



1027.613.1.2024 Kraków, dated 18 March 2024

Dear Directors of the Doctoral Schools

I would like to kindly remind you that as provided for in the current regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity (Journal of Laws of 2022, item 661), the evaluation of scientific disciplines may encompass scientific publications of doctoral students who, in the period covered by the evaluation, were undergoing training at a doctoral school run by Jagiellonian University and were preparing a doctoral dissertation in a scientific discipline or a field of science to which a given scientific discipline belongs, excluding doctoral students who submitted a declaration on the authorisation of Jagiellonian University to be counted among the number of employees conducting scientific activity (number N) under art. 265.5 of the Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended). The evaluation shall consider scientific publications that meet all the following criteria:

1. they have been written in connection with the training at a doctoral school of Jagiellonian University (they are the result of research conducted during the training period),
2. their subject matter is substantively related to research or development works conducted at Jagiellonian University within the discipline in which the doctoral dissertation is being prepared, or in one of the disciplines included in the field in which the doctoral dissertation is being prepared,
3. are registered in the JU Repository,
4. Jagiellonian University has been authorised by the doctoral student to show them in the evaluation process in the declaration authorising the Jagiellonian University to show scientific publications for the purposes of evaluation of the quality of scientific activity, referred to in Article 265 section 13 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended).

Accordingly, I kindly request that doctoral students who are authors of:

* 1. scientific articles published in scientific journals and peer-reviewed materials of international scientific conferences included in the list of journals of the Ministry of Science and Higher Education,
  2. scientific monographs published by publishing houses included in the list of publications of the Ministry of Science and Higher Education, scientific editors of such monographs and chapters in such monographs

submit to the doctoral school, within the deadline for the submission of an annual report for the academic year concerned, the declaration referred to in point 4) concerning publications which appeared in the period:

1. from 1 October of the year in which the doctoral student commenced their training at the doctoral school to the date of submission of the declaration in the following year - in the case of 1st year doctoral students,
2. from the date of submission of the previous declarations to the date of submission of the declarations in the current year - in the case of doctoral students in years 2 to 4 and taking advantage of the extension of their training at the school.

In the event that the school's programme for the academic year does not provide for the submission of an annual report, I kindly ask the Directors to set their own deadline for the submission of the above declarations.

Where completion of training occurs before the deadlines mentioned above, the doctoral student shall be required to submit declarations of publications that have appeared between the date of submission of the previous declarations and the date of completion of training, before the doctoral school issues a certificate of completion.

The declarations shall be submitted **separately for each publication.** I am enclosing a template of the document with its Polish-English version for possible use by foreigners.

Based on the declarations submitted, I would kindly ask you to assign the publications shown to a discipline in the SCIENCE system after verifying the compatibility of the discipline indicated by the doctoral student in the declaration with the discipline in which the doctoral dissertation is being prepared, or with one of the disciplines included in the field in which the doctoral dissertation is being prepared, confirmed by the signature of the Directors. Subsequently, please forward the original declarations to the Research Support Centre in a hand-signed hard copy or electronically with a qualified signature to: [alicja2.krol@uj.edu.pl](mailto:alicja2.krol@uj.edu.pl) by **31 October** **each year.**

Should you have any concerns or enquiries please contact:

1. Ms Beata Pawełczyk (phone No. 12-663-35-92, beata.pawelczyk@uj.edu.pl) - regarding RUJ or SCIENCE databases,
2. JU MC Bibliography (phone No. 12-312-16-57, bibliografia@cm-uj.krakow.pl) - regarding registering publications in the JU MC Medical Library,
3. Ms Alicja Król (phone No. 12-663-30-38, alicja2.krol@uj.edu.pl) - regarding the declarations or evaluation rules.

Yours sincerely,



prof. dr hab. Piotr Kuśtrowski

Annexes:

* 1. Declaration template - Polish version
  2. Declaration template - Polish and English version

For information:

1. Chairman of the Research Discipline Councils
2. dr hab. Andrzej Eilmes, JU professor
3. Research Support Centre - Research Assistance Service
4. Jagiellonian Library - Repositories Section
5. Medical Library
6. Office of Institutional Analysis and Reporting