

Sopot,.....

.....
name(s) and surname
.....
correspondence address
.....
telephone no. / e-mail address

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

**APPLICATION
to initiate the proceedings on conferring a doctoral degree**

I would like to apply to initiate the proceedings on conferring a doctoral degree in the field of **social sciences** in the discipline of **economics and finance** basing on doctoral dissertation titled:.....

The dissertation has been prepared under the supervision of:
supervisor(s)*:.....
and an assistant supervisor*:.....

I declare that I meet the requirements for the applicant applying for doctoral degree specified in Article 186 Section 1 Point 1-3 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668) and Resolution of the Senate of the University of Gdansk No. 121/19 of 26 September 2019. Procedure on granting a doctoral degree at the University of Gdansk.

.....
Doctoral candidate's signature

*delete where not applicable

Attachments:

1. doctoral dissertation 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;
2. opinion of the supervisor(s) together with the printout from the anti-plagiarism system (the doctoral candidate should receive it from the supervisor);
3. 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);
4. 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 specified in Article 179 Section 6 the Regulations introducing the Act - Law on Higher Education and Science. 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);
5. certificate or higher education diploma, confirming foreign language skills on at least B2 level;
6. 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;
7. 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;
8. 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 as well as the maximum time limit for passing the exam.

The rules for sharing unpublished doctoral dissertations

Ordinance no. 2/2015

of the Library of the University of Gdansk Director

on the rules for sharing unpublished doctoral dissertations in the reading room of

the Library of the University of Gdansk

1. Doctoral dissertations, unpublished, submitted to the Library of the University of Gdańsk, are part of its collection and are shown in the catalogs.
2. Doctoral dissertations are shared in the following reading rooms of the Library of the University of Gdansk:
 - The Main Library of the University of Gdańsk in Oliwa (Wita Stwosza 53 St.) - doctoral dissertations of the Faculty of Languages (Polish Language), Faculty of History, Faculty of Social Sciences, Faculty of Biology, Faculty of Chemistry, Faculty of Mathematics, Physics and Informatics, Intercollegiate Faculty of Biotechnology UG&MUG and Faculty of Geography.
 - The Economic Library of the University of Gdańsk in Sopot (Armii Krajowej 110 St.) – doctoral dissertations of the Faculty of Economics and Faculty of Management
 - The Neophilology Library of the University of Gdańsk (Wita Stwosza 51 St.) - doctoral dissertations of the Faculty of Languages (English, Scandinavian, German, Slavonic, Russian and Romance Studies)
 - The Law Library of the University of Gdańsk in Gdańsk Oliwa (Bażyńskiego 6 St.) - doctoral dissertations of the Faculty of Law and Administration
 - Oceanographical Reading Room in Gdynia (Piłsudzkiego 46 Ave.) – doctoral dissertation on oceanography.
3. Doctoral dissertations are shared in the reading rooms of the University of Gdańsk Library on the rights of a manuscript with the author's written consent confirmed by his signature and attached to the dissertation.
4. Doctoral dissertations may not be copied in any way.

The Ordinance comes into force on October 1, 2015.

I agree/do not agree on sharing my doctoral dissertation.

.....
place and date

.....
author's legible signature

**DECLARATION OF CONTENT FOR PUBLICATION OF THE CANDIDATE'S
IMAGE**

I, the undersigned

.....
name (names) and surname

holder of ID card:

.....
ID number and series

declare that I agree to the use my image in the form of a photo published on the website of the Faculty of Economics in the Events tab for an indefinite period of time in relation to the procedure for awarding the degree of doctor of economic sciences in the field of social sciences in the discipline of economics and finance. The image is provided for information purposes.

Legal basis:

1. Act on copyright and related rights
2. General data protection regulation

.....
.....
place and date

legible signature

INFORMATION OBLIGATION ON PROCESSING PERSONAL DATA

Pursuant to Regulation 2016/679 of the European Parliament and of the Council of the EU of 27 April 2016 on the protection of individuals with regard to personal data processing and on the free movement of such data, and repealing Directive 95/46/EC (general regulation on data protection), hereinafter referred to as GDPR, we inform that:

1. The administrator of your personal data is the University of Gdańsk with its registered office at Jana Bażyńskiego 8 St., 80-309 Gdańsk.

2. The Personal Data Administrator has appointed a Data Protection Officer whose contact details are as follows: telephone no. (58) 523 24 59, e-mail address: poin@ug.edu.pl. You can contact the Data Protection Officer in all matters regarding the processing of personal data and the use of rights related to their processing.

3. Your personal data will be processed for the purpose of proceeding for the award of the degree of doctor in the field of social sciences in the discipline of economics and finance.

4. The legal basis for the processing of your personal data is: Article 6 Section 1 Letter c of GDPR

- the processing is necessary to fulfill the legal obligation incumbent on the administrator arising in particular from the Act of March 14, 2003 on academic degrees and academic title as well as on degrees and title in the field of art (consolidated text: Journal of Laws of 2017, item 1789, as amended); Ordinance of the Minister of Science and Higher Education of 19 January 2018 regarding the detailed procedure and conditions for conducting activities in the doctoral dissertation, in habilitation proceedings and in proceedings for granting the title of professor (Journal of Laws of 2018, item 261); Resolution No. 165/19 of the Senate of the University of Gdańsk of December 19, 2019 regarding the approval of samples of doctoral and habilitation diplomas of the University of Gdańsk.

5. Providing your personal data is a statutory requirement, not providing these data will result in not issuing a doctoral diploma in the proceeding for the award of the degree of doctor in the field of social sciences in the discipline of economics and finance.

6. Your personal data will be processed on behalf of the data administrator by authorized employees only for the purposes referred to in paragraph 3.

7. Your personal data will be stored for a period of time compliant with generally applicable provisions on archiving data.

8. Your personal data won't be shared with external entities except for the cases provided for by law.

9. Under the terms of the GDPR, you are entitled to:

- the right to access your data,
- the right to rectify your data if they are inconsistent with the actual state,
- the right to delete, limit processing as well as transfer data - in cases provided for by law,
- the right to object to data processing,
- the right to lodge a complaint to the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing your personal data violates the provisions on the protection of personal data.

Personal data:

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name (names) and surname

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date and place of birth

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ID card number

.....

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place and date

legible signature

Sopot,.....

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name(s) and surname

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correspondence address

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telephone no. / e-mail address

Economics and Finance Science Council
via the Chairman of the Science Council
Przemysław Borkowski, Associate Professor

APPLICATION
to appoint doctoral exam and examiners

I would like to apply to appoint the date of doctoral exam as well as appropriate committee to conduct doctoral exam in the discipline of economics and finance.

I would like to pass the doctoral exam till.....

.....
legible signature