

**ORDER No. 2/2023
of the Head
of Doctoral School
of the Maria
Grzegorzewska University
of 27 February 2023**

on the amendment of 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 of the Maria Grzegorzewska University in Warsaw

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 run by the Maria Grzegorzewska University, as amended, the consolidated text of which constitutes Appendix No. 1 to Resolution No. 346/2022 of the Senate of the University of 27 April 2022, I order as follows:

§ 1

1. The Order of the Head of the Doctoral School No. 8/2021, dated 22 December 2021, is amended as follows:
 - 1) In § 1, paragraph 1 changes the wording to:
“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.”
 - 2) In § 1, paragraph 5 changes the wording to:
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).

- 3) In § 1, paragraph 6 is added following 5, which is attached as Appendix No. 1 to this Order, with the following wording:
"I approve the template of the dissertation submission form in Polish and English versions."
- 4) In § 1, paragraph 7 is added following 6, which is attached as Appendix No. 2 to this Order, with the following wording:
"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."

§ 2

The Order comes into force on the date it is signed.

Head of Doctoral School

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

Dissertation submission form
Doctoral School at the University

Name of doctoral student:.....
Discipline:
Student ID number:
Supervisor:
Assistant Supervisor:

I hereby submit my doctoral dissertation titled
.....

At the same time, I declare that I have fulfilled the obligations arising from the curriculum and individual research plan, and that this doctoral dissertation has been prepared in accordance with the schedule specified in the individual research plan.

.....
Date and signature of the doctoral student

Appendices:

1. *Doctoral dissertation.*
2. *An abstract in English (to a dissertation prepared in a foreign language must also be accompanied by an abstract in Polish. If the dissertation is not a written work, a description in Polish and English must be included).*
3. *Positive opinion of the supervisor(s).*

The next part is to be completed by the Office of the Doctoral School:

Doctoral dissertation received on:

.....
Signature of the receiver

I confirm the submission of the dissertation on the date indicated in the Individual Research Plan

.....
Signature and stamp of the Head of the Doctoral School

Doctoral Dissertation Submission Form
The MGU Doctoral School

PhD student name and surname:

Scientific discipline:

Album number:

Supervisor:

Auxiliary supervisor:

I hereby submit my doctoral dissertation entitled:

.....

At the same time, I declare that I have fulfilled the obligations arising from the educational program and the individual research plan, and this doctoral dissertation was prepared in accordance with the schedule specified in the individual research plan.

.....
Date and signature of the doctoral student

Attachments:

1. *Doctoral dissertation.*
2. *Summary in English (in the case of a doctoral dissertation prepared in a foreign language, also a summary in Polish shall be attached. If the doctoral dissertation is not a written thesis, a description in Polish and English shall be attached).*
3. *Positive opinion of the supervisor/supervisors.*

The following part is completed by the MGU Doctoral School Office:

Doctoral dissertation received on:

.....
Received by (signature)

I confirm the dissertation submission by the date indicated in the Individual Research Plan.

.....
Stamp and signature of the MGU Doctoral School Director

Guidelines for the supervisor preparing the opinion on the dissertation submitted for the completion
of education
at the Doctoral School

The supervisor's opinion should include a statement that the supervisor has read the dissertation and accepts its contents.

The supervisor's opinion should take into account, in particular, the answer to the following questions:

- ✓ What scientific problem was solved and presented in the dissertation?
- ✓ How did the doctoral student solve the problem, what methods did he/she use, and what skills did it require?
- ✓ What knowledge, skills, and competencies, and at what level, did the doctoral student acquire as a result of the dissertation?
- ✓ During the course of the dissertation, did the doctoral student demonstrate the social competencies necessary to conduct scientific research work?
- ✓ Does the dissertation cover the latest scientific developments and demonstrate the doctoral student's familiarity with the contemporary literature in the scientific discipline to which it relates? What is the assessment of the correctness of the conduct of the research and the results obtained? Have the data contained in the doctoral dissertation been collected and presented accurately?
- ✓ What is the original contribution of the doctoral student to the discipline's development?
- ✓ What are the chances of further use of the dissertation results?

The supervisor's opinion should conclude with a positive assessment and a statement that the thesis meets the requirements for doctoral dissertations in the scientific discipline.

Guidelines for a supervisor preparing an opinion on a doctoral dissertation submitted to complete education at the MGU Doctoral School

The supervisor's opinion should contain a statement that the supervisor has read the doctoral dissertation and accepts its content.

The supervisor's opinion should include the answers to the following questions:

- ✓ What scientific problem was solved and presented in the doctoral dissertation?
- ✓ How did the doctoral student solve the problem, what methods did he/she use and what skills did it require?
- ✓ What knowledge, skills, and competences and at what level did the doctoral student acquire as a result of preparing the doctoral dissertation?
- ✓ Did the doctoral student, while working on the dissertation, demonstrate social competences necessary to conduct scientific and research work?
- ✓ Does the dissertation cover the latest scientific achievements and prove that the doctoral student is familiar with contemporary literature in the scientific discipline in which the thesis was prepared?
- ✓ What is the assessment of the correctness of the research and the results obtained?
- ✓ Has the data contained in the doctoral thesis been collected and presented reliably?
- ✓ What is the original contribution of the doctoral student to the development of the discipline?
- ✓ What is the chance of further use of the dissertation results?

The supervisor's opinion should conclude with a positive assessment and a statement that the dissertation meets the requirements for doctoral dissertations in the scientific discipline it concerns.