

## **Regulations of conducting doctoral proceedings by the Senate of the University of Social Sciences in Łódź**

### **General provisions**

#### **§ 1**

The procedure for awarding the doctoral degree at the University of Social Sciences is carried out on the basis of applicable regulations, in particular:

- Act of July 20, 2018 Law on Higher Education and Science (Journal of Laws 2023, items 742, 1088, 1234, 1672, 1872, 2005);
- Act of July 3, 2018 Introducing the Act - Law on Higher Education and Science (Journal of Laws 2018, item 1669, as amended);
- Statute at the University of Social Sciences;
- The properly applied provisions of the Act of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws 2023, item 775).

#### **§ 2**

1. The regulations apply to conducting doctoral proceedings by the Senate of the University of Social Sciences in Łódź and are aimed at, pursuant to Article 192 sections 2 and 3 of the Act, determining the proceedings of awarding PhD degree.
2. Whenever the following terms are used in these Regulations, they mean:
  1. "Act" - the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended);
  2. "Introductory Act" - Act of 3 July 2018 Introducing the Act - Law on Higher Education and Science (Journal of Laws 2018, item 1669, as amended);
  3. "Regulations" - these principles describing PhD proceedings by the Senate of the University of Social Sciences in Łódź;
  4. "University", "SAN" - University of Social Sciences;
  5. "Senate" - the Senate of the University of Social Sciences;
  6. "Candidate" - a person applying for a doctoral degree;
  7. "RDN" - Scientific Excellence Council;
  8. "PRK", "PQF" - Polish Qualifications Framework,
  9. "BIP" - Public Information Bulletin.

#### **§ 3**

1. The PhD degree at the University of Social Sciences is awarded by the Senate by way of an administrative decision.
2. The decision to award the PhD is signed by the Rector, as the chairman of the Senate.

3. The procedure for awarding the doctoral degree is carried out in accordance with Article 197 section 2 of the Act in the extramural mode.
4. Members of the Senate who have the professor's degree and are employed on professor positions at the University of Social Sciences take part in the Senate voting on the procedure for awarding the doctoral degree. Resolutions are taken in the presence of at least half of the statutory number of members by an absolute majority of votes in a secret ballot.
5. The provisions of the Code of Administrative Procedure (KPA) shall apply accordingly to these proceedings for awarding the doctoral degree that are not regulated in the Act.

#### **Requirements for a person applying for a doctoral degree**

##### **§ 4**

1. A doctoral degree is awarded to a person who:
  - 1) has the professional title of magister, magister engineer or an equivalent or has the diploma referred to in article 326 section 2 item 2 or article 327 section 2 of the Act, giving the right to apply for the doctoral degree in the country in which the higher education system is operated by the university that issued it;
  - 2) obtained the learning outcomes for qualifications at PQF level 8, while the learning outcomes in the field of modern foreign language are confirmed by a certificate or diploma of graduation, confirming the knowledge of this language at a language proficiency level of at least B2;
  - 2a) In order to verify the fulfilment of the requirement referred to in §4.1, item 2, in the case of an applicant for the award of a doctoral degree who does not hold the relevant certificate or diploma, the doctoral body may conduct an examination confirming knowledge of a modern foreign language at the B2 language proficiency level.
  - 3) has at least:
    - a) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2b of the Act, or
    - b) one scientific monograph issued by a publishing house, which in the year of publishing the final form of the monograph was included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2a of the Act, or a chapter in such a monograph.
  - 4) presented and defended a doctoral dissertation;
  - 5) met other requirements specified by the Senate of the University of Social Sciences, specified in these regulations.
2. In exceptional cases, justified by the highest quality of scientific achievements, the doctoral degree may be awarded to a person who does not meet the requirements specified in point 1, section 1, who is a graduate of the first-cycle studies or a student who has completed the third year of uniform master's studies.
3. The person referred to in sec. 2, after conferring the degree of doctor, simultaneously obtains higher education, as referred to in article 77 section 1 item 2 of the Act.

#### **Requirements for a doctoral dissertation**

##### **§ 5**

1. The doctoral dissertation presents the candidate's general theoretical knowledge in a discipline or disciplines and the ability to independently conduct scientific work.
2. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution in the field of applying the results of own scientific research in the economic or social sphere.

3. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, design work, implementation work, as well as an independent and separate part of a collective work.
4. Upon the consent of the Senate, the doctoral dissertation may be presented in a language other than Polish.
5. Scientific supervision over the preparation of the doctoral dissertation is provided by the supervisor or promoters or the supervisor and the auxiliary supervisor.

#### **Doctoral Proceedings Commission**

##### **§ 6**

1. The Senate appoints a Doctoral Proceedings Commission competent for the discipline in which the University is authorized to conduct doctoral proceedings. The task of this Commission is to issue opinions and submit to the Senate proposed resolutions in the scope of:
  - giving opinions on the applications submitted by applicants for the doctoral degree regarding the appointment of a supervisor, supervisors or supervisor and auxiliary supervisor,
  - initiation of the procedure for awarding the doctoral degree,
  - appointment of reviewers,
  - appointment of an examination board,
  - and the possible appointment of a doctoral research committee.
2. The Commission shall include persons representing particular disciplines and holding the title of professor or the degree of doctor of science.
3. When appointing the Commission, the Senate appoints its chairman, vice-chairman and secretary.
4. The proposals of the Doctoral Proceedings Commission are not binding on the Senate.

#### **Activities related to the appointment of the promoter, promoters or promoter and auxiliary supervisor**

##### **§ 7**

1. A person applying for a doctoral degree on an extramural basis, in accordance with Article 217 of the Act, before initiating the procedure, submits a motion for the Senate to appoint a supervisor or promoters or a supervisor and an auxiliary supervisor.
2. The supervisor may be a person with the degree of doctor of science or the title of professor, and the auxiliary supervisor - a person with at least a doctoral degree.
3. The promoter may be a person who does not meet the conditions set out in section 2, who is an employee of a foreign university or scientific institution, if the Senate deems that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
4. The Senate submits the application submitted by a person applying for a doctoral degree for an opinion to the Doctoral Proceedings Commission. After reviewing the application and the attached documents, the Commission presents its opinion to the Senate together with a proposal of relevant resolutions.
5. The task of the Doctoral Proceedings Commission is to make a substantive evaluation of the candidate's application and to prepare an opinion on the possibility of appointing a supervisor, supervisors or supervisor and auxiliary supervisor, in particular:
  - taking a position on the appointment of a supervisor, promoters or promoter and auxiliary supervisor and the proposed dissertation title;
  - checking whether the proposed topic of the dissertation fits within the discipline;
  - issuing an opinion on whether the submitted outline of the doctoral dissertation represents an appropriate scientific level and proves that the work is so advanced that it is possible to appoint a supervisor, supervisors or a supervisor and an auxiliary supervisor.

6. The Doctoral Proceedings Commission, if necessary, may request the candidate to provide additional information in writing, as well as interview the candidate in order to obtain the necessary explanations regarding the subject of his/her research. If the outline requires completion or correction, it is returned to the candidate with appropriate comments with a request to introduce the necessary corrections.
7. After reviewing the application and the attached documentation, the Commission presents its opinion to the Senate together with a proposal of relevant resolutions.
8. If there is a need to change the promoter or promoters, the person applying for the doctoral degree shall submit an application to the Senate with justification.
9. Activities related to the designated promoter, promoters or promoter and the auxiliary promoter end with the Senate resolution.

#### § 8

1. To the application for the appointment of a supervisor, the candidate must enclose in one copy:
  - 1) a declaration in which the candidate indicates the scientific discipline in which he or she will apply for the award of the doctoral degree,
  - 2) statement of the proposed supervisor (s) or supervisor and auxiliary supervisor containing consent to assume the supervisor's duties;
  - 3) the substantive opinion of the proposed supervisor (s) regarding the doctoral dissertation together with information on the stage of advancement of the dissertation and the planned date of its completion;
  - 4) a copy of a document certified by the University of Social Sciences confirming the possession of the professional title of magister, magister engineer or equivalent, or of the diploma referred to in article 326 section 2 item 2 or Article 327 section 2 of the Act, which gives the right to apply for the award of a doctoral degree in the country in which the higher education system is operated by the university that issued it;
  - 5) In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the requirements set out in § 4 point 1, section 1, who is a first-cycle graduate or a student who has completed the third year of uniform master's studies, shall enclose the following with the application for initiating the procedure:
    - an opinion confirming the high quality of the research work carried out by the candidate and the high level of advancement of these works, issued by the academic supervisor with the title of professor or the degree of habilitated doctor.
    - a certificate that he or she is a student who has completed the third year of uniform master's studies or a copy of the first-cycle diploma and obtained the professional title of bachelor, engineer or equivalent certified by the University of Social Sciences.
  - 6) curriculum vitae accounting for the course of scientific and professional work;
  - 7) personal questionnaire;
  - 8) information about the course and results of the procedure, if the candidate has already applied for a doctoral degree in the same discipline;
  - 9) application for consent to the presentation of the doctoral dissertation in a language other than Polish;
  - 10) list of achievements including scientific publications and a copy of at least one publication referred to in § 4 section 3;
  - 11) list of scientific conferences in which the candidate participated.
2. The outline of the doctoral dissertation should be attached to the application in five copies. The outline must contain:

- name and surname of the candidate, type of university studies completed, name of the university, year of obtaining the professional title.
  - proposed title of the doctoral dissertation.
  - indication of the scientific discipline within which the doctoral procedure is to be initiated.
  - name and surname of the current academic tutor.
  - justification for the selection of the topic of the doctoral dissertation.
  - methodological assumptions of the doctoral dissertation.
  - applied sources, methods and research techniques.
  - the plan of the doctoral dissertation and the structure of the dissertation content.
  - list of the most important bibliographic items used in the dissertation.
  - keywords.
3. The justification that, pursuant to Article 187 section 2 of the Act, the subject of the dissertation will be an original solution to a scientific problem or an original solution in the field of applying the results of own scientific research in the economic or social sphere.

### **Verification of learning outcomes for qualifications at level 8 PQF**

#### **§ 9**

1. Verification of the candidate's compliance with the requirements referred to in § 4 section 1 item 2 is carried out by the Examination Commission appointed by the Senate.
2. The Examination Commission appoints three persons holding the title of professor or doctoral degree in the field of science, which is assigned to a particular discipline and appoints the Chairperson.
3. The supervisor and the auxiliary supervisor cannot be a member of the Examination Commission.
4. Also, a person in relation to whom there are justified doubts as to their impartiality cannot be a member of the Examination Commission.
5. Resolutions of the Examination Commission are signed by the Chairperson on its behalf.
6. The sessions of the Examination Commission are recorded. The protocol contains in particular the content of the questions asked and the evaluation of the answers provided.
7. The examination is organized by the Chairperson of the Examination Commission.
8. The basis for the verification of learning outcomes for the PQF level 8 classification in the field of modern foreign language knowledge is the presented certificate or diploma of completion of studies confirming language proficiency at the level of at least B2.

#### **§ 10**

1. The Examination Commission conducts an examination confirming that the candidate has obtained learning outcomes for qualifications at the PQF level 8 in the discipline in which he/she is applying for the award of the doctoral degree.
2. The Senate adopts guidelines on the scope and form of an examination in the academic discipline.
3. In accordance with the Senate's guidelines, the Examination Commission defines and presents to the candidate the scope and form of the examination in the scientific discipline from which he/she is applying for the award of the doctoral degree and its date.
4. The candidate is informed about the date and place of the examination at least 14 days in advance.
5. The examination is conducted in the presence of at least half of the members of the Examination Commission.
6. The exam is assessed. The following grades are used:
  - 1) very good 5.0;
  - 2) good plus 4.5;
  - 3) good 4.0;
  - 4) satisfactory plus 3.5;

- 5) satisfactory 3.0;
- 6) insufficient 2.0.

7. In the case of insufficient grade, at the request of a candidate filed within 14 days from the issue of inadequate assessment, the re-examination is conducted, which is held not earlier than three months after the date of the previous examination. The examination may be repeated only once in connection with a given application referred to in § 7 section 1.

#### **Activities relating to the initiation of proceedings on the awarding the doctoral degree**

##### **§ 11**

1. The procedure for awarding the doctoral degree is initiated by the Senate at the request of a person meeting the requirements specified in Article 186 section 1 items 1-3 or section 2 of the Act.
2. The application is accompanied by:
  - a doctoral dissertation,
  - a positive opinion of the supervisor or promoters regarding the doctoral dissertation, taking into account the fulfillment of the conditions set out in § 5 sections 1 and 2,
  - confirmation of obtaining learning outcomes for qualifications at PQF level 8,
  - copy of the certificate or diploma certifying the knowledge of a modern foreign language at the level of language proficiency on at least B2.
3. The Senate forwards the submitted application for an opinion to the Doctoral Proceedings Commission.
4. The task of the Doctoral Proceedings Commission is to make a substantive evaluation of the candidate's application and to prepare an opinion on the initiation of proceedings regarding the right to award the doctoral degree and to take a position on:
  - whether the submitted work meets the standards set for doctoral dissertations and falls within the discipline;
  - appointment of reviewers;
  - composition of the Examination Commission;
  - composition of the Doctoral Commission;
5. The committee, after examining the application and the attached doctoral dissertation and the positive opinion of the promoter (s), presents its opinion to the Senate together with a proposal of relevant resolutions.
6. The Senate, in the form of a resolution, decides to initiate or refuse to initiate the procedure for awarding the doctoral degree after getting acquainted with the opinion of the Doctoral Proceedings Commission on the candidate's compliance with the requirements referred to in § 4 section 1 items 1 and 3. If the candidate does not meet these requirements, the Senate shall refuse to initiate the procedure with justification.
7. The activities related to the initiation of the procedure for awarding the doctoral degree end with resolutions of the Senate on:
  - a. initiation of the doctoral procedure;
  - b. appointment of reviewers;
  - c. possible appointment of a Doctoral Committee.

#### **The procedure for submitting a doctoral dissertation**

##### **§ 12**

1. If the doctoral dissertation is a written work, the candidate, together with the application specified in § 11 section 2 is composed of the five printed copies with an electronic copy in PDF format and the source file (e.g.: doc, docx, odt, rtf or LaTeX).

2. The doctoral dissertation is accompanied by an abstract in English, and the doctoral dissertation in a foreign language is also accompanied by an abstract in Polish.
3. The abstract is included at the end of the paper. The first and last name of the author as well as the title of the dissertation and key words are placed at the beginning of the abstract.

### **Doctoral Commission**

#### **§ 13**

1. The Senate may delegate the conduct of activities in the proceedings on the granting of the degree of doctor to the appointed Doctoral Commission. These activities include:
  - admitting the doctoral dissertation to public defense;
  - conducting a public defense of a doctoral dissertation;
  - adopting resolutions containing opinions on the acceptance of the doctoral dissertation defense.
2. The Doctoral Commission is appointed separately for each procedure.
3. The Doctoral Commission composed of at least five members, having a professor degree or DSc degree in the given discipline, with an indication of chairperson is selected.
4. The Doctoral Commission, designated for a particular procedure, also includes a promoter or promoters and reviewers of the doctoral dissertation.
5. The task of the Commission is also to verify the fulfillment of additional requirements for admission to the defense of a doctoral dissertation and to prepare recommendations for the award of a degree based on reviews, etc.
6. If the Senate does not appoint a Doctoral Commission in order to undertake activities in a given procedure on awarding a doctoral degree, these activities, including defense of a doctoral dissertation, shall be performed by the Senate. The provisions on the operation of the Doctoral Commission shall apply accordingly to the operation of the Senate.

### **Appointment of reviewers and reviews of the doctoral dissertation**

#### **§ 14**

1. The Senate, after getting acquainted with the opinion of the Doctoral Proceedings Commission, appoints (in separate secret ballots) three peer reviewers from among persons who are not employees of the SAN and of a university, a Polish Academy of Sciences institute, a research institute or an international institute, whose employee is a person applying for a doctoral degree.
2. A reviewer may be a person with a DSc degree or the title of professor.
3. A reviewer may be a person who does not meet the conditions set out in point 2, who is an employee of a foreign university or scientific institution, if the Senate deems that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
4. When appointing reviewers, the scientific specialization to which the doctoral dissertation relates is taken into account.
5. A reviewer in a doctoral thesis cannot be a person who has justified doubts as to his impartiality or objectivity in the preparation of the review.
6. Reviewers prepare reviews of the doctoral dissertation within 2 months from the date of its delivery. In justified cases, the Doctoral Commission may extend the deadline for submitting the review by no more than one month.
7. The review is presented in paper and electronic form.
8. The review of the doctoral dissertation must contain a detailed justified assessment in accordance with Article 187 section 2 of the Act that the subject of the dissertation is an original solution to a scientific problem or an original solution in the field of applying the results of own scientific research in the economic or social sphere.

9. If the doctoral dissertation is part of a collective work, the review includes an assessment of the candidate's individual contribution to its creation.
10. The review may contain conclusions regarding the completion or correction of the doctoral dissertation, submitted to the candidate and the supervisor by the Doctoral Commission.
11. The candidate shall submit the completed or corrected doctoral dissertation to the Doctoral Commission, which will refer it to re-evaluation by the same reviewers. Reviewers submit a review of the completed or corrected doctoral dissertation within one month from the date of receipt of the application for its preparation.
12. The Chairperson of the Doctoral Commission makes the content of the received reviews available to the candidate.
13. The submitted reviews are shared with members of the Senate.

#### § 15

1. After getting acquainted with the dissertation the Doctoral Commission, in the form of a resolution:
  - 1) decides to admit a candidate to defend a doctoral dissertation or
  - 2) advises the Senate to issue a refusal to admit a candidate to the defense of the doctoral dissertation
2. The resolutions referred to in point 1 shall be passed in a secret ballot by an absolute majority of votes, in the presence of at least half of the total number of people entitled to vote. The remaining resolutions are passed in open voting and are passed by a simple majority of votes cast in the presence of at least half of the total number of people entitled to vote.
3. To the defense of the doctoral dissertation may be admitted a person who has obtained the required review of the three positive element that the reviews, from at least two reviewers, and fulfilled the requirements set by the Senate of the University of Social Sciences in these regulations.
4. In the event of a decision to refuse admission to defense, the candidate for the doctoral degree is entitled to a complaint to the Scientific Excellence Council (RDN).
5. After the candidate is admitted to defense and made available in the Public Information Bulletin, on the website of the University of Social Sciences, the doctoral dissertation along with its abstract and reviews, the Doctoral Commission sets the date, place and time of the defense of the doctoral dissertation.
6. The chairperson of the Senate immediately informs the candidate about the date, place and time of defense of the doctoral dissertation.
7. The chairperson of the Senate immediately announces on the SAN website and in a customary manner:
  - 1) date, place and time of defense of the doctoral dissertation;
  - 2) the title of the doctoral dissertation and the name and surname of its author;
  - 3) supervisor, supervisors or auxiliary supervisor in the dissertation;
  - 4) reviewers;
  - 5) a scientific discipline.
8. The defense of the doctoral dissertation may not take place earlier than 30 days from the date on which the information referred to in point 5.
9. In the case of a doctoral dissertation, the subject of which is legally protected, only reviews are made available, excluding the content covered by this secret.
10. The documents referred to in point 5, immediately after they are made available, shall be placed in the system referred to in Article 342 section 1 of the Act, i.e. the Integrated Information System on Higher Education and Science POL-ON.

11. If the doctoral dissertation is a written dissertation, the Senate checks it before admitting it to defense with the use of the Unified Anti-plagiarism System referred to in article 351 section 1 of the Act.
12. The report confirming the examination of the doctoral dissertation with the use of the Unified Anti-plagiarism System is signed by the supervisor or promoters and forwarded to the Chairperson of the Doctoral Commission.
13. The candidate is required to provide a self-presentation against in the electronic and printed form, containing a description of the most important results of the doctoral dissertation.
14. If the doctoral dissertation is not allowed to be defended, the same dissertation cannot be the basis for re-applying for the award of the doctoral degree.
15. The decision to refuse admission to defense may be appealed against to the RDN.

### **Defense of a doctoral dissertation**

#### **§ 16**

1. The defense of the doctoral dissertation takes place at the meeting of the Doctoral Commission. It consists of an open and a closed part. The open part is open to all interested persons, unless the subject of the doctoral dissertation is a legally protected secret.
2. Only one defense of a doctoral dissertation may be held at the same time.
3. A doctoral dissertation may be defended in the presence of at least half of the total number of people entitled to vote, including at least two reviewers. The promoter, promoters, or promoter and auxiliary supervisor participate in the meeting.
4. The course of the doctoral dissertation defense is as follows:
  - 1) Defense is opened by the chairperson of the Doctoral Commission, who also chairs the meeting.
  - 2) The chairperson informs about the appointment of the defense protocol taker and informs about the fact that the defense is being recorded.
  - 3) The chairperson presents the candidate, the promoter, reviewers and the doctoral commission (acting under the authority of the Senate), and then provides information on the course of the doctoral dissertation. The information includes:
    - date of designating the promoter, promoters or promoter and auxiliary promoter;
    - the date of initiation of the procedure for awarding the doctoral degree, appointing reviewers and the doctoral commission;
    - the date of the decision by the Doctoral Commission on admitting the dissertation to public defense;
    - the chairperson's statement that all the applicable formal requirements have been met during the proceedings.
  - 4) The promoter presents the candidate's profile, taking into account his/her scientific activity and possible professional work.
  - 5) The candidate presents the main assumptions of the doctoral dissertation, including:
    - a. the title of the dissertation;
    - b. methodological assumptions of the doctoral dissertation;
    - c. a brief description of the dissertation;
    - d. the results obtained;
    - e. final conclusions.
  - 6) Reviewers submit their reviews. If a reviewer is absent, the chairperson of the Doctoral Commission orders the review to be read.

- 7) The doctoral student responds to the comments contained in the reviews. The reviewers are required to declare whether the doctoral student's answers are correct and sufficient; these statements must be entered in the minutes.
- 8) Everyone presents at the defense may speak during the public discussion of the defense.
- 9) The candidate answers the questions asked during the defense.
5. After closing the discussion on the doctoral thesis, the Chairperson starts the secret part of the meeting of the Doctoral Commission. Only members of the Doctoral Commission take part. The course is as follows:
  - 1) The closed session is dedicated to summarizing the discussion together with an assessment of the candidate's response. A two-person Returning Committee is established.
  - 2) The Doctoral Commission in a secret ballot, by an absolute majority of the votes cast, adopts a resolution on accepting the defense and submitting a motion to the Senate for a doctoral degree, or
  - 3) The Commission shall advise the Senate to refuse the doctoral degree, if the candidate has not defended his doctoral dissertation.
  - 4) The minutes of the closed session of the Doctoral Commission are drawn up, with a resolution on accepting the defense and submitting a motion to the Senate for the award of the doctoral degree.
  - 5) The Doctoral Commission prepares a draft resolution on the award of the degree and possible application for the award of the defense, in order to present it to the Senate.
  - 6) If the doctoral dissertation constitutes a special scientific achievement, the Doctoral Commission in a secret ballot, by a majority of at least 2/3 of the votes present at the Commission meeting, may submit to the Senate a justified request for the award of the doctoral degree with honors.
6. After the end of the classified part, the proposal of the Doctoral Commission is announced publicly and the candidate and the participants are informed that it is subject to approval in the form of a resolution by the Senate. The Senate resolution becomes legally binding upon its adoption.
7. A protocol signed by the recording clerk(s) and the chairperson of the Doctoral Commission is drawn up on the course of the defense.
8. After accepting the defense of the doctoral dissertation, the Doctoral Commission shall provide the Senate with the defense protocol, resolutions adopted and a draft resolution on awarding the doctoral degree by the Senate.
9. In the event that the defense of the doctoral dissertation is not accepted, the Doctoral Commission shall submit to the Senate the protocol on defense, the adopted resolutions and the draft resolution on the refusal to award the doctoral degree together with the justification.
10. The course of the defense is recorded by a person appointed by the Chairperson of the Doctoral Commission.
11. In case of granting doctoral degree on the basis of a doctoral dissertation forms part of a collective work, of last and more than one candidate, defense is carried out simultaneously for all of them; resolutions on the results of individual activities of the doctoral dissertation are adopted separately for each of them.
12. The defense of the dissertation before the Senate, in the case the Doctoral Commission has not been established, is the same as before the Commission, with the reservation that the closed part takes place during the session of the Senate. It is dedicated to the summary of the discussions with the assessment of the candidate's answers and taking the appropriate resolution for the acceptance or refusal of doctoral defense and the granting or refusal to grant doctoral degrees. Next, the decision of the Senate is announced publicly.

13. Members of the Senate who are professors and university professors take part in voting on matters related to awarding the degree. Resolutions are adopted in the presence of at least half of the statutory number of these members by an absolute majority of votes in secret voting.
14. In the event of a decision to refuse to award the doctoral degree, the same doctoral dissertation may not be the basis for re-applying for the award of the doctoral degree.

#### **Activities related to the final stage of the procedure in awarding the doctoral degree**

##### **§ 17**

1. If doctoral dissertation defense takes place before the Doctoral Commission, immediately after the adoption of the defense the Chairperson of the Commission, forwards the Chairperson of the Senate passed resolutions, minutes of defense and a draft resolution on granting or refusal to grant doctoral degrees by the Senate.
2. If the doctoral dissertation is defended directly before the Senate, voting on the award of the doctoral degree takes place in the closed part of the Senate meeting devoted to summarizing the discussion and assessing the candidate's responses. An appropriate resolution is adopted on accepting or refusing to accept the defense of the doctoral dissertation and a resolution on awarding or refusing to confer the doctoral degree; which is then announced to the public.
3. The Senate issues an administrative decision on the basis of which it awards or refuses to grant a doctoral degree.
4. The person who has been given a doctoral degree, receives the diploma and a copy of the doctoral diploma. At the request of this person, copies of the diploma are issued in a foreign language.
5. The official presentation of the doctoral diploma takes place during the next inauguration of the academic year or at the Senate meeting.

##### **§ 18**

1. The Senate's decision to refuse to award the doctoral degree may be appealed against to the RDN through the Senate.
2. The deadline for submitting an appeal is 30 days from the date of delivery of the decision.
3. The Senate submits the appeal to the RDN along with its opinion and case files within three months from the date of the appeal.

#### **Fees for the procedure for awarding the doctoral degree**

##### **§ 19**

1. A person applying for a doctoral degree pays a fee to the University of Social Sciences for conducting the doctoral proceedings in the amount specified in a separate resolution of the Rector of the University of Social Sciences.
2. The fee includes in particular the costs of remuneration of the supervisor or supervisors, supervisor and auxiliary supervisor and reviewers as well as other necessary costs incurred by the university.
3. The fee shall be paid by the candidate by the date of submitting the application for the initiation of the procedure for awarding the doctoral degree. The candidate shall attach the proof of payment of the fee to the application.
4. In the event that the Senate adopts a resolution refusing to initiate the procedure for awarding the doctoral degree, the fee shall be reimbursed with a deduction of 25% of its amount.

5. In the case of an academic teacher or a researcher, the costs of the procedure shall be borne by the university, PAN institute, research institute or international institute employing her/him.
6. In justified cases, the Rector may waive the fee in whole or in part.

## Personal data

### § 20

The University of Social Sciences in Łódź shall provide the candidate with information on the processing of personal data referred to in Regulation 2016/679 of 27 04 2016 of the European Parliament and of the Council (EU) Article 13, items 1 and 2 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

## Transitional provisions

### § 21

Proceedings on granting doctoral degree initiated after 30 September 2019 are conducted on the basis of the Act, with the reservation that in proceedings started until 31 December 2021 year, the achievements referred to in Article 186 section 1 item 3a of the Act, the following are also included:

1) scientific articles published:

- a) in scientific journals or reviewed materials from international conferences, included in the list drawn up in accordance with the regulations issued on the basis of article 267 section 2 item 2b of the Act, before the date of publication of this list,
- b) before 1 January 2019, in scientific journals that were included in part A or C of the list of scientific journals established on the basis of regulations issued under Article 44 section 2 of the repealed Act of 30 April 2010 on the regulations of funding science (Journal of Laws of 2018, item 87) in Article 169 item 4 of the Act and announced in the announcement of the Minister of Science and Higher Education of 25 January 2017, or were included in part B of this list, while scientific articles published in them were awarded at least 10 points;

2) scientific monographs published by:

- a) a publishing house included in the list drawn up in accordance with the regulations issued pursuant to Article 267 section 2 item 2a of the Act, before the date of publication of this list,
- b) organizational unit of the entity whose publishing house is included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2a of the Act.

### § 22

1. Doctoral proceedings initiated and not completed before 30 April 2019 are conducted on the basis of the existing regulations, however, the doctoral degree is suitable in the areas and disciplines specified in the regulations issued on the basis of Article 5 section 3 of the Act.

2. In doctoral proceedings initiated and not completed until the resolution enters into force:

- a) the activities performed in accordance with the regulations in force so far remain in force;
- b) the documentation created in the course of the activities performed so far remains valid.

3. Doctoral proceedings not completed by 31 December 2024 shall be closed on that date by a resolution of the Senate of the University of Social Sciences.

REKTOR  
Spolecznej Akademii Nauk  
  
dr hab. Roman Patora, prof. SAN