infrastructure of the Kazimierz Wielki University by persons preparing a doctoral dissertation in the extramural mode

1. A person preparing a doctoral dissertation in the extramural mode at the Kazimierz Wielki University may obtain consent to use the research and IT infrastructure of the Kazimierz

Wielki University free of charge or for a fee. The consent applies only to the extent necessary for the preparation of the doctoral dissertation.

2. An application for access to research and IT infrastructure is submitted by a person preparing a doctoral dissertation at the Kazimierz Wielki University in the extramural mode. The application should specify the needs of the person preparing a doctoral dissertation in the extramural mode in terms of access to research and IT infrastructure. The application form is specified in the Rector's ordinance. The application is submitted via the Office of Degrees to the head of the basic organizational unit appropriate for the discipline within which the doctoral dissertation is being prepared. The application is assessed by the supervisor.
3. The head of the basic organizational unit appropriate for the discipline within which the doctoral dissertation is being prepared, upon the application referred to in sec. 2, may consent to the use of research and IT infrastructure or refuse to give this consent, and the conditions for the use of research and IT infrastructure by a person preparing a doctoral dissertation on an external basis are determined by the head of the basic organizational unit. The head of the basic organizational unit may withdraw consent or change the conditions use research and IT infrastructure if the interest of the university so requires.
4. A person preparing a doctoral dissertation in the extramural mode using research and IT infrastructure is obliged to comply with regulations regarding the use of research and IT infrastructure, including regulations in force at the Kazimierz Wielki University. Any violation of the regulations regarding the use of research and IT infrastructure results in the immediate withdrawal of consent to use the research and IT infrastructure.
5. Supervision over the use of research and IT infrastructure by a person preparing a doctoral dissertation in the extramural mode is exercised by the supervisor, the head of the department (kierownik katedry) responsible for the research infrastructure, and the head of the basic organizational unit relevant to the discipline in which the doctoral dissertation is being prepared.
6. The rules for using the UKW Library by persons preparing a doctoral dissertation in the extramural mode are regulated by the regulations for using the Library of the Kazimierz Wielki University specified by the Rector's ordinance.

§ 15

Rules for determining the amount of the fee for the procedure for conferring the degree of doktor in the extramural mode and for exempting from this fee

1. A person applying for conferring the degree of doktor in the extramural mode pays a fee for conducting the procedure for conferring the degree of doktor.
2. The amount of the fee for the procedure for conferring the degree of doktor in the extramural mode covers direct costs, including: remuneration of the supervisor or supervisors, an auxiliary supervisor (if appointed), reviewers (in accordance with art. 184 of the act), remuneration charges in accordance with applicable regulations, costs of delegation of the supervisor or supervisors and reviewers, as well as indirect costs.

3. The amount of indirect costs of the procedure for awarding a doctoral degree in the extramural mode is determined by the Rector's ordinance.
4. After submitting an application to initiate the procedure for conferring the degree of doktor, the candidate or the entity employing the candidate referred to in the act in art. 182 par. 6 of the act, signs an agreement with the university regarding the financing of the proceedings. The contract template is specified in the Rector's ordinance.
5. The rules and deadline for paying the fee for the procedure for conferring the degree of doktor on an extramural basis are specified in the agreement referred to in sec. 4.
6. The Rector may exempt, in whole or in part, from the fee for the procedure for conferring the degree of doktor a person who is an employee of the university employed in a position other than an academic teacher. The employee submits a request for dismissal from the fee for conducting the procedure for conferring the degree of doktor along with the application to initiate the procedure.
7. The Rector exempts from the fee for the procedure for conferring the degree of doktor a person who is a student of the university and applies for the conferring the degree of doktor in accordance with art. 186 par. 2 of the act.
8. The Rector may exempt from the fee for the procedure for conferring the degree of doktor only a person who is applying for the award of a doctoral degree for the first time.
9. A person applying for conferring the degree of doktor in the extramural mode does not sign the agreement referred to in sec. 4, if the candidate is employed at the Kazimierz Wielki University as an academic teacher or has been fully exempted from the procedure fee.

§ 16

Final Provisions

1. An academic teacher employed at a university shall notify the Office of Degrees of the initiation of the procedure for conferring the degree of doktor in another unit no later than 14 days after submitting the application.
2. A person conferred the degree of doktor receives a doctoral diploma and a copy of the diploma in Polish.
3. A copy of the diploma in a foreign language is issued at the request of the person who was conferred the degree of doktor, submitted no later than 3 months after the date of issuance of the resolution on the confer of the degree.
4. The amount of the fee for issuing a copy of the doctoral diploma referred to in sec. 2 and 3 are specified in separate provisions.
5. All documents related to the procedure for conferring the degree of doktor are submitted through the Office of Degrees.