

**Chairman of the Economics and Finance Science Council  
of the University of Gdansk**

**Przemysław Borkowski Associate Professor University of Gdansk**

## **Framework procedure for the award of doctoral degree**

**(For procedures starting after 01.10.2019)**

Attention!

This procedure is suitable for applicants applying for a doctoral degree in the extramural mode, including:

- applicants who started doctoral studies before academic year 2019/2020\*
- faculty employees\*\*,
- graduates of post-diploma doctoral studies,
- other candidates,  
(further referred to as a doctoral candidate).

**Stage I. Apportion of a supervisor(s) or both a supervisor and an assistant supervisor**

**Stage II. Procedure on granting a doctoral degree**

**Stage I. Apportion of a supervisor(s) or both a supervisor and an assistant supervisor**

1. **A doctoral candidate is to submit an application for the apportion of a supervisor(s) or both a supervisor and an assistant supervisor to the Chairman of the Economics and Finance Science Council.**

**An application should be submitted to the secretariat of that science council, Armii Krajowej 119/121, 81-824 Sopot. The application includes:**

- **proposed title and concept of the dissertation with indication of the field of science and science discipline in which the applicant is applying for,**
- **the name of the candidate(s) for the supervisor(s),**
- **supervisor(s) consent to perform that function (i.e., expressed in writing),**
- **schedule for the preparation of the dissertation,**
- **list of the previous scientific achievements; and**
- **information on the course of proceedings regarding the award of a doctoral degree or doctoral dissertation, i.e., if the person submitting the application has previously applied for a doctoral degree in the same field of science or scientific discipline.**

## Stage II. Procedure on granting a doctoral degree

1. **Before commencing proceedings, a doctoral candidate shall conclude an agreement with the University of Gdansk in accordance with the application and rules contained in the ordinance of the Rector of the University of Gdansk (this does not apply to applicants who started doctoral studies before academic year 2019/2020 and faculty employees). The contract regulates:**
  - an obligation by both parties; and
  - the amount and terms of payment for activities carried out during the procedure for granting a doctoral degree in accordance with Paragraph 7 of the Annex to the Resolution of the Senate of the University of Gdansk No. 121/19. Procedure on granting a doctoral degree at the University of Gdansk.
2. **In order to initiate the proceedings on conferring a doctoral degree, a doctoral candidate submits an application to initiate the proceedings, the text of dissertation, and required documents to the secretariat of the relevant discipline's science council. Warning! The application, dissertation, and documentation should be submitted no later than 5 years from the date of appointment of the supervisor,**
  - the doctoral dissertation must be submitted in electronic version in Word (i.e., .doc or .docx) and pdf format as well as paper version with an abstract in English and Polish. Additionally, the title of the dissertation should be indicated as well as keywords in both of the abovementioned languages. The thesis must be submitted in six copies (or five copies if there was one supervisor assigned), please use double-sided printing.

The following documents should be attached to the dissertation:

- opinion of the supervisor(s) together with the printout from the anti-plagiarism system (the doctoral candidate should receive it from the supervisor),
  - documents which meet the requirements specified in Article 186 Section 1 Point 1 of the Act (i.e. certificates confirming obtaining the degree of Master, Master of Engineering or the equivalent title),
  - certificate or higher education diploma, confirming foreign language skills on at least B2 level,
  - list of scientific achievements that meets the requirements specified in Article 186 Section 1 Point 3 Lit. a and b of the Act (at least one scientific article or one scientific monograph, or a chapter in the monograph. In the case of multi-author publications—statement specifying the individual contribution of the applicant for a doctoral degree in the creation of the publication),
- In addition, in accordance with Article 179 Section 6 of the Regulations introducing the Act - Law on Higher Education and Science, the abovementioned achievements also include:
- 1) published scientific articles:
    - a) in scientific journals or reviewed materials from international conferences, included in the list prepared in accordance with the provisions issued on the basis of Article 267 Section 2 Point 2 Lit. b of this Act, before the date of publication of this list,

b) before January 1, 2019 in scientific journals that were included in part A or C of the list of scientific journals established on the basis of provisions issued on the basis of Article 44 Section 2 of the Act repealed in Article 169 Point 4 and announced by the Minister of Science and Higher Education of 25 January 2017, or were included in Part B of this list, with the scientific articles published in them being awarded at least 10 points;

2) scientific monographs issued by:

a) a publishing house included in the list prepared in accordance with the regulations issued pursuant to Article 267 Section 2 Point 2 Lit. a of this Act, before the date of publication of this list,

b) organizational unit of the entity whose publishing house is included in the list prepared in accordance with the provisions issued pursuant to Article 267 Section 2 Point 2 Lit. a of this Act.

- written consent to share the candidate's dissertation in the reading room of the Economic Library of the University of Gdansk - Ordinance no. 2/2015 of the Library of the University of Gdansk Director,
  - written consent to process personal data and to use the candidate's image to publish information about the outcome of the procedure on the Faculty of Economics/Faculty of Management website,
  - application of the doctoral candidate to the Chairman of the Discipline's Science Council with a request for the appointment of doctoral exam and examiners. The application must indicate:
    - scientific discipline including scientific issues specified in the thesis,
    - maximum time limit for passing exam (i.e., please indicate a deadline of about six months ahead of completion). A doctoral candidate may take the exam earlier, the six-month period protects both parties against the unnecessary delay,
3. The Chairman of the Discipline's Science Council
- appoints a working party to give its opinion on the application; and
  - appoints one member of the discipline's science council to verify the learning outcomes for qualifications at Level 8 of the European Qualifications Framework in the case of an applicant applying for a doctoral degree in the extramural mode.
4. Working party
- verifies compliance with the formal requirements of the application; and
  - in case of missing or incomplete submitted documentation, the doctoral candidate will be compelled to resubmit the appropriate documentation.
5. A member of the discipline's science council verifies the learning outcomes, and if it is not possible to verify completion, an additional exam to verify Level 8 of the EQF will take implemented. The member will submit the verification report to the discipline's science council.
6. Discipline's science council
- adopts a resolution regarding the initiation of proceedings on conferring a doctoral degree;
  - appoints three reviewers to the proceeding; and
  - appoints the appropriate committee to conduct doctoral examination.
7. After the discipline's science council meeting

- the doctoral candidate should prepare for doctoral examination,
  - the reviews are appointed to the discipline's council,
  - the doctoral candidate is to contact the discipline's council secretariat to report readiness to take the doctoral examination,
  - the discipline's science council secretariat organizes doctoral examination and informs the doctoral candidate of the date; and
  - the doctoral candidate will then take the exam (i.e., if he or she fails any of the discipline's council's exam—at the candidate's request—they may be allowed a retake, but not earlier than three months from the first one and no more than once).
8. Discipline's science council meeting
- the council decides to admit dissertation for public defence,
  - the deadline and a doctoral commission for public defence are set,
  - the doctoral candidate is to submit (i.e., no later than 14 days before the date of public defence) a summary of the scientific accomplishments to the secretariat.
9. Public defence
- the committee adopts a resolution accepting public defence,
  - the committee presents the draft resolution to the discipline's science council.
10. Discipline's science council meeting
- within a maximum of 60 days from the day of the defence, the discipline's science council issues a decision in the form of a resolution conferring the doctoral degree.

\*in accordance with Article 182 Section 4 The Law on Higher Education and Science (Journal of Laws of 2018 item 1668, as amended) in relations to Article 179 Section 9 of the Regulations introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018 item 1669, as amended) no fee is required for activities carried out during the procedure for granting a doctoral degree

\*\* in accordance with Article 182 Section 6 The Law of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018 item 1668, as amended) no fee is required for activities carried out during the procedure for granting a doctoral degree