The Doctoral School of Medical and Health Sciences

**Communication No. 15/2024**

**of the Director of the Doctoral School of Medical and Health Sciences**

**on guidelines for handling the termination or extension of education at the Doctoral School of Medical and Health Sciences**

**of 10 July 2024**

In relation to

* *the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2023, item 742, as amended), Section V, Chapter 2, Item 1 - Awarding of the Doctoral Degree and Item 2 - Doctoral Education (hereinafter: the Act),*
* the *Regulations for Doctoral Schools of the Jagiellonian University in Krakow*, constituting Annex to Resolution No. 39/IV/2023 of the JU Senate of 26 April 2023 (hereinafter: "DS Regulations"),
* *Resolution No. 51/V/2023 of the JU Senate of 31 May 2023 on Procedures for the award of academic degrees at the Jagiellonian University, as amended, Annex 1, Procedure for the award of academic degrees at the Jagiellonian University, Chapter II Conducting proceedings* for the award of a doctoral degree in a discipline for graduates of doctoral schools *(hereinafter: "Procedure for the award of academic degrees"),*
* *Order No. 43 of the Rector of the Jagiellonian University of 17 April 2024 on rules for the submission, electronic archiving and access to doctoral dissertations at the Jagiellonian University (hereinafter: "Order No. 43 of the JU Rector"),*
* *Instruction for PhD students on entering doctoral dissertations into the Jagiellonian University Theses Archive (hereinafter referred to as "TA Instruction for PhD Students"),*
* *Instruction for doctoral dissertation supervisors concerning the acceptance of dissertations in the Jagiellonian University Theses Archive (hereinafter referred to as "TA Instruction for Supervisors"),*

I order the following procedures for handling the termination or extension of education at the Doctoral School of Medical and Health Sciences (hereinafter referred to as "DSMHS"):

**§ 1 Proceedings before submission of the doctoral dissertation**

1. Prior to the submission of the doctoral dissertation, a PhD student studying at the DSMHS (hereinafter referred to as "PhD Student") is required to document the achievement of all learning outcomes and the fulfilment of the conditions set out in the DSMHS Study Programme. In particular, the PhD Student must have an approved IRP report for the last year of education, together with a statement of publications published from the date of the previous statement to the date of the current year's statement, and must submit a report on the completion of a two-week research internship at a foreign centre.

2. The PhD student shall submit the IRP report for the final year of education together with a statement for each publication, no later than 21 days before the submission of the dissertation record.

**§ 2 Submission of the dissertation record and basic dissertation information**

1. A PhD student, having fulfilled the prerequisites of § 1, submits to the DSMHS office the signed "dissertation record", which is included in Annex No. 1 to the Order No. 43 of the JU Rector.

2. At the same time, the PhD student sends the same information in an editable version to the DSMHS office by e-mail. Uploading data electronically is intended to avoid manual transcription of data into USOS system by an administrative staff member, which could generate confusion, especially in the title of the dissertation.

**§ 3 Completing the data and adding the dissertation to the Theses Archive (TA)**

1. As soon as the PhD student has received an email from the TA system confirming that the dissertation has been entered into the USOS system, the PhD student is responsible for entering the dissertation into the TA system (https://www.ap.uj.edu.pl/) in accordance with the "TA Instruction for PhD Students".

2. It is necessary to go through all the steps indicated in the Instruction until the dissertation is submitted for approval by the Supervisor, which also means sending it to the Uniform Anti-Plagiarism System. The PhD student must print the copyright statement generated in TA. The statement is not available until the dissertation has been submitted to the Supervisor for approval.

**§ 4 Actions taken by the Supervisor**

1. Once the Supervisor has accepted the anti-plagiarism report, the Supervisor enters the opinion on the dissertation in the TA, in accordance with the "TA Instruction for Supervisors".

2. The Supervisor provides the PhD Student with a printed and signed copy of the accepted anti-plagiarism report and opinion on the dissertation, in duplicate.

**§ 5 Receipt of education certificate**

1. The Director, in cooperation with the DSMHS Office, prepares a certificate of completion of education, which is given to the PhD Student upon signature. This document is issued in duplicate. One copy shall be archived in the PhD Student's personal file.   
2. In the event that the dissertation is submitted before the completion date stipulated by the study programme, the PhD Student will have an "active" status in the USOS system until the last day of the month in which the PhD student is entitled to payment of the scholarship in accordance with separate regulations.

**§ 6 Other activities undertaken by the DSMHS Office**

1. Upon receipt of the resolution of the Discipline Board granting or refusing the doctoral degree, the DSMHS Office archives it in the personnel file.

2. The education of the PhD student ends with the submission of the doctoral dissertation. Submission of the dissertation means that the supervisor accepts the final content of the dissertation in the University's computer system, after checking it in the Uniform Anti-Plagiarism System. A member of the DSMHS office staff invalidates the PhD student’s ID card in the USOS system, cuts off a corner of the card and returns it to the PhD student. Information about the cancellation of the card is automatically transmitted from USOS system to MPK [Krakow public transport] (if the card is used as KKM card, this will be visible at ticket control or when buying a new ticket).

1. In the situation described in § 5.2, on the last day of the month in which the PhD Student is entitled to payment of the scholarship, the status of the scholarship should be changed to "credited" by entering the date that falls on that day in the "End Date " field and the option "Z" in the "Credit Status" field.

**§ 7 Further proceedings**

Receipt of the Certificate of Completion of Education is the last activity assigned to be carried out by the Doctoral School.

**§ 8 Extension of education**

1. The Director may, at the request of the PhD student and after consultation with the supervisor, agree to extend the deadline for the submission of the doctoral dissertation and the resulting period of education at the school beyond the period provided for in the IRP, by a maximum of two years in total, in the case of:

1) periodical incapacity caused by a disease,

2) need for personal care over a sick family member,

3) need for personal care over a child up to the age of 4 or a child with a disability certificate,

4) having a disability certificate,

5) the need to carry out long-term research necessary for the completion of the doctoral dissertation.

2. The application must be submitted no less than 7 days before the deadline for submission of the dissertation as specified in the IRP. The application shall be accompanied by an update of the IRP, including a detailed plan for the remaining tasks involved in the preparation of the dissertation. The IRP is amended in accordance with the procedure set out in § 9(5) of the DS Regulations.

3. During the period of extension, the PhD student retains the rights and obligations of the PhD student status.

4. The rules for the use of research and IT infrastructure by persons who have completed their education at the school are laid down in separate regulations.

5. During the extension period, the implementation of the IRP is subject to periodic evaluation in accordance with the Study Programme, at least once every 12 months at the dates specified in the IRP. It is recommended that during the extension period, the PhD student submits a progress report on the dissertation preparation 3 months before the end date of the extension. The report should include:

(a) a list of the research articles published or accepted for publication that are part of the dissertation, if the dissertation is in the form of a publication series,

(b) a list of the parts of the dissertation already completed, together with a schedule for the completion of the remaining parts, if the dissertation is in the form of a monograph.

Director of

the Doctoral School of Medical and Health Sciences

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