

ORDER No. 1/2024
Head
of the Doctoral School
of the Maria Grzegorzewska University
of 25 July 2024

**on amending the Order of the Head of the Doctoral School No. 2/2023 of 27 February 2023
on amending the Order of the Head of the Doctoral School No. 8/2021 of 22 December
2021 on the procedure for submitting a doctoral dissertation at the doctoral school**

Pursuant to § 12(7) of the Regulations of the Doctoral School of the Maria Grzegorzewska University, adopted by Resolution No. 138/2019 of the Senate of the University of 20 March 2019 on the adoption of the Regulations of the Doctoral School managed by the Maria Grzegorzewska University, as amended, the consolidated text of which is attached as Appendix No. 1 to Resolution No. 523/2023 of the Senate of the University of 22 March 2023, I hereby order as follows:

§ 1

1. The Order of the Head of the Doctoral School No. 8/2021 of 22 December 2021, as amended by the Order of the Head of the Doctoral School No. 2/2023 of 27 February 2023 on the procedure for submitting a doctoral dissertation at the doctoral school, is amended as follows:
 - 1) § 1(1) shall be changed and read as follows: “A doctoral student’s education at the Doctoral School ends with the submission of a doctoral dissertation. Submission of a doctoral dissertation should occur after fulfilling all obligations arising from the curriculum and individual research plan. Accordingly, the doctoral student is also required to submit an annual report for the final year of education at the Doctoral School and have it approved. If the deadline for submission of the dissertation is earlier than the deadline for submission of the annual report specified in the Regulations of the Doctoral School, the doctoral student shall submit the report for the final year of education no later than 21 days before the planned submission date of the dissertation”.
 - 2) §1 shall be supplemented with §1(8), reading as follows: “The doctoral student shall attach to the dissertation an electronic version of the doctoral dissertation in PDF format (on a flash drive or as a file sent to the e-mail address of the office providing administrative support for the Doctoral School)”.

- 3) §1(8) shall be followed by §1(9), reading as follows: "After fulfilling all the requirements specified in the Regulations and the Curriculum of the Doctoral School, and after submitting the doctoral dissertation with the required attachments to the Head of the Doctoral School, the doctoral student receives a document signed by the Head of the Doctoral School, confirming the completion of the Doctoral School at the University and achievement of the learning outcomes for qualifications at level 8 of the Polish Qualification Framework provided for in the Curriculum of the Doctoral School at the University".
- 4) §1(9) shall be followed by §1(10), which is attached as Appendix No. 3 to this Order, reading as follows: "The template of the certificate of completion of the Doctoral School at the University, the content of which is provided in Appendix No. 1 to this Order, is hereby approved".

§ 2

Thus, the entirety of §1 of the Order of the Head of the Doctoral School No. 8/2021 of 22 December 2021, as amended by the Order of the Head of the Doctoral School No. 2/2023 of 27 February 2023 on the procedure for submitting a doctoral dissertation at the doctoral school, shall now read as follows:

- 1) *"1) A doctoral student's education at the Doctoral School ends with the submission of a doctoral dissertation. Submission of a doctoral dissertation should occur after fulfilling all obligations arising from the curriculum and individual research plan. Accordingly, the doctoral student is also required to submit an annual report for the final year of education at the Doctoral School and have it approved. If the deadline for submission of the dissertation is earlier than the deadline for submission of the annual report specified in the Regulations of the Doctoral School, the doctoral student shall submit the report for the final year of education no later than 21 days before the planned submission date of the dissertation".*
- 2) *The doctoral dissertation presents the candidate's general theoretical knowledge in the discipline or disciplines and the ability to conduct scientific work independently.*
- 3) *The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution to the application of the results of one's own scientific research in the social sphere.*
- 4) *A doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a project, implementation work, as well as an independent and isolated part of a collective work. The doctoral dissertation can be prepared in Polish or English.*
- 5) *The doctoral student submits their doctoral dissertation to the Head of the Doctoral School within the deadline specified in the Individual Research Plan. The doctoral student submits a dissertation submission form, the template of which is attached as Appendix No. 1 to this Order. The dissertation is accompanied by an abstract in*

English, and a dissertation prepared in a foreign language is also accompanied by an abstract in Polish. If the dissertation is not a written work, a description in Polish and English must be included. The doctoral dissertation is accompanied by a positive opinion from the supervisor(s).

- 6) *"I approve the template of the dissertation submission form in Polish and English versions."*
- 7) *I approve the guidelines for the supervisor preparing the opinion on the dissertation submitted for the completion of education at the Doctoral School in Polish and English versions."*
- 8) *"The doctoral student shall attach to the dissertation an electronic version of the doctoral dissertation in PDF format (on a flash drive or as a file sent to the e-mail address of the office providing administrative support for the Doctoral School), the content of which is attached as Appendix No. 2 to this Order.*
- 9) *"After fulfilling all the requirements specified in the Regulations and the Curriculum of the Doctoral School, and after submitting the doctoral dissertation with the required attachments to the Head of the Doctoral School, the doctoral student receives a document signed by the Head of the Doctoral School, confirming the completion of the Doctoral School at the University and achievement of the learning outcomes for qualifications at level 8 of the Polish Qualification Framework provided for in the Curriculum of the Doctoral School at the University".*
- 10) *"The template of the certificate of completion of the Doctoral School at the University is hereby approved, the template is attached as Appendix No. 3 to this Order, is hereby approved".*

§ 3

The Order shall enter into force on the date it is signed.

Head of Doctoral School

PhD Hab. Aleksandra Tłuściak-Deliowska, professor at the University

Appendix No. 1
to the Order No. 1/2024
Head of Doctoral School
of 25 July 2024

Warsaw,

**Certificate of Completion of Education
at the Doctoral School of the University**

This is to certify that Ms./Mr.

.....

PESEL number

.....

date and place of birth

.....

on submitted a dissertation

titled

.....

with a positive opinion(s)* of the supervisor(s)* and has completed education

at the Doctoral School of the University in the discipline

Ms./Mr.

achieved the learning outcomes for qualifications at level 8 of the Polish Qualification Framework,

as provided for in the completed Curriculum of the Doctoral School at the University.

Supervisor of doctoral dissertation:

Assistant Supervisor**:

Warsaw,

.....

name stamp and signature
Head of Doctoral School

* delete as appropriate

** if appointed