



**Resolution No. 5 - 2021/2022  
of the Senate of the Warsaw University of Life Sciences of 27 September 2021  
on the adoption of the Regulations for the conduct of proceeding for the award of a doctoral  
degree at the Warsaw University of Life Sciences**

Pursuant to Art. 192 para. 2 and 3 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and § 23 para. 2 item 4 of the Statute of the Warsaw University of Life Sciences (SGGW), the Senate of the Warsaw University of Life Sciences (SGGW) hereby has resolved as follows:

**§ 1**

1. The following has been introduced:

- 1) Regulations for the conduct of proceeding for the award of the doctoral degree in the extramural mode at the Warsaw University of Life Sciences, in the wording constituting Appendix 1 hereto;
- 2) Regulations for the conduct of proceedings for the award of the doctoral degree at the Warsaw University of Life Sciences to those who started their doctoral studies before the academic year 2019/2020, in the wording constituting Appendix 2 hereto;
- 3) Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences to those who completed their education at the doctoral school in the wording constituting Appendix 3 to this resolution; hereinafter referred to as "the Regulations".

2. The Regulations shall enter into force on 1 October 2021, subject to § 2.

**§ 2**

The previous provisions shall apply to the proceeding for the award of the doctoral degree initiated and not completed before the effective date of the Regulations referred to in § 1.

**§ 3**

The following has been waived:

- 1) Resolution No. 8-2019 / 2020 of the Senate of the Warsaw University of Life Sciences of 23 September 2019 on the adoption of the Regulations 2 on the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences in 2021,
- 2) Resolution No. 35-2020/2021 of the Senate of Warsaw University of Life Sciences of 30 November 2020 modifying Resolution No. 8-2019 / 2020 of the Senate of the Warsaw University of Life Sciences of 23 September 2019 on the adoption of the Regulations 2 on the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences.

**§ 4**

The Resolution shall enter into force on the day of its adoption.

Rector of the Warsaw University of Life Sciences  
prof. dr hab. Michał Zasada  
/ signed with a qualified electronic signature /



Annex 1 to Resolution No. 5 of the Senate of the Warsaw University of Life Sciences  
of 27 September 2021 on the adoption of the Regulations for the conduct of proceeding  
for the award of a doctoral degree at the Warsaw University of Life Sciences

**Regulations for the conduct of proceeding for the award of a doctoral degree  
in the part-time study mode  
at the Warsaw University of Life Sciences**

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## **Chapter I** **General provisions**

### **§ 1 [Scope of regulation]**

1. These regulations define the detailed rules for the conduct of proceedings for the award of a doctoral degree in the part-time study mode at the Warsaw University of Life Sciences.
2. At SGGW, the discipline councils are the relevant authorities for the award of the doctoral degree and in the case of awarding the doctoral degree in a given field - the Senate.
3. For each initiated procedure, the discipline council appoints a doctoral committee. The procedure may be conducted directly by the discipline council, without appointing a doctoral committee. The provisions of the Regulations concerning doctoral committees shall apply respectively.
4. The discipline council adopts resolutions on the award of the doctoral degree or refusal of the award of the doctoral degree by an absolute majority of votes, in a secret ballot, in the presence of at least half of those entitled to vote. In other personal matters, the discipline council adopts resolutions by a simple majority of votes in a secret ballot, in the presence of at least half of the number of those entitled to vote.
5. Any resolutions adopted by the discipline council are signed by the chairperson of the discipline council, and resolutions adopted by the Senate are signed by the rector.
6. In the proceedings for the award of the doctoral degree in a part-time study mode, in the scope not regulated in the Act, the provisions of the Code of Administrative Proceedings [KPA] apply accordingly.
7. The administrative support for the discipline council and the committees appointed by the given discipline council shall be provided by the secretariat of the institute supporting the relevant discipline council.

### **§ 2 [Terms definition and meaning]**

Whenever the following are used:

- 1) BIP - shall be understood as the Public Information Bulletin of the Warsaw University of Life Sciences;
- 2) JSA - shall be understood as the Unified Anti-plagiarism System;
- 3) Candidate - shall be understood as a person applying for the award of a doctoral degree in a part-time study mode;
- 4) Doctoral committee - shall be understood as a doctoral committee acting in the proceeding for the award of the doctoral degree, if it has been appointed in accordance with the principles set out in these regulations;
- 5) KPA - Act of 14 June 1960; the Code of Administrative Proceedings;



- 6) Proceedings - shall be understood as proceeding for the award of the doctoral degree in a part-time study mode;
- 7) PRK - shall be understood as the Polish Qualification Framework;
- 8) Discipline council - shall be understood as the SGGW authority competent to awarding doctoral and postdoctoral degrees in the given field and discipline;
- 9) RDN - shall be understood as the Council of Scientific Excellence;
- 10) Regulations - shall be understood as the regulations for the conduct of proceeding for the award of the doctoral degree in the part-time study mode, at the Warsaw University of Life Sciences;
- 11) SGGW - university, the competent authority, Warsaw University of Life Sciences;
- 12) Statute - shall be understood as the Statute of the SGGW;
- 13) part-time study mode - shall be understood as the procedure for preparing a doctoral dissertation, in which the candidate is not a participant of the doctoral studies commenced before the 2019/2020 academic year nor a graduate of a doctoral school;
- 14) Act - shall be understood as the Act of 20 July 2018 - the Law on Higher Education and Science (i.e. of 1 March 2021, Journal of Laws of 2021, item 478 as amended).

### § 3 [Schedule of the proceedings]

The proceeding for the award of the doctoral degree in a part-time study mode comprises the following stages:

- 1. The appointment of the supervisor or supervisors or supervisor and assistant supervisor [the application form template - Appendix 1, 2, 3; the template of the resolution of the discipline council - Appendix 4];
- 2. Verification of learning outcomes for qualifications at level 8 according to the Polish Qualification Framework [the application form template - Appendix 5, the resolutions of the discipline council - Appendix 6 and 7];
- 3. Initiation or refusal to initiate the proceeding [the application forms template - Appendices 8, 9, 10, 11, 28, 29; the templates of the resolutions of the discipline council - Appendices 12, or 13];
- 4. Signing the contract regarding costs of the proceeding [the templates of the contracts - Appendices 14 or 15; initial cost calculation - Appendix 16];
- 5. The appointment of the reviewers [resolution of the discipline council - Appendix 18; the contract for specific work for the review - Appendix 19];
- 6. The appointment of the doctoral committee (optionally), [the resolution of the discipline council - Appendix 17];
- 7. Verification for compliance with the requirements referred to in Art. 186 para. 1; admission or refusal of the admission to defence [resolution of the discipline council or resolution of the doctoral committee - Appendix 20 or 21];
- 8. A public defence of the doctoral dissertation [framework process - Appendix 22], acceptance or refusal of the acceptance of the public defence of the doctoral dissertation [resolution of the discipline council or resolution of the doctoral committee, possible



application of the doctoral committee for the distinction of the doctoral dissertation - Appendix. 23 or Appendix 24];

9. Awarding or refusal of the award of the doctoral degree [resolution of the discipline council - Appendix 25 or 26];
10. The distinction of the doctoral dissertation [resolution of the discipline council - App. 27];
11. The determination of the final costs of the procedure [final calculation - App. 16];
12. Lodging an appeal by the candidate in the event of refusal of the award of the doctoral degree.

#### § 4 [Requirements for the award of a doctoral degree]

1. A doctoral degree is awarded to a person who:
  - 1) has the professional title of MA [magister], MSc [magister inżynier], or an equivalent or has the diploma referred to in art. 326 para. 2 item 2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree in the country in the education system of which the higher education institution which issued it operates.
  - 2) achieved the learning outcomes for qualifications at level 8 according to the PQF [PRK], whereby the learning outcomes in terms of a modern foreign language are confirmed by a certificate or diploma of completion of studies, at the B2 level or higher;
  - 3) includes in the scientific output at least:
    - a) a 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 a list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2.2 point b of the Act, or
    - b) a scientific monograph issued by a publishing house, which in the year of publication of the monograph in its final form was included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2.2 point a of the Act, or a chapter in such a monograph;
  - 4) presented and defended the doctoral dissertation.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the requirements specified in para. 1.1, however is a graduate of first-cycle programme or a student who has completed the third year of long-cycle programme may be awarded with a doctoral degree. Confirmation of compliance with this requirement may be made on the basis of written opinions of at least two academic teachers employed by SGGW as professors.



## Chapter II

### Appointment of the dissertation supervisor or supervisors and assistant supervisor

#### § 5 [Supervision over the preparation of a doctoral dissertation]

The scientific supervision over the preparation of a doctoral dissertation is provided by:

- 1) supervisor or supervisors, or
- 2) supervisor and assistant supervisor.

#### § 6 [Requirements for the supervisor]

1. Any person with a postdoctoral degree or holding the title of professor may act as a supervisor. A person with at least a doctoral degree may act as an assistant supervisor.
2. A person who does not meet the conditions specified in para. 1, and is employed by a foreign university or scientific institution cannot act as a supervisor, unless the discipline council decides that such person has significant achievements in the scientific matters covered by the doctoral dissertation.
3. A person who:
  - 1) during the last 5 years:
    - a) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation, or
    - b) supervised the preparation of the doctoral dissertation by at least 2 candidates who did not receive positive reviews;
  - 2) was punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1 item 4 of the Act - for the duration of the penalty may not become a supervisor.

#### § 7 [Appointment of the supervisor]

1. Prior to the commencement of the proceeding, the candidate submits a written request to the discipline council to appoint:
  - 1) a supervisor or supervisors, or
  - 2) a supervisor and assistant supervisor.
2. The application form template referred to in para. 1 constitutes Appendix 1. The candidate needs to enclose:
  - 1) a document confirming the possession of the professional title of MA [magister], MSc [magister inżynier], or an equivalent, or the diploma referred to in art. 326 para. 2.2, or art. 327 para. 2 of the Act, giving the right to apply for the award of the doctoral degree by the issuing authority that operates in the higher education system of the given country, or documents confirming the fulfilment of the requirements referred to in § 4 para. 2 of the regulations;



- 2) the diploma supplement referred to in item 1, if issued;
  - 3) the concept of the doctoral dissertation covering the topic of the dissertation and the justification for its selection, basic research assumptions, the purpose of the dissertation, anticipated research methods, and the expected date of submission of the dissertation;
  - 4) declaration of the candidate for the supervisor of compliance with the requirements for performing the function, the template of which constitutes Appendix 2;
  - 5) consent of the persons recommended for the function of the supervisor or assistant supervisor, the template of which constitutes Appendix 3;
  - 6) in the case of a candidate for a supervisor who is not an employee of the Warsaw University of Life Sciences, a list of their academic achievements.
3. The appointment of more than one supervisor is possible in case of preparing an interdisciplinary doctoral dissertation or in cooperation with another entity, in particular with another university or institution. In that event, the candidate should submit a document confirming a cooperation with another entity and its rules. The appointment of a second supervisor is inadmissible after the procedure for the award of the doctoral degree was initiated.
4. Before considering the application referred to in para. 1, the discipline council:
- 1) needs to verify whether the recommended candidates referred to in para. 1, meet the requirements set out in § 6. Information about the verification should be included in the minutes of the discipline council meeting at which it was conducted;
  - 2) may consult other discipline councils or relevant authorities on the appointment of given candidates for a position of supervisor or assistant supervisor.
5. The discipline council:
- 1) designates by resolution:
    - a) a supervisor or supervisors, or
    - b) a supervisor and assistant supervisor, or
  - 2) refuses to appoint the persons referred to in item.
- The template of the resolution constitutes Appendix 6.

#### § 8 [Substitution of the supervisor or assistant supervisor]

1. Upon justified request, the discipline council may, by resolution, change the appointed supervisor or assistant supervisor or dismiss an assistant supervisor without appointing the replacement one.
2. The request for replacing the supervisor or assistant supervisor may be submitted by: the supervisor(s), the assistant supervisor or a person whom those candidates were appointed for.



3. To change the supervisor or assistant supervisor. The provisions of § 7 para. 4-5 shall apply accordingly.

### **Chapter III**

#### **Verification of Learning Outcomes for Qualifications at level 8 according to the Polish Qualification Framework (PRK)**

##### § 9 [Application for verification of the learning outcomes]

1. Prior to initiating the proceeding for the award of the doctoral degree, the candidate needs to apply to the discipline council to verify the achievement of learning outcomes at the level 8 of PQF. The template of the application form constitutes Appendix 5.
2. The following documents must be attached with the candidate's application:
  - 1) a short self-report covering a professional resume and a description of scientific achievements, including a list of publications;
  - 2) documents confirming the achievement of learning outcomes at PQF level 8, in particular: graduation diplomas, diplomas of postgraduate studies, certificates of knowledge of a modern foreign language other than the mother tongue, and any other documents confirming the knowledge and skills of the candidate.

##### § 10 Verification of the learning outcomes]

1. In order to verify the candidate's learning outcomes at PQF level 8, the discipline council appoints a three-person committee, including its chairperson, from among members of the discipline council with an academic title of the habilitated doctor (post-doc) - the template of the resolution constitutes Appendix 6.
2. The full committee debates during the meetings, which are recorded in minutes. The meeting minutes should be signed by all members of the committee.
3. The learning outcomes for qualifications at PQF level 8 in the case of a modern foreign language knowledge are confirmed by the committee on the basis of the certificate or diploma of graduation presented by the candidate.
4. In the remaining scope, the learning outcomes for qualifications at PQF level 8 determined by other provisions should be confirmed by the committee on the basis of the result of the oral examination and the analysis of the documentation submitted by the candidate.
5. The scope of the material for the examination referred to in para. 4, relevant to the scientific discipline in which the candidate is applying for the award of the doctoral degree, shall be determined by the committee. The candidate shall be notified at least two weeks in advance about the date of the examination and its scope by the chairperson of the committee. The committee draws up a protocol from the examination containing information on the positive or negative verification of learning outcomes at PQF level 8.



6. In the event of a negative result of the examination, the candidate has the right to retake the examination on the date set by the chairperson of the committee, however, no sooner than six weeks from the date of the first examination and no more than once.
7. The protocol of the examination, containing information on the positive or negative verification of the learning outcomes at PQF level 8 is submitted by the committee to the chairperson of the discipline council. A negative opinion should include a justification.
8. In special cases, after analysing the documentation, which directly indicates that the candidate has achieved qualifications at the level of PQF 8 or in other justified cases, e.g. if the candidate has significant scientific achievements, the committee may exempt the candidate from the examination referred to in para. 4. In such a situation, the chairperson of the committee presents the minutes of the committee meeting to the chairperson of the discipline council containing an application for the recognition of the candidate's learning outcomes at PQF level 8.
9. On the basis of documentation submitted to the discipline council by the committee, the discipline council adopts a resolution on the verification of learning outcomes at the level of PQF 8, including knowledge of a modern foreign language, confirming positive or negative verification - the template of the resolution constitutes Appendix 7. The positive verification is one of the conditions enabling the candidate to submit an application for initiating the proceeding for the award of a doctoral degree at SGGW.

#### **Chapter IV** **Requirements for a doctoral dissertation**

##### § 11 [The content and form of the doctoral dissertation]

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 approach in applying the results of own research in the economic or social scope.
3. A doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological or implementation work, as well as an independent and isolated part of a collective work.

##### §12 [Appendices to the doctoral dissertation]

1. The following should be attached to the doctoral dissertation:
  - 1) an abstract in English;
  - 2) an abstract in Polish - if the doctoral dissertation is written in a foreign language;





- 3) a description in Polish and English - if the doctoral dissertation is not a written dissertation;
  - 4) declarations of all its co-authors specifying the individual contribution to its creation - if the doctoral dissertation is an independent and separate part of a collective work, subject to para. 2-3.
2. If the collective thesis constituting the doctoral dissertation has more than five co-authors, the candidate shall submit a declaration specifying his individual contribution to the creation of the given dissertation and the declarations of at least four other co-authors. The template of the declaration constitutes Appendix 9.
3. The candidate is not obliged to submit the co-author's declaration in the event of the co-author's death, of being recognized as deceased, or any permanent medical impairment that prevents obtaining the required declaration.
4. When, for reasons beyond the candidate's control, it is not possible to obtain declarations from the co-authors, the candidate encloses a declaration of the first author, monograph editor, project manager, team leader, or corresponding author.
- If it is not possible to obtain such declarations, the candidate is obliged to explain the reasons for the failure to submit the declaration by the above mentioned entities in the declaration referred to in para. 2.

## **Chapter V**

### **Initiation of the proceeding for the award of a doctoral degree**

#### § 13 [Opinion of the supervisor or supervisors]

1. Before initiating the proceeding for the award of the doctoral degree, the candidate submits the doctoral dissertation with attachments, through the secretariat supporting the relevant discipline council, to the supervisor or supervisors referred to in § 7 para. 1.1 in order to prepare a written opinion.
2. The dissertation with attachments is submitted in paper form with a copy of the dissertation and attachments saved on an IT data carrier. The candidate receives a written confirmation with a date of submission of the dissertation issued by the secretariat employee.
3. The supervisor or supervisors referred to in para. 1, should prepare written opinions on the submitted doctoral dissertation, assessing whether the dissertation meets the requirements set out in § 11. The opinion may either be positive and negative.
4. For the preparation of the opinion referred to in para. 2, the supervisor or supervisors have 30 days from the date of submission of the work. In particularly justified cases, the chairperson of the discipline council may extend the time limit for the preparation of the opinion, however no longer than for a period of 14 days.
5. If the doctoral dissertation is a written dissertation, the supervisor checks it within the time limit specified in section 3 using JSA [Unified Anti-plagiarism System].
6. The opinions and the report signed by the supervisor confirming the verification of the doctoral dissertation with the use of JSA shall be immediately forwarded to the candidate by the supervisor.





#### § 14 [Initiation of the proceeding]

1. The proceeding for the award of the doctoral degree is initiated at the request of a candidate who meets the formal conditions specified in § 4 para. 1 items 1-3 and para. 2.
2. The application for the initiation of the proceeding for the award of the doctoral degree with attachments should be submitted in paper form with a copy of the dissertation and attachments saved on an IT data carrier.
3. The template of the application form constitutes Appendix 8.
4. The following documents must be attached with the candidate's application:
  - 1) a doctoral dissertation in 4 copies with attachments referred to in § 12;
  - 2) a positive opinion of the supervisor or supervisors referred to in § 13;
  - 3) a report confirming the verification of the doctoral dissertation with the use of JSA, signed by the supervisor;
  - 4) a personal questionnaire with an information clause - the template constitutes Appendix 10;
  - 5) information on the candidate's publication output, including the publication output that meets the requirements referred to in § 4 para. 1.3;
  - 6) information about not applying for the award of the doctoral degree earlier or information on the course of the doctoral dissertation or on proceedings for the award of a doctoral degree, provided that the candidate has previously applied for the award of a doctoral degree - the template is set out in Appendix 8;
  - 7) a declaration form on granting SGGW a license to place the dissertation in the repository maintained by the University and its use in the given areas of application - the template is set out in Appendix 28;
  - 8) the doctoral dissertation description form with a summary in doc or docx. format - the template is set out in Appendix 29.
5. The doctoral dissertation should be recorded on an IT data carrier referred to in para. 2, in a pdf, unencrypted file; the description of the dissertation should be saved in a separate unencrypted file called "the dissertation description" in the doc / docx. file format.
6. The date of initiation of the proceeding is the date of delivery of the application.
7. The Discipline council should verify the meeting of the requirements for initiating the procedure set out in these regulations within 30 days of submitting the application. If the deadline falls within the period of holiday months, such verification should be made at the consecutive meeting of the discipline council - the template of the resolution constitutes Appendix 12.
8. If the application does not meet the formal requirements, in particular it does not contain the required attachments, the chairperson of the discipline council shall ask the candidate to remove the deficiencies within 14 days from the date of receipt of the



request. If the application is not supplemented within the indicated time limit, the discipline council leaves the application without consideration.

9. After the verification of compliance with the requirements set out in these regulations, the chairperson of the discipline council notifies the candidate about this fact.
10. In the event of failure to meet the requirements for initiating proceedings specified in these regulations, the discipline council shall issue a decision of the refusal to initiate proceedings - the template of the resolution constitutes Appendix 13.
11. The decision referred to in para. 9, there is an application for reconsideration of the case. The application is submitted to the discipline council within 7 days from the date of receipt of the decision.

## **Chapter VI**

### **Requirements and reviews**

#### § 15 [Requirements for reviewers]

1. Any person who meets the requirements referred to in § 6 para. 1-2, and has scientific achievements and experience allowing for the preparation of a reliable review of the doctoral dissertation can serve as the reviewer in the proceeding.
2. The person cannot serve as the reviewer if:
  - 1) there are reasonable doubts as to their impartiality;
  - 2) was punished with a disciplinary penalty referred to in art. 276 para. 1 item 4 of the Act - for the duration of the penalty;
  - 3) is employed by SGGW;
  - 4) is employed by a university, a Polish Academy of Sciences institute [PAN], a research institute or any international institute employing the candidate.

#### § 16 [Appointment of the reviewers]

1. The discipline council, by resolution, appoints 3 reviewers - a template of the resolution constitutes Appendix 18.
2. A candidate for a reviewer may be recommended by any member of the discipline council with at least a postdoctoral degree.
3. The discipline council appoints reviewers from among the proposed candidates by a simple majority of votes in a secret ballot. The chairperson of the discipline council determines the dates and conditions for submitting recommendations of candidates for reviewers.
4. Reviewers are appointed no later than within 30 days from the date of positive verification of the application for initiating the procedure. If this date falls within the period of holiday months, the reviewers should be appointed at the consecutive meeting of the discipline council.
5. After appointing the reviewer, without undue delay, SGGW concludes a contract for a review. The template of the contract with the reviewer constitutes Appendix 19.



#### § 17 [Preparation of a review]

1. Reviewers prepare reviews of the doctoral dissertation within 2 months from the date of receipt of the dissertation.
2. The review should contain a detailed assessment of the fulfilment of the conditions set out in § 11 by the doctoral dissertation.
3. The content and conclusion of the review should be unambiguous and substantially coherent.
4. In the case the doctoral dissertation is an independent and separate part of the collective work, the review should include an assessment of the candidate's individual contribution to the creation of the given dissertation.
5. If the review include an application for the award of a doctoral dissertation, such application requires justification.
6. The reviewer, within the period specified in para. 1 provides the chairperson of the discipline council with paper and electronic copy of the signed review.
7. The secretariat of the institute supporting the discipline council prepares the handover protocol of the review constituting an appendix to the contract with the reviewer.
8. In the event the received review:
  - 1) does not contain a conclusion about meeting the statutory requirements or
  - 2) does not contain other formal deficiencies, the chairperson of the discipline council may ask the reviewer to correct or supplement it.

#### § 18 [Providing access to the review and doctoral dissertation]

The rules for providing access to the reviews and doctoral dissertations are determined by the separate provisions.

### **Chapter VII Doctoral Committee**

#### § 19 [Composition of the Doctoral Committee]

1. For each initiated procedure, the discipline council appoints a doctoral committee - a template of the resolution constitutes Appendix 17.
2. The doctoral committee includes:
  - 1) 7 members of the discipline council, including the chairperson of the council, complying with the following requirements:
    - a) holding at least a postdoctoral degree in the discipline in which the doctoral student is applying for the doctoral degree or
    - b) having qualifications equivalent to those resulting from holding the postdoctoral degree in the discipline referred to in point (a). and;
  - 2) secretary.



3. The duties of the secretary, with the support of administrative staff serving the relevant discipline council, include, in particular, the organization of doctoral committee meetings, preparation of minutes of committee meetings, minutes of public defence of the doctoral dissertation and preparation of the opinion of the doctoral committee. The secretary does not have the right to vote in the meetings of the doctoral committee.
4. The supervisor and the assistant supervisor participate in the meetings of the doctoral committee, including the classified part of the defence of the doctoral dissertation without the right to vote.
5. At least two reviewers of the doctoral dissertation referred to in § 16 para. 1, invited by the chairperson of the discipline council conducting the proceeding for the award of the doctoral degree should participate in the doctoral committee meetings, including in the non-public part of the defence of the doctoral dissertation. In particular, the presence of the reviewer who wrote a negative review is recommended.

#### § 20 [Duties and responsibilities of the doctoral committee]

1. Doctoral committee:
  - 1) verifies whether the doctoral student meets the requirements referred to in Art. 191 para. 1 of the act;
  - 2) if the requirements referred to in item 1 are met, the committee issues a decision in the form of a resolution on admission to public defence and the setting of a defence date and then submits the information to the discipline council - the template of the resolution constitutes Appendix 20;
  - 3) conducts public defence;
  - 4) issues an order in the form of a resolution on acceptance or refusal of the acceptance of public defence and submits it to the discipline council.
2. If the doctoral student fails to meet the requirements referred to in Art. 191 para. 1 of the Act, the doctoral committee issues a resolution on refusal of the admission to public defence and submits it to the discipline council and the candidate - a template of the resolution constitutes Appendix 21. A resolution of the doctoral committee on the refusal of the admission to defend a doctoral dissertation may be appealed against to the Council of Scientific Excellence within 7 days from the date of receipt of the resolution.
3. The doctoral committee adopts resolutions by a simple majority of votes in a secret ballot, in the presence of at least half of the committee members. The committee may not sit in the absence of the chairperson and secretary.
4. The meeting of the doctoral committee is convened and chaired by its chairperson.
5. The secretary is responsible for the proper documentation of the activities undertaken by the doctoral committee.



6. In particularly justified cases, the participation in the work of the doctoral committee may take place with the use of technical devices enabling the simultaneous and direct transmission of image and sound, unless voting takes place with the help of IT tools that ensure their secrecy.
7. The resolutions referred to in para. 1 item 2 and 4 are signed by the chairperson of the doctoral committee, whereas the minutes of the doctoral committee meetings are signed by the chairperson of the doctoral committee and the secretary.
8. In the case referred to in para. 6, all resolutions and the minutes of the meeting containing the committee's opinions are sent electronically to all members of the doctoral committee in order to agree on its content and final approval, submitted in the form of a declaration by e-mail by each member of the committee, and then signed by the chairperson of the committee.

## **Chapter VII**

### **Public defence of the doctoral dissertation**

#### § 21 [Admission to public defence]

1. After reviewing the doctoral dissertation, supervisors' opinions and reviews, the doctoral committee issues a decision in the form of a resolution on admitting the doctoral student to public defence of the doctoral dissertation and, in consultation with the reviewers of the doctoral dissertation, sets the date of public defence of the doctoral dissertation - the template of the resolution constitutes Appendix 20.
2. Any person who has received positive reviews from at least 2 reviewers and has met the other requirements under the Regulations and the Act may be admitted to defend a doctoral dissertation.
3. The chairperson of the doctoral committee shall inform the chairperson of the discipline council about the date and place of defence of the doctoral dissertation, who in turn orders the publication of a notice on the website of the relevant SGGW institute.
4. The deadline for defending a doctoral dissertation may not be set earlier than 30 days from the date on which the information referred to in Art. 188 para. 1 and 2 of the Act was posted in the BIP [the Public Information Bulletin of the Warsaw University of Life Sciences].

#### § 22 [Rules for conducting public defence]

1. The defence is held at an open meeting of the doctoral committee.
2. The presence of a doctoral student, supervisor and at least half of the members of the doctoral committee, including the chairperson and secretary, is required for the validity of the defence of a doctoral dissertation.
3. If a doctoral student has two supervisors, the presence of at least one of them is required.



4. At least two reviewers of the doctoral dissertation referred to in § 16 para. 1 should participate in the defence of the doctoral dissertation without a right to vote, after being invited by the chairperson of the discipline council conducting the procedure for the award of the doctoral degree. The presence of the reviewer who wrote a negative review is particularly recommended.
5. The defence may be held outside the seat of the entity granting the doctoral degree using electronic means of communication providing, in particular:
  - 1) livestreaming of defence among its participants,
  - 2) real-time multilateral communication, which enables the participants of the defence to express their views in its course, while maintaining the necessary safety rules.
6. In the event of inability to conduct the defence in accordance with the provisions of para. 2, the doctoral committee shall set another date of defence and announce it immediately after the obstacle has been removed.
7. The framework process of the doctoral dissertation defence is set out in Appendix 22.

#### § 23 [Voting]

1. After the end of the public part of the defence of the doctoral dissertation, the doctoral committee, as a result of the discussion, adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot;
  - 1) regarding the acceptance of the public defence, the template of the resolution constitutes Appendix 23, or
  - 2) regarding the refusal of the acceptance of public defence of the doctoral dissertation - the template of the resolution constitutes Appendix 24.
2. Upon the written application included in the reviews of at least two reviewers, the doctoral committee adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot to refer to the discipline council with a request for granting a distinction for the particularly high scientific level of a doctoral dissertation.
3. After the end of the doctoral dissertation, the chairperson of the doctoral committee shall provide the chairperson of the discipline council with all the documentation of the proceeding.

### **Chapter IX**

#### **Conferral of a doctoral degree**

#### § 24 [Resolution of the proceeding for the award of a doctoral degree]

1. The discipline council awards a doctoral degree or refuses to grant it by way of an administrative decision in the form of a resolution - the template of the resolution constitutes Appendix 25 or 26.
2. In the case the defence of the doctoral dissertation was held at the doctoral committee meeting, the discipline council may request the chairperson or secretary of the doctoral committee to present the course of the proceedings and the defence of the doctoral dissertation before issuing the resolution referred to in para. 1.



3. The resolution of the discipline council on the award of the doctoral degree is adopted by an absolute majority of votes in secret ballot in the presence of at least half of the members of the discipline council holding the title of professor or the academic degree of habilitated doctor (post-doc).
4. Only members of the council holding the title of professor or the degree of habilitated doctor (post-doc) may vote in the ballot on the award of the doctoral degree. The supervisor or the assistant supervisor referred to in § 7 may not participate in the vote of the discipline council on granting the doctoral degree, even if they are members of the discipline council.
5. Upon the written request included in the reviews of at least two reviewers, the discipline council adopts a resolution on the award of a doctoral dissertation - a template of the resolution constitutes Appendix 27. The provisions of para. 3-4 shall apply accordingly.

#### § 25 [Appeal]

1. The decision on refusal of the award of the doctoral degree may be appealed against to the Council of Scientific Excellence through the discipline council which adopted a resolution on that matter.
2. The deadline for lodging an appeal is within 30 days from the delivery of the resolution.
3. After lodging the appeal the chairperson of the discipline council orders the doctoral committee to prepare an opinion on the validity of the appeal within 2 months from the date of the appeal.
4. Based on the opinion referred to in para. 3, the discipline council may:
  - 1) revoke or amend the appealed resolution - if it considers that the appeal deserves to be fully taken into account, or
  - 2) uphold the appealed resolution and submit the appeal to the Council of Scientific Excellence along with its opinion and case files - within 3 months from the date of the appeal.

### **Chapter X**

#### **Fees**

#### § 26 [Determining the costs of the procedure]

1. Any person applying for the award of a doctoral degree in a part-time study mode should pay a fee for conducting the proceedings in the case.
2. The fee is payable to SGGW within 21 days from the date of issuing the VAT invoice based on the contract for the coverage of the costs of the proceedings.
3. The amount of the fee may not exceed the costs of the proceedings, including, in particular, the costs of remuneration of the supervisor or supervisors, assistant supervisor and reviewers, and the costs of administrative services of the proceedings.
4. The remuneration costs include the following rates:
  - 1) each supervisor appointed in the proceedings - 83% of the professor's salary;





- 2) assistant supervisor - 50% of the professor's salary;
- 3) each reviewer appointed in the proceedings - 27% of the professor's salary.
5. The remuneration of the supervisor and assistant supervisor shall be paid once, after the completion of the proceeding for the award of the doctoral degree, as a result of which it was granted.
6. The reviewer's remuneration shall be paid after the preparation and submission of a review that meets the requirements referred to in § 17 to SGGW.
7. The cost of administrative services together with the final amount of the costs of the proceeding is determined as of the date of completing the procedure in the form of a final calculation - the template constitutes Appendix 16.
8. The professor's remuneration shall be understood as the amount of the professor's minimum remuneration specified in the regulation issued on the basis of art. 137 para. 2 of the Act.
9. A contract with a candidate who is not an academic teacher or a researcher who prepares the dissertation in a part-time study mode shall be concluded based on the rules of remuneration for conducting the proceeding for the award of a doctoral degree at SGGW. The template of the contract with the candidate constitutes Appendix 14. The contract shall be concluded within 14 days from the date of submitting the application to initiate the proceeding.
10. In the case of an academic teacher or researcher, the costs of the proceedings shall be borne by the university, PAN institute, research institute or any international institute employing them. The template of the contract constitutes Appendix 15. The contract should be concluded within 14 days from the submission of the application to initiate the proceeding.

#### § 27 [Exemption from fees]

1. In justified reasons, imposed in particular by a difficult financial situation, the Rector may exempt a candidate from the fee in whole or in part.
2. The decision to exempt the candidate from fees in whole or in part cannot be appealed.
3. The decision should be immediately presented to the chairperson of the discipline council conducting the proceedings.

### **Chapter XI Special and Final Provisions**

#### § 28 [Joint awarding of the degree]

1. The right to award a doctoral degree may be vested in a given discipline jointly by SGGW and other universities, PAS institutes [PAN], research institutes or international institutes, with the proviso that each of the cooperating higher





education institution has the scientific category A +, A or B + in a given discipline, including the international institutions with the right to award the doctoral in the given discipline.

2. The principles of cooperation of entities granting the doctoral degree referred to in section 1 are specified in an contract concluded in writing, which in particular indicates the entity responsible for entering data into the system referred to in Art. 342 para. 1 of the act.
3. The contract referred to in para. 1. 2, shall be concluded within 30 days from the date of submission of the application for the appointment of the supervisor or supervisors or supervisor and assistant supervisor.

#### § 29 [Interdisciplinary dissertation]

1. If the doctoral dissertation covers scientific issues from more than one scientific discipline, the candidate indicates the discipline they apply for the award of the doctoral degree in the application form for initiating the procedure and submits a request to initiate proceedings to the council of that discipline.
2. If the disciplines are equally represented in the interdisciplinary doctoral dissertation, the doctoral degree may be awarded in the field of science.
3. In the case referred to in para. 2, the doctoral degree may be awarded in the field of science, provided that SGGW has the scientific category A +, A or B + in more than half of the disciplines covered by the given field of science.
4. In the case referred to in para. 2, the SGGW body competent to award the doctoral degree in a given field is the Senate, to which the provisions of these Regulations apply accordingly.

#### § 30 [Diploma]

1. Any person who has been awarded the doctoral degree receives a doctoral diploma and a copy of the diploma.
2. At the request of the person, a copy of the diploma may be issued in English, French, Spanish, German, Russian or Latin.
3. For the issue of a copy of the doctoral diploma, a fee is payable, the amount of which is specified in separate regulations.
4. In the case referred to in § 28, the person who has been awarded the doctoral degree receives a joint doctoral diploma issued by the entities awarding the doctoral degree or a doctoral diploma issued by one of the entities indicated in the contract therein.

#### § 31 [The transition period]

1. In proceedings initiated by 31 December 2021, the achievements referred to in § 5 para. 1 point 3 also include:



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 art. 267 para. 2 point 2 (b) of the Act, before the date of publication of that 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 on the basis of art. 44 para. 2 of the Act of 30 April 2010 on the Principles of Financing Science (Journal of Laws of 2018, item 87, as amended) and published in the announcement of the Minister of Science and Higher Education of 25 January 2017, or were included in part B of the list, whereby the scientific articles published therein were awarded at least 10 points;

2) scientific monograph issued by:

- a) a publishing house which was included on a list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2.2 (a), before a publication of the list,
- b) an organizational unit of the entity which publishing house is included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2.2 (a) of the Act.

§ 32 [Coming into effect]

The Regulations shall enter into force on 1 October 2021 and shall apply to the proceedings for the award of the doctoral degree initiated from that date.



Appendix 1 – The application form template for the  
appointment of the supervisor

[place], [date]

[Full name of the PhD Candidate]

[PESEL number]

[Correspondence address]

[Telephone number]

[E-mail address]

**The Discipline Council of the**  
**[name]**  
**SGGW - Warsaw University of Life Sciences**

**Application for the appointment of doctoral dissertation supervisor(s)/  
supervisor and assistant supervisor<sup>1</sup>**

I hereby would like to recommend the following persons to become my supervisor(s)/  
supervisor and assistant supervisor<sup>2</sup>.

1. [Title / degree] [Name and surname] - for the function of the supervisor
2. [Title / degree] [Name and surname] - for the function of the supervisor
3. [Title / degree] [Name and surname] - for the position of the assistant supervisor<sup>3</sup>

Justification for the selection of the above-mentioned candidates<sup>4</sup>:

[Justification]

Applicant's signature

Attachments:

---

<sup>1</sup> Delete if not applicable.

<sup>2</sup> Delete if not applicable.

<sup>3</sup> The following should be indicated: one candidate for the supervisor or two candidates for the supervisors, or one candidate for the supervisor and one candidate for the assistant supervisor.

<sup>4</sup> A justification should be provided for each of the indicated candidates, taking into account their previous scientific achievements and experience in performing the function of a supervisor or an assistant supervisor.



1. Diploma of holding a professional title of MA [magister], MSc [magister inżynier], or an equivalent or has the diploma referred to in art. 326 para. 2.2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree in the country in the education system of which the higher education institution which issued it operates, or any documents confirming the fulfilment of the requirements referred to in § 4 para. 2 of the regulations.
2. Diploma supplement, referred to in item 1, if issued<sup>5</sup>.
3. The concept of the doctoral dissertation covering the topic of the dissertation and the justification for its selection, main research assumptions, the purpose of the dissertation, the envisaged research methods and the expected date of submission of the dissertation.
4. Scientific achievements of the candidate for the supervisor, in the case of a candidate not employed at SGGW.
5. Declaration of the candidate for the supervisor of compliance with the requirements for performing the function.
6. The written consents of the candidates for the supervisor or assistant supervisor.

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<sup>5</sup> Copies of the documents listed in points 1 and 2 and their originals should be submitted for inspection in order to certify them as true copies. The certification is made by an employee of the secretariat supporting the appropriate discipline council.



Appendix 2 – Declaration of the candidate for the supervisor

[place], [date]

[Title/degree, full name of the candidate for a supervisor]

[Name of the entity employing the candidate for a supervisor]

**The Discipline Council of the**  
**[name]**

**SGGW - Warsaw University of Life Sciences**

**Declaration of the Candidate for the Supervisor**

I hereby declare that I meet the requirements to act as a dissertation supervisor specified in Article 190 para. 4 or 5 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 16478) and Resolution on the procedure for the award of a doctoral degree at the Warsaw University of Life Sciences, in particular during the last 5 years:

1. I have not been a supervisor of 4 doctoral students removed from the list of doctoral students, due to a negative mid-term evaluation;
2. I have not supervised any preparation of the doctoral dissertation by at least 2 candidates for the degree of doctor, who did not obtain positive reviews referred to in Article 191 Para. 1 of the Act.

Furthermore, I declare that I have not been punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1.4 of the Act / I have been punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1.4 of the Act, but its duration shall end on [date of penalty termination]. (delete if not applicable)

.....

Candidate's signature



Appendix 3 – The consent form template for the  
prospective supervisor / assistant supervisor

**The Discipline Council of**  
**[name]**

**SGGW - Warsaw University of Life Sciences**

**THE CONSENT FOR THE PROSPECTIVE SUPERVISOR / ASSISTANT  
SUPERVISOR<sup>6</sup>**

Full name

.....  
.....

Title/degree

.....  
.....

Employing entity

.....  
.....

Scientific field and discipline

.....

I hereby agree to be appointed for a function of the dissertation supervisor / assistant  
supervisor<sup>7</sup> prepared by Mr./Ms.

.....

Projected topic of the doctoral dissertation

.....  
.....  
.....

[place], [date]

---

<sup>6</sup> Delete if not applicable.

<sup>7</sup> Delete if not applicable.



.....  
(signature of the candidate for an assistant supervisor)



Appendix 4 – The template of the resolution on the appointment of a supervisor for a person applying for the award of a doctoral degree in a part-time study mode

**RESOLUTION No ...**

Of the Discipline Council ..... [name]  
SGGW – Warsaw University of Life Sciences  
Of ..... [date]

**On the appointment of the supervisor(s) / supervisor and assistant supervisor<sup>8</sup>**

**For Mr./Ms. ....**

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 item 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 7 para. 5 item ... of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

**§ 1**

The Discipline Council of the ....., Warsaw University of Life Sciences, at the request of the candidate ..... [full name of the candidate], decided to appoint a supervisor / supervisors / supervisor and assistant supervisor.

In accordance with / partially in accordance with / contrary to the doctoral student's request, the following persons are appointed to perform the above function(s):

1. [degree / title, name and surname] as the supervisor in the proceeding for the award of the doctoral degree,
2. [degree / title, name and surname] as the supervisor in the proceeding for the award of the doctoral degree,
3. [degree / title, name and surname] as the assistant supervisor in the proceeding for the award of the doctoral degree.<sup>9</sup>

**§ 2**

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council .....

[name]

SGGW - Warsaw University of Life Sciences

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<sup>8</sup> Delete if not applicable.

<sup>9</sup> Indicate one supervisors or two supervisors, or one supervisors and one assistant promoter, respectively.





Appendix 5 - The application form template for  
the verification of learning outcomes at PQF level 8

[place], [date]

[Full name of the Candidate]

[Correspondence address]

[Telephone number]

[E-mail address]

**The Discipline Council of the**  
..... [name]  
**SGGW - Warsaw University of Life Sciences**

**The Application for  
the Verification of Learning Outcomes at PQF level 8  
according to the Polish Qualification Framework (PRK)**

I hereby apply for the verification of the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

Candidate's signature

.....

Attachments:

- 1) a short self-report covering a professional resume and a description of scientific achievements, including a list of publications;
- 2) documents confirming the achievement of learning outcomes at PQF level 8, in particular: graduation diplomas, diplomas of postgraduate studies, documents confirming the execution of the doctoral study program or doctoral school, certificates of knowledge of a modern foreign language other than the mother tongue, and other documents confirming the knowledge and skills of the candidate (all submitted documents should be listed). The copies of the documents listed in points 1 and 2 and their originals should be submitted for inspection in order to certify them as true copies. The certification is made by an employee of the secretariat supporting the appropriate discipline council.



Appendix 6 – The template of the resolution on the  
appointment of a committee to verify the learning outcomes

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the appointment of the committee to verify the learning outcomes  
for qualifications at level 8 of PQF  
For Mr./Ms.**

.....

Acting pursuant to § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences, and § 10 para. 1 of the Regulations for the conduct of proceeding for the award of the doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

**§ 1**

The Committee shall be appointed to verify the learning outcomes for qualifications at the level 8 of PQF for Ms. / Mr. .... hereinafter referred to as the "Committee" with the following composition:

Chairperson of the Committee: .....

.....

.....

**§ 2**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Committee

.....

[name]

SGGW - Warsaw University of Life Sciences





Appendix 7 – The template of the resolution on the  
Verification of Learning Outcomes for Qualifications at  
level 8 according to the Polish Qualification Framework  
(PRK)

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the Verification of learning outcomes**

**for qualifications at level 8 of PQF**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 item 6 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 10 para. 9 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after the verification of learning outcomes for qualifications at PQF level 8, carried out upon the application of the candidate ..... [name and surname of the candidate], submitted on [date of submission of the application], hereby confirms that Mr. / Ms. [name and surname] has obtained / has not obtained the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, entitling them to apply for a doctoral degree.

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 8 – The application form template for the  
initiation of the proceeding for the award of a doctoral  
degree

[place], [date]

[Full name of the Candidate]

[PESEL number]

[Correspondence address]

[Telephone number]

[E-mail address]

**The Discipline Council**  
**of the..... [name]**  
**SGGW - Warsaw University of Life Sciences**

**Application for the initiation of the proceeding for the award of a doctoral degree**

I hereby would like to apply for the initiation of the proceeding for the award of a doctoral degree in the field of [name of the field] and in the discipline of [name of the discipline].

Candidate's signature

Attachments:

- 1) 4 copies of the doctoral dissertation printed together with the attachments referred to in § 13 of the Regulations, and 1 copy on an electronic carrier identical to the printed copies;
- 2) a positive opinion of the supervisor or opinions of supervisors referred to in § 13 of the Regulations;
- 3) a report confirming the verification of the doctoral dissertation with the use of JSA, signed by the supervisor or supervisors;
- 4) a personal questionnaire with the information clause;
- 5) information on the candidate's publication output, including the publication output that meets the requirements referred to in § 4 para. 1, item 3 of the Regulations;
- 6) information on the course of the doctoral dissertation or on proceedings for the award of a doctoral degree, provided that the candidate has previously applied for the award of a doctoral degree;
- 7) a declaration form on granting SGGW a license to place the dissertation in the repository maintained by the University and its use in the given areas of application;
- 8) the doctoral dissertation description form with a summary in doc or docx. Format.



Appendix 9 – The template of the Declaration of Co-authorship in Doctoral Dissertation

[place], [date]

[Full name of the Candidate or co-author]  
[E-mail address]

**The Discipline Council**  
**of the..... [name]**  
**SGGW - Warsaw University of Life Sciences**

**Declaration of Co-authorship**

I hereby declare that my individual contribution in the preparation of the dissertation [authors, year of publication, title, journal or publisher, volume, pages] included [a detailed description of the candidate's or co-author's contribution to the dissertation].

Signature



**THE PERSONAL QUESTIONNAIRE  
PROCEEDING FOR THE AWARD OF A DOCTORAL DEGREE  
AT SGGW – WARSAW UNIVERSITY OF LIFE SCIENCES**

**PERSONAL DATA**

PESEL number: .....

Last name: .....

First name: 1. .... 2. Second name ..... Sex: F / M \*

Date of Birth: ..... Place of Birth: .....

Citizenship: ..... Country of Birth .....

**EDUCATION**

(please list the completed study courses and obtained professional titles, as follows: *name of a university, field of study, year of completion, professional title*)

1) .....

2) .....

**FOREIGNERS** (and any others without a PESEL number)

Passport (or any other document confirming identity in case of lack of passport):

Number ..... Issuing Country .....

Issuing Entity ..... Expiration Date .....

Pole's Card (if applicable):no .....

Issuing Entity ..... Expiration Date .....

**CONTACT DETAILS**

Country ..... Postal code ..... Town/City .....

Post office ..... Street ..... Street number..... Apt. number .....

Phone number \*\* .....

E-mail address\*\* .....

**PLACE OF WORK**

.....

**ADDITIONAL INFORMATION**

**ORCID** (Open Researcher and Contributor ID): .....

**Doctoral dissertation preparation mode:** \*



Part-time study mode / Doctoral Studies / Doctoral School

### INFORMATION CLAUSE / PRIVACY NOTICE

In accordance to art. 13 para. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), hereinafter "GDPR", SGGW hereby informs:

- a) The controller of your personal data is Warsaw University of Life Sciences, with its registered office at 166 Nowoursynowska Street, 02-787 Warsaw (hereinafter: SGGW or the Data Controller);
- b) The Data Controller has appointed the Data Protection Officer, who you can contact in matters related to the processing of personal data and the exercise of the user rights in accordance with the provisions on the protection of personal data via: [iod@sggw.pl](mailto:iod@sggw.pl);
- c) Your personal data will be processed due to the proceeding for the award of a doctoral degree based on:
  - a. the consent given to facilitate contact on the basis of art. 6 (1) (a) of the GDPR,
  - b. Article 6 (1) (c) of the GDPR - in order to fulfil the Controller's legal obligations in respect of art. 345 of the Act on the Law on Higher Education and Science,
- d) The recipients of your data will be entities and bodies to which the Controller is obliged or authorized to provide personal data on the basis of generally applicable law, and entities to which the Controller will entrust their processing on the basis of an appropriate contract in connection with the services provided by the above-mentioned entity for the benefit of the Controller, and ensuring the proper implementation of the objectives referred to in point c) above, e.g. providers of ICT services as well as employees and associates of the Controller;
- e) In case of the use of Microsoft services, your data may be transferred outside the European Economic Area. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at:  
<https://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46> and  
<https://privacy.microsoft.com/pl-pl/privacystatement>.
- f) Personal data will be stored for the period necessary to conduct the proceeding for the award of the doctoral degree and to the extent required by the generally applicable provisions of law regarding the archiving of the state's records. In terms of data processed on the basis of consent, the data will be processed until its possible withdrawal;
- g) Data subjects have the right to withdraw their consent to the processing of personal data at any time in the case of data processed on its basis. The withdrawal of consent does not affect the lawfulness of the use of data during the period in which the consent was valid;
- h) Data subjects have the right to access the above-mentioned personal data, their rectification, erasure, transfer and restriction of processing;
- i) Data subjects have the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO);
- j) The submission of personal data shall be voluntary, but necessary by law to perform the above activities. Providing contact details indicated as voluntary is voluntary however, failure to provide them will prevent contact via the indicated methods;
- k) The personal data will not be the subject of a solely automated individual decision-making, including profiling.

I certify that the data contained herein are true and correct.

Warsaw, on .....

.....  
Signature of the submitting party





Warsaw, on .....

.....

Signature of a receiving party

\* Delete if not applicable.

\*\* Contact details are necessary for a prompt contact between a PhD candidate, and the Warsaw University of Life Sciences, their submission is voluntary.



Appendix 11 – Information on the conduct of the  
proceeding for the award of a doctoral degree

[place], [date]

[Full name of the Candidate or co-author]

[E-mail address]

**The Discipline Council**  
**of the..... [name]**  
**SGGW - Warsaw University of Life Sciences**

I hereby declare that I applied / did not apply<sup>10</sup> for the award of the doctoral degree.

Complete if applicable:

The doctoral dissertation process / the proceeding for the award of the doctoral degree<sup>11</sup>  
was initiated on ..... by resolution  
..... (name of the academic unit) in the field of  
..... in the discipline of .....

The title of the doctoral dissertation:  
.....

The doctoral dissertation supervisor: ..... ..

The doctoral dissertation process / the proceeding for the award of the doctoral degree  
was discontinued / closed / I was refused to grant the doctoral degree<sup>12</sup> on .....  
.

Candidate's signature

---

<sup>10</sup> Delete if not applicable.

<sup>11</sup> Delete if not applicable.

<sup>12</sup> Delete if not applicable.



Appendix 12 – The template of the resolution on the positive verification of the requirements for initiating the proceeding for the award of the doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the positive verification of the requirements  
for initiating the proceeding for the award of the doctoral degree  
in the field [name of the field]  
in the discipline [name of the discipline]  
For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 14 para. 7 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

**§ 1**

The Discipline Council of the ....., Warsaw University of Life Sciences, after the verification of the requirements for initiating the proceeding for the award of the doctoral degree, states that Mr. / Ms. [name and surname] meets the requirements for initiating the proceeding for the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].

**§ 2**

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 13 – The template of the resolution on the refusal to initiate the proceeding for the award of a doctoral degree

## **RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the refusal to initiate the proceeding for the award of a doctoral degree**

**in the field [name of the field]**

**in the discipline [name of the discipline]**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 14 para. 10 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

### **§ 1**

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the application of Mr. / Ms. [name and surname] to initiate the proceeding for the award of the doctoral degree of [date] ..... in the field of [name of the field] in the discipline of [name of the discipline] on the basis of a doctoral dissertation entitled: [title of a doctoral dissertation] decides to refuse to initiate the proceeding for the award of the doctoral degree due to failure to meet the requirements resulting from the Regulations for the conduct of proceeding for the award of the doctoral degree in a part-time study mode at the Warsaw University of Life Sciences.

### **Justification**

*[The justification should include all elements of the proceeding, including, for example, unfulfilled requirements resulting from the Act and the Regulations, which contributed to the decision to refuse to initiate the proceeding for the award of the degree].*

### **§ 2**



The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences

### **Instruction**

Pursuant to § 14 para. 11 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, this resolution is subject to a request for reconsideration, which should be submitted to the Discipline Council of the ..... within 7 days from the date of delivery of this decision via the secretariat supporting the relevant Discipline Council. The decision issued as a result of the reconsideration of the case is final.

### **Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council of the .....,  
Warsaw University of Life Sciences (SGGW) of ..... No.  
....., together with the justification.

.....  
[Candidate's legible signature and date]



Appendix 14 – the template of the contract with the candidate

**Contract with the candidate for the coverage of the costs of proceedings for the award of  
a doctoral degree  
In a part-time study mode at Warsaw University of Life Sciences**

No. ....

concluded on ..... by and between

SGGW - Warsaw University of Life Sciences, 02-787 Warsaw, Nowoursynowska 166,  
represented by

Head of the Institute of ..... acting on the basis of a power of  
attorney No. .... granted by the Rector of SGGW of  
.....

with the countersignature of the Bursar of SGGW  
....., referred to in the contract as the  
"University",  
and

..... hereinafter referred to  
as the "Candidate",  
which reads as follows:

§ 1

The subject of the contract is the Candidate's obligation to cover the costs of their proceeding  
for the award of the doctoral degree.

§ 2

1. The Candidate undertakes to pay the University the costs referred to in § 1, in the amount specified in the cost calculation, constituting an appendix hereto, after updating them in accordance with the provisions in force on the date when the costs arose, i.e. the date of completing the procedure.
2. The costs referred to in § 1 include:
  - a) remuneration for reviews,
  - b) the supervisor's or supervisors' remuneration,
  - c) the assistant supervisor's remuneration (if applicable),
  - d) mark-up on salaries in accordance with separate provisions,
  - e) other costs (business trips, accommodation, etc.).



3. The cost of the proceedings shall be settled by the Candidate following the adoption of the resolution on awarding or refusing to grant the doctoral degree by the Discipline Council.

### § 3

1. The Candidate shall pay the amounts referred to in § 2 on the basis of a VAT invoice issued by the University.
2. The parties agree that the payment will be made to the University's bank account indicated on the VAT invoice within 21 days from the date of its issue.

### § 4

The Candidate shall pay the amounts due under the terms of this contract, regardless of the results of the proceeding for the award of the doctoral degree.

### § 5

Any disputes arising from this contract shall be settled by the civil court having jurisdiction over the seat of the University.

### § 6

Any changes to the contract shall be made in writing, otherwise null and void.

### § 7

This contract has been drawn up in two identical copies, one for each party.

.....

.....

Candidate

University

The countersignature of the Bursar .....

Attachment: Cost calculation



Appendix 15 – The template of the contract with the unit  
employing the candidate

**Contract with the unit employing the candidate  
for the coverage of the costs of proceedings for the award of a doctoral degree  
in a part-time study mode at Warsaw University of Life Sciences**

No. ....

concluded on ..... by and between

SGGW - Warsaw University of Life Sciences, 02-787 Warsaw, Nowoursynowska 166,  
represented by

Head of the Institute of ..... acting on the basis of a power of  
attorney No. .... granted by the Rector of SGGW of  
.....

with the countersignature of the Bursar of SGGW  
....., referred to in the contract as the  
"University",  
and

..... represented by

1. ....

2. ....

hereinafter referred to as the "Unit",

which reads as follows:

§ 1

The subject of the contract is the Unit's obligation to cover the costs of their proceeding for the  
award of the doctoral degree to Mr. / Ms.  
..... employed by the Unit.

§ 2

1. The Unit undertakes to pay the University the costs referred to in § 1, in the amount specified in the cost calculation, constituting an appendix hereto, after updating them in accordance with the provisions in force on the date when the costs arose.
2. The costs referred to in § 1 include:
  1. remuneration for reviews,
  2. the supervisor's or supervisors' remuneration,
  3. the assistant supervisor's remuneration (if applicable),
  4. mark-up on salaries in accordance with separate provisions,





5. other costs (business trips, accommodation, etc.).

3. The cost of the proceedings shall be settled by the Unit following the adoption of the resolution on awarding or refusing to grant the doctoral degree by the Discipline Council.

### § 3

1. The Unit shall pay the amounts referred to in § 2 on the basis of a VAT invoice issued by the University.
2. The parties agree that the payment will be made to the University's bank account indicated on the VAT invoice within 21 days from the date of its issue.

### § 4

The Unit shall pay the amounts due under the terms of this contract, regardless of the results of the proceeding for the award of the doctoral degree.

### § 5

Any disputes arising from this contract shall be settled by the civil court having jurisdiction over the seat of the University.

### § 6

Any changes to the contract shall be made in writing, otherwise null and void.

### § 7

This contract has been drawn up in two identical copies, one for each party.

.....

.....

Unit

University

The countersignature of the Bursar .....

Attachment: Cost calculation



Appendix 16 – The template of the cost calculation table  
for the proceeding for the award of a doctoral degree

**THE INITIAL/FINAL\* COST CALCULATION**  
**FOR THE PROCEEDING FOR THE AWARD OF A DOCTORAL DEGREE**  
Attachment for the contract no. .... of .....

No.	Specification	Amount	
0	1	2	
<b>1</b>	<b>Salaries (a+b+c+d)</b>	<b>0,00</b>	
a	Of three reviewers		
b	Supervisor(s)		
c	Assistant supervisor		
d	Mark-up on salaries		
<b>2</b>	<b>Other costs (list:)</b>	<b>0,00</b>	
a			
b			
c			
<b>Total costs of proceeding (1+2):</b>			<b>0,00</b>

.....  
.....

Candidate/Unit

University



Appendix 17 – the template of the resolution on the  
appointment of the Doctoral committee

## **RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

### **On the appointment of the Doctoral Committee**

in the proceeding for the award of a doctoral degree

in the field [name of the field]

in the discipline [name of the discipline]

**For Mr./Ms.**

.....

Acting pursuant to § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences, and § 22 para. 1-2 of the Regulations for the conduct of proceeding for the award of the doctoral degree in part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

### **§ 1**

**The Doctoral Committee** shall be appointed in the proceeding for the award of a doctoral degree to Ms. / Mr. .... in the field [name of the field], in the discipline [name of the discipline], hereinafter referred to as the "Committee" with the following composition:

Chairperson of the Committee: .....

.....

.....

### **§ 2**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences



Appendix 18 – The template of the resolution on the appointment of the reviewers

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the appointment of the Reviewers**

in the proceeding for the award of a doctoral degree

in the field [name of the field]

in the discipline [name of the discipline]

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 190 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 16 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

**The reviewers** shall be appointed in the proceeding for the award of a doctoral degree to Ms. / Mr. .... in the field [name of the field], in the discipline [name of the discipline], in the following composition:

- 1) .....[degree/title, full name, place of work]
- 2) .....[degree/title, full name, place of work]
- 3) .....[degree/title, full name, place of work]

§ 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences





Appendix 19 – The template of the contract for specific work for the review of the doctoral dissertation

**CONTRACT FOR SPECIFIC WORK No. ....**  
**FOR THE REVIEW (copyright)**

concluded on .....

by and between:

SGGW - Warsaw University of Life Sciences, 02-787 Warsaw, Nowoursynowska 166,  
represented by

Head of the Institute of ..... acting on the basis of a power  
of attorney No. .... granted by the Rector of SGGW of  
.....

with the countersignature of the Bursar of SGGW  
....., referred to in the contract as the  
**"Contracting Party"**,

and

Mr. / Ms. (degree or title and full name)  
.....

Contact details:

.....  
.....  
.....  
.....

PESEL number: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

employed by: .....  
hereinafter referred to as the **"Reviewer"**.

§ 1

The Contracting Party entrusts the performance of a review to assess whether the doctoral dissertation of a person applying for the award of the doctoral degree - Ms / Mr ..... meets the requirements set out in Art. 187 para. 1-3 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478).

§ 2

1. The Reviewer undertakes to perform the subject of the contract personally, without delegating to any other person, and provide with the result in paper and electronic form within 2 months from the date of delivery of the doctoral dissertation.



2. The Reviewer declares that the performance of the subject of the contract is within their capabilities and there are no technical and legal obstacles preventing the performance of the subject of the contract in whole or in part. The Reviewer declares that no circumstances exist that give rise to the justifiable doubts as to his impartiality, in particular:
  - The Reviewer is not a co-author of any scientific papers of the candidate for the doctoral degree;
  - The Reviewer has not participated nor participates jointly with the candidate in any research teams implementing projects financed through any national or international competitions;
  - The Reviewer has not conducted any research work with the candidate at scientific institutions;
  - there are no other circumstances set out in Art. 24 of the Act of 14 June 1960 - the Code of Administrative Proceedings; (Journal of Laws of 2018, item 2096), that might result in the inability to perform the subject of the contract.
3. The Reviewer undertakes to perform the subject of the contract in a reliable and comprehensive manner.
4. The review should be finished with a clearly expressed, **unambiguous (positive or negative) conclusion**. The conclusion of the review should be clearly justified in the content of the review.
5. Any errors as well as incorrect or inaccurate wording noticed by the reviewer should be listed in detail.
6. In the case when an incorrect or incomplete review is submitted, the Contracting party may indicate reservations, ask the Reviewer to correct or supplement the review, and set a deadline for their review, suspending the payment of remuneration until the review is corrected or completed, under the pain of recognition of the contract as not performed. The basis for recognizing the contract as not performed may also be due to a gross breach of the deadline herein.

### § 3

1. For the performance of this contract in accordance with the provisions of § 2, including the transfer of copyright in accordance with para. 2, the Reviewer will receive a remuneration in the amount of ..... **PLN gross** (in words: ..... zlotys).
2. The Reviewer transfers the copyrights and derivative rights, resulting from the review, to the Contracting Party free of charge upon its transfer to the Contracting Party, in particular the right to dispose of and use the review.
3. Pursuant to the Act of 4 February 1994 on Copyright and Related rights (Journal of Laws of 2019, item 1231, as amended), the Reviewer's proprietary copyrights to the review created as a result of the performance of this contract as a work, in terms of disposing of and using reviews in any country, are transferred to the Contracting Party



in all fields of use by the Reviewer, at the moment of concluding the contract, in particular in the scope of:

- a. entering into the computer memory, storing, displaying, launching and using any feedback elements by an unlimited number of persons;
  - b. any recording and reproduction of the original copy or copies (including entering into computer memory or other device), making copies by any technique, including printing and reprographics, magnetic, mechanical, optical, electronic or other recording, using analogue or digital technology, in any system or format, on any media, including audio or video media, paper or similar media, photosensitive, magnetic, optical, discs, memories, computer media and other recording and memory carriers;
  - c. trading in the original copy or copies on which the opinion was recorded - marketing, lending or renting;
  - d. distributing an opinion in a manner other than specified in item 2: any public performance, exhibition, display, reproduction, broadcasting and rebroadcasting, as well as public sharing of opinion in such a way that everyone can have access to it in a place and at a time chosen by them, in particular via the Internet.
4. The Reviewer is not entitled to any separate remuneration for using the opinion in each separate field of use.
  5. The Reviewer is not entitled to authorize the exercise of derivative copyright.
  6. The remuneration specified in § 3.1 - after accepting the opinion and receiving the invoice issued by the Reviewer - will be transferred to the Reviewer's bank account indicated on the invoice (after deduction of the tax).
  7. The Reviewer is responsible for the materials provided or made available to them by the Contracting Party.
  8. In the event of claims against the Contracting Party by third parties for infringement of their copyright, the Contracting Party shall immediately notify the Reviewer, who undertakes to replace the Contracting Party and fully satisfy the claims of third parties and release the Contracting Party from the obligation to provide services in this respect.

#### § 4

The Reviewer undertakes to pay to the Contracting Party a contractual penalty in the amount of 1% of the gross contractual remuneration specified in § 3 para. 1 for each commenced day of delay in the performance of the contract.

#### § 5

1. The Contracting Party declares that serves as the controller of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), hereinafter "GDPR", in relation to the Reviewer's personal data processed in connection with the concluded contract.

2. The Contracting Party declares that he has appointed a data protection officer who can be contacted in matters related to the processing of personal data via the e-mail address: [iod@sggw.edu.pl](mailto:iod@sggw.edu.pl).
3. The personal data referred to in para. 1, will be processed by the Contracting Party in terms of the identification, contact and financial data categories for the purposes of:
  - a) performance of the contract and settlement of the due remuneration - art. 6 para. 1 (b) of the GDPR;
  - b) fulfilment of public and legal obligations incumbent on the Contracting Party in connection with the contract - art. 6 para. 1 (c) of the GDPR;
  - c) maintaining contact with the Reviewer to the necessary extent resulting from the contract - art. 6 para. 1 (b) of the GDPR;
  - d) establishing or pursuing possible claims under the contract - art. 6 para. 1 (f) of the GDPR.
4. The following data recipients may have access to the data: authorized employees of the Contracting Party, members of ..... (provide the name of the entity conducting the proceeding for the award of a doctoral degree) to the extent specified by law under the promotion procedure, as well as service providers and their authorized employees to whom the processing of personal data was entrusted herein for the purposes of the service provision for the Contracting Party, in particular, entities operating IT systems.
5. In case of the use of Microsoft services, data may be transferred outside the European Economic Area. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at:  
<https://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46> and <https://privacy.microsoft.com/pl-pl/privacystatement>.
6. Personal data will be processed for the duration of the contract and indicated in the uniform list of files (JRWA), including archiving obligations and purposes related to the pursuit of claims.
7. The Reviewer has the right to access their personal data, rectify it, erase it or restrict its processing, or object to its processing.
8. The reviewer has the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO).
9. The submission of personal data referred to in para. 1, is voluntary, but required to conclude this contract. Refusal to provide personal data may result in the inability to conclude and implement it. Submitting a request to erase or restrict processing may



result in termination of the contract (at the discretion of the Contracting Party) due to the fault of the Reviewer.

§ 6

1. Any disputes arising from this contract shall be examined by a competent common court having jurisdiction over the seat of the Contracting Party.
2. In matters not covered by this contract, the provisions of the Civil Code shall apply.

§ 7

The contract has been prepared in two identical copies, one copy for each party.

Reviewer

Contracting party

.....  
.....

Countersignature of the Bursar .....



Annex 1 to the contract for specific work

....., on .....

*Unit seal*

.....  
Source of financing

### **HANDOVER REPORT OF THE REVIEW**

to the Contract for specific work No. ....

drawn up on ..... in Warsaw on the receipt of the review.

Contracting party: SGGW – Warsaw University of Life Sciences

The Reviewer: .....

The subject of the Contract: .....

1. The reviewer submitted the prepared review as part of the proceeding for the award of the doctoral degree, and the Contracting party accepted the review without reservations, stating that the review was prepared in accordance with the concluded contract and the provisions of the Regulations. At the same time, the Reviewer transfers the ownership of the submitted copies of the review to the Contracting Party.
2. The Contracting party raised the following reservations and comments to the review \*:
  - a) lack of information regarding compliance/non-compliance with the statutory requirements;
  - b) other formal deficiencies, i.e..... (what?)

Contractual penalties have been charged in the amount of PLN ..... and a debit note should be issued. \*

3. The reviewer shall complete the review by ....., in accordance with the reservations and comments listed in point 2 of the herein. \*

.....  
.....

Contracting party

Reviewer

\*- delete if not applicable



Appendix 20 – The template of the resolution on the admission to public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On the admission to public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 20 para. 1 item 2 of the Regulations for the conduct of proceeding for the award of the doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

§ 1

Mr. / Ms. .... is **allowed to the public defence of a doctoral dissertation**

§ 2

The **date of public defence of the doctoral dissertation for Mr. / Ms.** is set on .....

§ 3

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



Appendix 21 – The template of the resolution on refusal of the admission to public defence

## RESOLUTION No ...

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

### On refusal of the admission to public defence

**For Mr./Ms.**

.....

Acting pursuant to § 20 para. 2 of the Regulations for the conduct of proceeding for the award of the doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

#### § 1

Mr. / Ms. .... is **not allowed to the public defence of a doctoral dissertation**

#### Justification

*[The justification should provide all the elements of the proceeding, including, for example, non-compliance with the requirements resulting from the act and the regulations, which contributed to the decision on refusal of the admission to public defence].*

#### § 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



### **Instruction**

Pursuant to § 20 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, this resolution may be appealed against to the Council of Scientific Excellence within 7 days from the date of receipt of the resolution.

### **Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council/Doctoral Committee No. ..... of ..... together with the justification.

.....

[Candidate's legible signature and date]



### **The framework process of the doctoral dissertation defence**

#### **The doctoral dissertation defence process consists of the three parts:**

- 1) The first public part:
  - a) the supervisor presents the candidate's resume,
  - b) the candidate presents the main theses of the doctoral dissertation,
  - c) reviewers submit reviews of the doctoral dissertation,
  - d) in the absence of the reviewer, the chairperson of the discipline council / doctoral committee or any person indicated by the chairperson reads the review,
  - e) the candidate replies to the reviewers' questions,
  - f) members of the discipline council / doctoral committee interrogate the candidate,
  - g) the candidate replies to the questions of members of the discipline council / doctoral committee,
  - h) other persons attending the public defence process may direct questions to the candidate,
  - i) the candidate replies to the questions.
- 2) The non-public part of the defence of the doctoral dissertation:
  - a) the discipline council / doctoral commission conducts a discussion on public defence,
  - b) eligible members of the discipline council / doctoral committee vote on the acceptance of public defence,
  - c) the secretary counts the votes and informs the chairperson of the discipline council / committee about the result of the ballot,
  - d) the chairperson of the discipline council / doctoral committee informs other members of the discipline council / committee about the results.

In the case the defence of the doctoral dissertation was held at the doctoral committee meeting then, at the joint request of at least two reviewers, the doctoral committee adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot to refer to the discipline council with a request for granting a distinction for the particularly high scientific level of a doctoral dissertation.

#### **3) The second public part:**

- a) the chairperson announces the result of the ballot,



- b) in the event of a positive vote, the chairperson informs about the wording of the resolution on the acceptance of the public defence of the doctoral dissertation, and if the defence takes place at the doctoral committee meeting, its chairperson informs about the recommendation to the discipline council for the award the candidate with the doctoral degree;
- c) in the event of a negative result of the ballot, the chairperson announces that the discipline council has not accepted the public defence of the doctoral dissertation, and if the defence takes place at the doctoral committee meeting, its chairperson informs about the submission to the discipline council of a request to refuse to award the candidate with the doctoral degree.





Appendix 23 - the template of the resolution on the acceptance of public defence

## RESOLUTION No ...

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

### On the acceptance of public defence

For Mr./Ms.

.....

Acting pursuant to § 23 para. 1 item 1 of the Regulations for the conduct of proceeding for the award of the doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ..... /Doctoral Committee, Warsaw University of Life Sciences (SGGW), after conducting the proceeding for the award of a doctoral degree hereby resolves as follows:

#### § 1

**The public defence of a doctoral dissertation of Mr. / Ms. .... has been accepted.**

#### § 2

*[only in case of the resolution of the Doctoral Committee]*

*Upon the written application of two [or three] reviewer of the doctoral dissertation, the doctoral committee hereby request for **granting a distinction** for the particularly high scientific level of a doctoral dissertation.*

#### § 3

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
..... [name]

SGGW - Warsaw University of Life Sciences  
*Or*

the Chairperson of the Doctoral Committee





Appendix 24 – The template of the resolution on refusal  
of the acceptance of public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On refusal of the acceptance of public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 23 para. 1 item 2 of the Regulations for the conduct of proceeding for the award of the doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ..... /Doctoral Committee, Warsaw University of Life Sciences (SGGW), after conducting the proceeding for the award of a doctoral degree hereby resolves as follows:

§ 1

**The public defence of a doctoral dissertation of Mr. /  
Ms. ....  
has not been accepted.**

§ 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



Appendix 25 – The template of the resolution on the  
award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the award of the doctoral degree  
in the field [name of the field]  
in the discipline [name of the discipline]  
For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 24 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, including the reviews of the doctoral dissertation [*and the resolution of the Doctoral Committee of ..... containing information on the acceptance of the public defence of the doctoral dissertation - if applicable*], **recognizes Mr. / Ms. [name and surname] with the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].**

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 26 – The template of the resolution on refusal  
of the award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On refusal of the award of a doctoral degree**

**in the field [name of the field]**

**in the discipline [name of the discipline]**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 24 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, including the reviews of the doctoral dissertation [*and the resolution of the Doctoral Committee of ..... containing information on refusal of the acceptance of public defence of the doctoral dissertation - if applicable*], **refuses to recognize Mr. / Ms. [name and surname] with the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].**

**Justification**

[*The justification should precisely describe all the elements of the proceeding that contributed to the adoption of the resolution on refusal to award of the doctoral degree*].

§ 2

The Act shall enter into force on the date of its adoption.

.....



The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences

### **Instruction**

Pursuant to Art. 193 para. 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), this resolution may be appealed against to the Council of Scientific Excellence via the Discipline Council of the ..... within 30 days from the date of receipt of the resolution and justification.

### **Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council No. ..... of  
..... together with the justification.

.....

[Candidate's legible signature and date]



Appendix 27 – The template of the resolution on the distinction of the doctoral dissertation

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the distinction of the doctoral dissertation**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 24 para. 4 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, *[in particular, with the resolution of the Doctoral Committee referred to in § 23 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree in a part-time study mode at the Warsaw University of Life Sciences, constituting Appendix No. 1 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences]* **decides to grant Mr. / Ms. [name and surname] a distinction for the particularly high scientific level of a doctoral dissertation.**

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 28 – The template of the author's declaration form on granting the license

Declaration of the author of the doctoral dissertation on granting the license

Full name of the author	
Full name(s) of the supervisor(s)	
Name of the field	
Name of the discipline	
Title of the doctoral dissertation	

I hereby declare that:

1. I grant a non-exclusive, free, indefinite license to place the electronic version of the above-mentioned doctoral dissertation in the SGGW network.
2. I authorize SGGW to reproduce, store and archive the electronic version of the dissertation on IT data carriers.
3. The subject of the dissertation or its content constitutes a secret legally protected:

YES / NO\*

(If marked YES, do not complete the rest of the declaration)

4. I grant a non-exclusive, free, territorially unlimited license to share the electronic version of the doctoral dissertation\* in public

a) ☐ for all Internet users, with no time limit

b) ☐ only for the BG SGGW network users, and as of ..... .. for all Internet users

c) ☐ only for the BG SGGW network users

5. (Applies only to statements 4 a) and 4 b)). I grant a licence to use my doctoral dissertation to any user on the basis of the Creative Commons\* licence:

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b) ☐ Attribution - ShareAlike (CC BY-SA)

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e) ☐ Attribution - NonCommercial - ShareAlike (CC BY-NC-SA)

f) ☐ Attribution - NonCommercial – NoDerivs (CC BY-NC-ND)

.....  
 .....

Place, date

Signature

\*select one below

\*\* Description of the License

Item	License type	Terms of use
------	--------------	--------------





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e)	<b>CC BY-NC-SA</b> 	The reader may copy, change, distribute, present the work and its fragments without restrictions, providing the authorship (as above), for non-commercial purposes only and with the identical terms for derivative works (e.g. translations, presentations, abstracts).
f)	<b>CC BY-NC-ND</b> 	The reader may copy and distribute the work without restrictions, providing the authorship (as above), for non-commercial purposes only and in unadapted form only (any derivative works are not permitted). This is the most restrictive of licenses offered.



Appendix 29 – The template of the doctoral dissertation  
description form

Description of the doctoral dissertation

Full name of the author of the dissertation	
Email address, phone number of the author	
Full name(s) of the supervisor(s)	
Institute	
Faculty	
Title of the dissertation in Polish	
Title of the dissertation in English	
Title of the dissertation in	
Original language of the dissertation	
Key words in Polish (max 5)	
Key words in English (max. 5)	
Key words in ... (max. 5)	
Abstract in Polish	
Abstract in English	
Abstract in ..	
Number of pages	



Annex 2 to Resolution No. 5 of the Senate of the Warsaw University of Life Sciences  
of 27 September 2021 on the adoption of the Regulations for the conduct of proceeding  
for the award of a doctoral degree at the Warsaw University of Life Sciences

**Regulations for the conduct of proceeding for the award of a doctoral degree at the  
at the Warsaw University of Life Sciences  
to persons who started their doctoral studies before the academic year 2019/2020**

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## **Chapter I**

### **General provisions.**

#### **§ 1 [Scope of regulation]**

1. These regulations define the detailed rules for the conduct of proceedings for the award of a doctoral degree at the Warsaw University of Life Sciences to persons who started their doctoral studies before the academic year 2019/2020.
2. At SGGW, the discipline councils are the relevant authorities for the award of the doctoral degree and in the case of awarding the doctoral degree in a given field - the Senate.
3. For each initiated procedure, the discipline council appoints a doctoral committee. The procedure may be conducted directly by the discipline council, without appointing a doctoral committee. The provisions of the Regulations concerning doctoral committees shall apply respectively.
4. The discipline council adopts resolutions on the award of the doctoral degree or refusal of the award of the doctoral degree by an absolute majority of votes, in a secret ballot, in the presence of at least half of those entitled to vote. In other personal matters, the discipline council adopts resolutions by a simple majority of votes in a secret ballot, in the presence of at least half of the number of those entitled to vote.
5. Any resolutions adopted by the discipline council are signed by the chairperson of the discipline council, and resolutions adopted by the Senate are signed by the rector.
6. In the proceedings for the award of the doctoral degree to persons who started their doctoral studies before the academic year 2019/2020, in the scope not regulated in the Act, the provisions of the Code of Administrative Proceedings [KPA] apply accordingly.
7. The administrative support for the discipline council and the committees appointed by the given discipline council shall be provided by the secretariat of the institute supporting the relevant discipline council.

#### **§ 2 [Terms definition and meaning]**

Whenever the following are used:



- 1) BIP - shall be understood as the Public Information Bulletin of the Warsaw University of Life Sciences;
- 2) Doctoral student - shall be understood as any person applying for the award of a doctoral degree who started their doctoral studies before the academic year 2019/2020;
- 3) JSA - shall be understood as the Unified Anti-plagiarism System;
- 4) Doctoral committee - shall be understood as a doctoral committee acting in the proceeding for the award of the doctoral degree, if it has been appointed in accordance with the principles set out in these regulations;
- 5) KPA - Act of 14 June 1960; the Code of Administrative Proceedings;
- 6) Proceedings - shall be understood as proceeding for the award of the doctoral degree;
- 7) PRK - shall be understood as the Polish Qualification Framework;
- 8) Discipline council - shall be understood as the SGGW authority competent to awarding doctoral and postdoctoral degrees in the given field and discipline;
- 9) RDN - shall be understood as the Council of Scientific Excellence;
- 10) Regulations - shall be understood as the regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences to persons who started their doctoral studies before the academic year 2019/2020;
- 11) SGGW - university, the competent authority, Warsaw University of Life Sciences;
- 12) Statute - shall be understood as the Statute of the SGGW;
- 13) Doctoral studies - shall be understood as the doctoral studies (third-cycle studies) started or participated by the doctoral student before academic year 2019/2020;
- 14) Act - shall be understood as the Act of 20 July 2018 - the Law on Higher Education and Science (i.e. of 1 March 2021, Journal of Laws of 2021, item 478 as amended).

### § 3 [Schedule of the proceedings]

The proceeding for the award of the doctoral degree to persons who started their doctoral studies before the academic year 2019/2020 comprises the following stages:

1. The appointment of the supervisor or supervisors or supervisor and assistant supervisor [the application form template - Appendix 1, 2, 3, 4, 5; the template of the resolution of the discipline council - Appendix 6 or 7];
2. The conduct of the foreign language examination – if required [appointment of the Examination Committee – the resolution of the discipline council – Appendix 8];
3. The appointment of the Doctoral committee (optionally), [the resolution of the discipline council - Appendix 10];
4. The submission of the doctoral dissertation [Appendices 21,22];
5. The appointment of the reviewers [resolution of the Discipline council – Appendix 11; the contract for specific work for the review - Appendix 12];
6. A verification for compliance with the requirements referred to in Art. 186 paragraph 1; admission or refusal of the admission to defence [resolution of the discipline council or resolution of the doctoral committee - Appendix 13 or appendix 14];



7. A public defence of the doctoral dissertation [framework process - Appendix 15];
8. The acceptance or refusal of the acceptance of the public defence of the doctoral dissertation [resolution of the discipline council or resolution of the doctoral committee, possible application of the doctoral committee for the distinction of the doctoral dissertation - Appendix 16 or Appendix 17];
9. Awarding or refusal of the award of the doctoral degree [resolution of the discipline council - Appendix 18 or 19];
10. The distinction of the doctoral dissertation [resolution of the discipline council - App. 20];
11. Lodging an appeal by the doctoral student in the event of refusal of the award of the doctoral degree.

#### § 4 [Requirements for the award of a doctoral degree]

A doctoral degree is awarded to a person who:

1. has the professional title of MA [magister], MSc [magister inżynier], or an equivalent or has the diploma referred to in art. 326 para. 2 item 2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree in the country in the education system of which the higher education institution which issued it operates;
2. achieved the learning outcomes for qualifications at level 8 according to the PQF [PRK], whereby the learning outcomes in terms of the knowledge of a modern foreign language are confirmed by a certificate or diploma of completion of studies, at the B2 level or higher; and the learning outcomes in the discipline in which the doctoral student prepared the doctoral dissertation are verified on the basis of the documentation regarding the course of education and the implementation of the program during doctoral studies, submitted by the doctoral student;
3. includes in the scientific output at least:
  - a) a 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 a list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2 item 2 point b of the Act, or
  - b) a scientific monograph issued by a publishing house, which in the year of publication of the monograph in its final form was included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2 item 2 point a of the Act, or a chapter in such a monograph;
4. presented and defended the doctoral dissertation.

## Chapter II

### **Appointment of the dissertation supervisor or supervisors and assistant supervisor – initiation of the proceeding for the award of a doctoral degree**



## § 5 [Supervision over the preparation of a doctoral dissertation]

The scientific supervision over the preparation of a doctoral dissertation is provided by:

- 1) supervisor or supervisors, or
- 2) supervisor and assistant supervisor.

## § 6 [Requirements for the supervisor(s)]

1. Any person with a postdoctoral degree or holding the title of professor may act as a supervisor. A person with at least a doctoral degree may act as an assistant supervisor.
2. A person who does not meet the conditions specified in para. 1, and is employed by a foreign university or scientific institution cannot act as a supervisor, unless the discipline council decides that such person has significant achievements in the scientific matters covered by the doctoral dissertation.
3. A person who:
  - 1) during the last 5 years:
    - a) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation, or
    - b) supervised the preparation of the doctoral dissertation by at least 2 doctoral students who did not receive positive reviews;
  - 2) was punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1 item 4 of the Act - for the duration of the penalty may not become a supervisor.

## § 7 [Appointment of the supervisor and initiation of the proceeding]

1. Prior to the commencement of the proceeding, the doctoral student submits a written application to the Discipline council to appoint:
  - a) a supervisor or supervisors, or
  - b) a supervisor and assistant supervisor.
2. The submission of the application referred to in para.1 initiates the proceeding for the award of a doctoral degree. The date of initiation of the proceeding is the date of delivery of the application.
3. The application form template referred to in para. 1 constitutes Appendix 1. The doctoral student needs to enclose:
  - 1) The personal questionnaire with the information clause – the template of which constitutes App. 2;
  - 2) a document confirming the possession of the professional title of MA [magister], MSc [magister inżynier], or an equivalent, or the diploma referred to in art. 326 para. 2 item 2, or art. 327 para. 2 of the Act, giving the right to apply for the





award of the doctoral degree by the issuing authority that operates in the higher education system of the given country;

- 3) the diploma supplement referred to in item 2, if issued;
  - 4) the concept of the doctoral dissertation covering the topic of the dissertation and the justification for its selection, basic research assumptions, the purpose of the dissertation, anticipated research methods, and the expected date of submission of the dissertation;
  - 5) declaration of the candidate for the supervisor of compliance with the requirements for performing the function, the template of which constitutes Appendix 3;
  - 6) a written consent of the persons recommended for the function of the supervisor or assistant supervisor, the template of which constitutes Appendix 4;
  - 7) in the case of a candidate for a supervisor who is not an employee of the Warsaw University of Life Sciences, a list of their academic achievements;
  - 8) a list of scientific and creative professional works, and information on any activities promoting science;
  - 9) information on the course of the doctoral dissertation / proceeding for the award of the doctoral degree - if the doctoral student previously applied for the award of the doctoral degree - the template is set out in Appendix 5.
4. The appointment of more than one supervisor is possible in case of preparing an interdisciplinary doctoral dissertation or in cooperation with another entity, in particular with another university or institution. In that event, the doctoral student should submit a document confirming a cooperation with another entity and its rules.
  5. If the application referred to in para. 1, does not meet the formal requirements, in particular does not contain the required attachments, the chairperson of the discipline council shall ask the doctoral student to remove the deficiencies within 14 days from the date of receipt of the request. If the application is not supplemented within the indicated time limit, the discipline council leaves the application without consideration.
  6. Before considering the application referred to in para. 1, the discipline council:
    - 1) needs to verify whether the recommended doctoral students referred to in para. 1, meet the requirements set out in § 6. Information about the verification should be included in the minutes of the discipline council meeting at which it was conducted;
    - 2) may consult other discipline councils or relevant authorities on the appointment of given candidates for a position of supervisor or assistant supervisor.
  7. The discipline council:
    - 1) designates by resolution:
      - a) a supervisor or supervisors, or
      - b) a supervisor and assistant supervisor, or
    - 2) refuses to appoint the persons referred to in item 1.

The template of the resolution constitutes Appendix 6 or 7.



8. The decision referred to in para. 7 point 2, may be requested for reconsideration. The request should be submitted to the Discipline council within 7 days from the date of receipt of the decision.

#### § 8 [Substitution of the supervisor or assistant supervisor]

1. Upon justified request, the discipline council may, by resolution, change the appointed supervisor or assistant supervisor or dismiss an assistant supervisor without appointing the replacement one.
2. The request for replacing the supervisor or assistant supervisor may be submitted by: the supervisor(s), the assistant supervisor or a person whom those candidates were appointed for.
3. To change the supervisor or assistant supervisor the provisions of § 7 para. 7 shall apply accordingly.

### **Chapter III**

#### **A Foreign Language Examination for Doctoral student**

##### § 9 [Rules for conducting the examination]

1. Any doctoral student who does not have a certificate confirming the knowledge of a modern foreign language other than the mother tongue of at least B2 level is required to pass a modern foreign language exam for doctoral students.
2. In order to conduct the examination referred to in para. 1, the discipline council appoints a three-person committee (including its chairperson), in the form of a resolution, the template of which constitutes Appendix 8, composed of:
  - 1) two persons with the title of professor or the degree of post-doc/habilitated doctor [*doktor habilitowany*] employed at the institute supporting the documentation of the proceeding for the award of the doctoral degree, and
  - 2) a language teacher employed at the SGGW Language Centre.
3. The committee may not include the doctoral student's supervisor or supervisors.
4. The three-persons committee conducts the examination, and then the report with the result should be prepared. The report should be signed by all members of the committee.
5. The result of the exam can be positive or negative. In the event of a negative result, the doctoral student has the right to retake the examination on the date set by the chairperson of the committee, but not earlier than six weeks from the date of the first examination.
6. The report on conducting the examination referred to in para. 1 shall be submitted to the chairperson of the discipline council in order to attach it to the documentation of the proceeding for the award of the doctoral degree by the chairperson of the committee.

### **Chapter IV**

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

##### § 10 [The content and form of the doctoral dissertation]



1. The doctoral dissertation presents the doctoral student'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 approach in applying the results of own research in the economic or social scope.
3. A doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological or implementation work, as well as an independent and isolated part of a collective work.
- 4.

#### § 11 [Appendices to the doctoral dissertation]

1. The following should be attached to the doctoral dissertation:
  - 1) an abstract in English;
  - 2) an abstract in Polish - if the doctoral dissertation is written in a foreign language;
  - 3) a description in Polish and English - if the doctoral dissertation is not a written dissertation;
  - 4) declarations of all its co-authors specifying the individual contribution to its creation - if the doctoral dissertation is an independent and separate part of a collective work, subject to para. 2-3. The template of the declaration constitutes Appendix 9.
2. If the collective thesis constituting the doctoral dissertation has more than five co-authors, the doctoral student shall submit a declaration specifying his individual contribution to the creation of the given dissertation and the declarations of at least four other co-authors. The template of the declaration constitutes Appendix 9.
3. The doctoral student is not obliged to submit the co-author's declaration in the event of the co-author's death, of being recognized as deceased, or any permanent medical impairment that prevents obtaining the required declaration.
4. When, for reasons beyond the doctoral student's control, it is not possible to obtain declarations from the co-authors, the doctoral student encloses a declaration of the first author, monograph editor, project manager, team leader, or corresponding author. If it is not possible to obtain such declarations, the doctoral student is obliged to explain the reasons for the failure to submit the declaration by the above mentioned entities in the declaration referred to in para. 2.

### **Chapter V** **Submission of a doctoral dissertation**

#### § 12 [Opinion of the supervisor or supervisors]

1. Before initiating the proceeding for the award of the doctoral degree, the doctoral student submits the doctoral dissertation with attachments, through the secretariat supporting the relevant discipline council, to the supervisor or supervisors referred to in



§ 5 in order to prepare a written opinion. The dissertation with attachments is submitted in paper form with a copy of the dissertation and attachments saved on an IT data carrier. The doctoral student receives a written confirmation with a date of submission of the dissertation issued by the secretariat employee.

2. The supervisor or supervisors referred to in para. 1, prepare written opinions on the submitted doctoral dissertation, assessing whether the dissertation meets the requirements set out in § 10. The opinion may either be positive and negative.
3. For the preparation of the opinion referred to in para. 2, the supervisor or supervisors have 30 days from the date of submission of the work. In particularly justified cases, the chairperson of the discipline council may extend the time limit for the preparation of the opinion, however no longer than for a period of 14 days.
4. If the doctoral dissertation is a written dissertation, the supervisor checks it within the time limit specified in section 3 using JSA [Unified Anti-plagiarism System].
5. The opinions and the report signed by the supervisor confirming the verification of the doctoral dissertation with the use of JSA shall be immediately forwarded to the doctoral student by the supervisor.

#### § 13 [Submission of a doctoral dissertation]

1. After obtaining the opinion referred to in § 12 para. 1, the doctoral student submits to the chairperson of the discipline council through the secretariat of the institute supporting the relevant discipline council the following documentation:
  - 1) a doctoral dissertation in 4 copies with attachments referred to in § 11;
  - 2) a positive opinion of the supervisor or supervisors referred to in § 12;
  - 3) a report confirming the verification of the doctoral dissertation with the use of JSA, signed by the supervisor;
  - 4) a certificate or any other documents confirming the completion of the education program at doctoral studies, with a list of grades;
  - 5) a declaration form on granting SGGW a license to place the dissertation in the repository maintained by the University and its use in the given areas of application - the template is set out in Appendix 21;
  - 6) the doctoral dissertation description form with a summary in doc or docx. format - the template is set out in Appendix 22;
2. The documents referred to in § 13 para. 1, should be submitted in paper form together with copies of these documents stored on an IT data carrier.
3. The doctoral dissertation should be recorded on an IT data carrier referred to in para. 2, in a pdf, unencrypted file; the description of the dissertation should be saved in a separate unencrypted file called "the dissertation description" in the doc/docx. file format.



## **Chapter VI**

### **Reviewer and reviews**

#### **§ 14 [Requirements for reviewers]**

1. Any person who meets the requirements referred to in § 6 para. 1-2, and has scientific achievements and experience allowing for the preparation of a reliable review of the doctoral dissertation can serve as the reviewer in the proceeding.
2. The person cannot serve as the reviewer if:
  - 1) there are reasonable doubts as to their impartiality;
  - 2) was punished with a disciplinary penalty referred to in art. 276 para. 1.4 of the Act - for the duration of the penalty;
  - 3) is employed by SGGW;
  - 4) is employed by a university, a Polish Academy of Sciences institute [PAN], a research institute or any international institute employing the doctoral student.

#### **§ 15 [Appointment of the reviewers]**

1. The discipline council, by resolution, appoints 3 reviewers - a template of the resolution constitutes Appendix 11.
2. A candidate for a reviewer may be recommended by any member of the discipline council with at least a postdoctoral degree/habilitated doctor.
3. The discipline council appoints reviewers from among the proposed candidates by a simple majority of votes in a secret ballot. The chairperson of the discipline council determines the dates and conditions for submitting recommendations of candidates for reviewers.
4. Reviewers are appointed no later than within 30 days from the date of submission the doctoral dissertation with the attachments referred to in § 13 para.1 and 2. If this date falls within the period of holiday months, the reviewers should be appointed at the consecutive meeting of the discipline council.
5. After appointing the reviewer, without undue delay, SGGW concludes a contract for a review. The template of the contract with the reviewer constitutes Appendix 12.

#### **§ 16 [Preparation of a review]**

1. Reviewers prepare reviews of the doctoral dissertation within 2 months from the date of receipt of the dissertation.
2. The review should contain a detailed assessment of the fulfilment of the conditions set out in § 10 by the doctoral dissertation.
3. The content and conclusion of the review should be unambiguous and substantially coherent.



4. In the case the doctoral dissertation is an independent and separate part of the collective work, the review should include an assessment of the doctoral student's individual contribution to the creation of the given dissertation.
5. If the review include an application for the award of a doctoral dissertation, such application requires justification.
6. The reviewer, within the period specified in para. 1 provides the chairperson of the discipline council with paper and electronic copy of the signed review.
7. The secretariat of the institute supporting the discipline council prepares the handover protocol of the review constituting an appendix to the contract with the reviewer.
8. In the event the received review:
  - 1) does not contain a conclusion about meeting the statutory requirements or
  - 2) does not contain other formal deficiencies, the chairperson of the discipline council may ask the reviewer to correct or supplement it.

#### § 17 [Providing access to the review and doctoral dissertation]

The rules for providing access to the reviews and doctoral dissertations are determined by the separate provisions.

### **Chapter VII Doctoral Committee**

#### § 18 [Composition of the Doctoral Committee]

1. For each initiated procedure, the discipline council appoints a doctoral committee - a template of the resolution constitutes Appendix 10.
2. The doctoral committee includes:
  - 1) 7 members of the discipline council, including the chairperson of the council, complying with the following requirements:
    - a) holding at least a postdoctoral degree/habilitated doctor in the discipline in which the doctoral student is applying for the doctoral degree or,
    - b) having qualifications equivalent to those resulting from holding the postdoctoral degree in the discipline referred to in point (a). and;
  - 2) secretary.
3. The duties of the secretary, with the support of administrative staff serving the relevant discipline council, include, in particular, the organization of doctoral committee meetings, preparation of minutes of committee meetings, minutes of public defence of the doctoral dissertation and preparation of the opinion of the doctoral committee. The secretary does not have the right to vote in the meetings of the doctoral committee.



4. The supervisor and the assistant supervisor participate in the meetings of the doctoral committee, including the classified part of the defence of the doctoral dissertation without the right to vote.
5. At least two reviewers of the doctoral dissertation referred to in § 15 para. 1, invited by the chairperson of the discipline council conducting the proceeding for the award of the doctoral degree should participate in the doctoral committee meetings, including in the non-public part of the defence of the doctoral dissertation. In particular, the presence of the reviewer who wrote a negative review is recommended.

#### § 19 [Duties and responsibilities of the doctoral committee]

1. Doctoral committee:
  - 1) verifies whether the doctoral student meets the requirements referred to in Art. 191 para. 1 of the act;
  - 2) if the requirements referred to in item 1 are met, the committee issues a decision in the form of a resolution on admission to public defence and the setting of a defence date and then submits the information to the discipline council - the template of the resolution constitutes Appendix 13;
  - 3) conducts public defence;
  - 4) issues an order in the form of a resolution on acceptance or refusal of the acceptance of public defence and submits it to the discipline council.
2. If the doctoral student fails to meet the requirements referred to in Art. 191 para. 1 of the Act, the doctoral committee issues a resolution on refusal of the admission to public defence and submits it to the discipline council and the doctoral student - a template of the resolution constitutes Appendix 14. A resolution of the doctoral committee on the refusal of the admission to defend a doctoral dissertation may be appealed against to the Council of Scientific Excellence within 7 days from the date of receipt of the resolution.
3. The doctoral committee adopts resolutions by a simple majority of votes in a secret ballot, in the presence of at least half of the committee members. The committee may not sit in the absence of the chairperson and secretary.
4. The meeting of the doctoral committee is convened and chaired by its chairperson.
5. The secretary is responsible for the proper documentation of the activities undertaken by the doctoral committee.
6. In particularly justified cases, the participation in the work of the doctoral committee may take place with the use of technical devices enabling the simultaneous and direct transmission of image and sound, unless voting takes place with the help of IT tools that ensure their secrecy.
7. The resolutions referred to in para. 1 item 2 and 4 are signed by the chairperson of the doctoral committee, whereas the minutes of the doctoral committee meetings are signed by the chairperson of the doctoral committee and the secretary.





8. In the case referred to in para. 6, all resolutions and the minutes of the meeting containing the committee's opinions are sent electronically to all members of the doctoral committee in order to agree on its content and final approval, submitted in the form of a declaration by e-mail by each member of the committee, and then signed by the chairperson of the committee.

## **Chapter VII**

### **Public defence of the doctoral dissertation**

#### § 20 [Admission to public defence]

1. After reviewing the doctoral dissertation, supervisors' opinions and reviews, the doctoral committee issues a decision in the form of a resolution on admitting the doctoral student to public defence of the doctoral dissertation and, in consultation with the reviewers of the doctoral dissertation, sets the date of public defence of the doctoral dissertation - the template of the resolution constitutes Appendix 13.
2. Any person who has received positive reviews from at least 2 reviewers and has met the other requirements under the Regulations and the Act may be admitted to defend a doctoral dissertation.
3. The chairperson of the doctoral committee shall inform the chairperson of the discipline council about the date and place of defence of the doctoral dissertation, who in turn orders the publication of a notice on the website of the relevant SGGW institute.
4. The deadline for defending a doctoral dissertation may not be set earlier than 30 days from the date on which the information referred to in Art. 188 para. 1 and 2 of the Act was posted in the BIP [the Public Information Bulletin of the Warsaw University of Life Sciences].

#### § 21 [Rules for conducting public defence]

1. The defence is held at an open meeting of the doctoral committee.
2. The presence of a doctoral student, supervisor and at least half of the members of the doctoral committee, including the chairperson and secretary, is required for the validity of the defence of a doctoral dissertation.
3. If a doctoral student has two supervisors, the presence of at least one of them is required.
4. At least two reviewers of the doctoral dissertation referred to in § 15 para. 1 should participate in the defence of the doctoral dissertation without a right to vote, after being invited by the chairperson of the discipline council conducting the procedure for the award of the doctoral degree. The presence of the reviewer who wrote a negative review is particularly recommended.
5. The defence may be held outside the seat of the entity granting the doctoral degree using electronic means of communication providing, in particular:
  - 1) livestreaming of defence among its participants,
  - 2) real-time multilateral communication, which enables the participants of the defence to express their views in its course, while maintaining the necessary safety rules.





6. In the event of inability to conduct the defence in accordance with the provisions of paragraph 2, the doctoral committee shall set another date of defence and announce it immediately after the obstacle has been removed.
7. The framework process of the doctoral dissertation defence is set out in Appendix 15.

#### § 22 [Voting]

1. 1. After the end of the public part of the defence of the doctoral dissertation, the doctoral committee, as a result of the discussion, adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot;
  - a. regarding the acceptance of the public defence, the template of the resolution constitutes Appendix 16, or
  - b. regarding the refusal of the acceptance of public defence of the doctoral dissertation - the template of the resolution constitutes Appendix 17.
2. Upon the written application included in the reviews of at least two reviewers, the doctoral committee adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot to refer to the discipline council with a request for granting a distinction for the particularly high scientific level of a doctoral dissertation.
3. After the end of the doctoral dissertation, the chairperson of the doctoral committee shall provide the chairperson of the discipline council with all the documentation of the proceeding.

### **Chapter IX** **Conferral of a doctoral degree**

#### § 23 [Resolution of the proceeding for the award of a doctoral degree]

1. The discipline council awards a doctoral degree or refuses to grant it by way of an administrative decision in the form of a resolution - the template of the resolution constitutes Appendix 18 or 19.
2. In the case the defence of the doctoral dissertation was held at the doctoral committee meeting, the discipline council may request the chairperson or secretary of the doctoral committee to present the course of the proceedings and the defence of the doctoral dissertation before issuing the resolution referred to in para. 1.
3. The resolution of the discipline council on the award of the doctoral degree is adopted by an absolute majority of votes in secret ballot in the presence of at least half of the members of the discipline council holding the title of professor or the academic degree of habilitated doctor (post-doc).
4. Only members of the council holding the title of professor or the degree of habilitated doctor (post-doc) may vote in the ballot on the award of the doctoral degree. The supervisor or the assistant supervisor referred to in § 7 may not participate in the vote of the discipline council on granting the doctoral degree, even if they are members of the discipline council.



5. Upon the written request included in the reviews of at least two reviewers, the discipline council adopts a resolution on the award of a doctoral dissertation - a template of the resolution constitutes Appendix 20. The provisions of para. 32-3 shall apply accordingly.

#### § 24 [Appeal]

1. The decision on refusal of the award of the doctoral degree may be appealed against to the Council of Scientific Excellence through the discipline council which adopted a resolution on that matter.
2. The deadline for lodging an appeal is within 30 days from the delivery of the resolution.
3. After lodging the appeal the chairperson of the discipline council orders the doctoral committee to prepare an opinion on the validity of the appeal within 2 months from the date of the appeal.
4. Based on the opinion referred to in para. 3, the discipline council may:
  - 1) revoke or amend the appealed resolution - if it considers that the appeal deserves to be fully taken into account, or
  - 2) uphold the appealed resolution and submit the appeal to the Council of Scientific Excellence along with its opinion and case files - within 3 months from the date of the appeal.

### **Chapter X Special and Final Provisions**

#### § 25 [Joint awarding of the degree]

1. The right to award a doctoral degree may be vested in a given discipline jointly by SGGW and other universities, PAS institutes [PAN], research institutes or international institutes, with the proviso that each of the cooperating higher education institution has the scientific category A +, A or B + in a given discipline, including the international institutions with the right to award the doctoral in the given discipline.
2. The principles of cooperation of entities granting the doctoral degree referred to in section 1 are specified in an contract concluded in writing, which in particular indicates the entity responsible for entering data into the system referred to in Art. 342 para. 1 of the act.
3. The contract referred to in paragraph 2, shall be concluded within 30 days from the date of submission of the application for the appointment of the supervisor.

#### § 26 [Interdisciplinary dissertation]

1. If the doctoral dissertation covers scientific issues from more than one scientific discipline, the doctoral student indicates the discipline they apply for the award of



the doctoral degree and submits a request to initiate proceedings to the council of that discipline.

2. If the disciplines are equally represented in the interdisciplinary doctoral dissertation, the doctoral degree may be awarded in the field of science.
3. In the case referred to in para. 2, the doctoral degree may be awarded in the field of science, provided that SGGW has the scientific category A +, A or B + in more than half of the disciplines covered by the given field of science.
4. In the case referred to in para. 2, the SGGW body competent to award the doctoral degree in a given field is the Senate, to which the provisions of the Regulations of the discipline council shall apply accordingly.

#### § 27 [Diploma]

1. Any person who has been awarded the doctoral degree receives a doctoral diploma and a copy of the diploma.
2. At the request of the person, a copy of the diploma may be issued in English, French, Spanish, German, Russian or Latin.
3. For the issue of a copy of the doctoral diploma, a fee is payable, the amount of which is specified in separate regulations.
4. In the case referred to in § 25, the person who has been awarded the doctoral degree receives a joint doctoral diploma issued by the entities awarding the doctoral degree or a doctoral diploma issued by one of the entities indicated in the contract therein.

#### § 28 [The transition period]

1. In proceedings initiated by 31 December 2021, the achievements referred to in § 4 item 3 also include:
  - 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 art. 267 para. 2 item 2 (b) of the Act, before the date of publication of that 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 on the basis of art. 44 para. 2 of the Act of 30 April 2010 on the Principles of Financing Science (Journal of Laws of 2018, item 87, as amended) and published in the announcement of the Minister of Science and Higher Education of 25 January 2017, or were included in part B of the list, whereby the scientific articles published therein were awarded at least 10 points;
  - 2) a scientific monograph issued by:
    - a) a publishing house which was included on a list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2 item 2 (a), before a publication of the list,



- b) an organizational unit of the entity which publishing house is included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2 item 2 (a) of the Act.

§ 29 [Coming into effect]

The Regulations shall enter into force on 1 October 2021 and shall apply to the proceedings for the award of the doctoral degree initiated from that date.



Appendix 1 – The application form template for the  
appointment of the supervisor (initiation of the  
proceeding for the award of a doctoral degree)

[place], [date]

[Full name of the Doctoral student]

[PESEL number]

[Correspondence address]

[Telephone number]

[E-mail address]

**The Discipline Council of the**  
**[name]**

**SGGW - Warsaw University of Life Sciences**

**APPLICATION FOR THE APPOINTMENT OF DOCTORAL DISSERTATION  
SUPERVISOR(S)/ SUPERVISOR AND ASSISTANT SUPERVISOR\***

I hereby apply for the appointment of supervisor(s)/ supervisor and assistant supervisor\*

In my proceeding for the award of a doctoral degree in the field .....,  
in the discipline ..... pursuant to Art. 179 para. 7 of the Act of 3 July  
2018, Introductory Provisions - Law on Higher Education and Science (Journal of Laws of  
2018, item 1669).

The projected title of the doctoral dissertation:

.....  
.....  
.....

I recommend the following persons for the function of the supervisor(s):

.....  
.....

I recommend the following person for the function of the assistant supervisor:

.....  
.....

The foreign language examination – I recommend the [list the selected language] / I submit  
the certificate of\*: .....

.....  
Doctoral student's signature



Attachments:

1. The personal questionnaire with the information clause;
2. A document confirming a possession of a professional title of MA [magister], MSc [magister inżynier], or an equivalent, or the diploma referred to in art. 326 para. 2 item 2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree by the issuing authority that operates in the higher education system of a given country;
3. A diploma supplement, referred to in item 2, if issued<sup>1</sup>.
4. The concept of the doctoral dissertation covering the topic of the dissertation and the justification for its selection, basic research assumptions, the purpose of the dissertation, anticipated research methods and the expected date of submission of the dissertation;
5. A declaration of the candidate for the supervisor of compliance with the requirements for performing the function;
6. A written consents of the candidates for the supervisor or assistant supervisor;
7. In the case of a candidate for a supervisor who is not an employee of the Warsaw University of Life Sciences, a list of their academic achievements;
8. A list of scientific and creative professional works, and information on any activities promoting science;
9. information on the course of the doctoral dissertation / proceeding for the award of the doctoral degree - if the doctoral student previously applied for the award of the doctoral degree.

Date of submission of the application .....

Signature of a person accepting the application .....

---

1. Copies of the documents listed in points 2 and 3 and their originals should be submitted for inspection in order to certify them as true copies. The certification is made by an employee of the secretariat supporting the appropriate discipline council.



Appendix 2 - The template of the personal questionnaire

**THE PERSONAL QUESTIONNAIRE**  
**PROCEEDING FOR THE AWARD OF A DOCTORAL DEGREE**  
**AT SGGW – WARSAW UNIVERSITY OF LIFE SCIENCES**

**PERSONAL DATA**

PESEL number: .....

Last name: .....

First name: 1. .... 2. Second name ..... Sex: F / M \*

Date of Birth: ..... Place of Birth: .....

Citizenship: ..... Country of Birth .....

**EDUCATION**

(please list the completed study courses and obtained professional titles, as follows: *name of a university, field of study, year of completion, professional title*)

1) .....

2) .....

**FOREIGNERS** (and any others without a PESEL number)

Passport (or any other document confirming identity in case of lack of passport):

Number ..... Issuing Country .....

Issuing Entity ..... Expiration Date .....

Pole's Card (if applicable):no .....

Issuing Entity ..... Expiration Date .....

**CONTACT DETAILS**

Country ..... Postal code ..... Town/City .....

Post office ..... Street ..... Street number..... Apt. number .....

Phone number \*\* .....

E-mail address\*\* .....

**PLACE OF WORK**

.....

**ADDITIONAL INFORMATION**

ORCID (Open Researcher and Contributor ID): .....

**Doctoral dissertation preparation mode: \***

Extramural mode / Doctoral Studies / Doctoral School



## INFORMATION CLAUSE / PRIVACY NOTICE

In accordance to art. 13 para. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), hereinafter "GDPR", SGGW hereby informs:

- a) The controller of your personal data is Warsaw University of Life Sciences, with its registered office at 166 Nowoursynowska Street, 02-787 Warsaw (hereinafter: SGGW or the Data Controller);
- b) The Data Controller has appointed the Data Protection Officer, who you can contact in matters related to the processing of personal data and the exercise of the user rights in accordance with the provisions on the protection of personal data via: [iod@sggw.pl](mailto:iod@sggw.pl);
- c) Your personal data will be processed due to the proceeding for the award of a doctoral degree based on:
  - a. the consent given to facilitate contact on the basis of art. 6 (1) (a) of the GDPR,
  - b. Article 6 (1) (c) of the GDPR - in order to fulfil the Controller's legal obligations in respect of art. 345 of the Act on the Law on Higher Education and Science,
- d) The recipients of your data will be entities and bodies to which the Controller is obliged or authorized to provide personal data on the basis of generally applicable law, and entities to which the Controller will entrust their processing on the basis of an appropriate contract in connection with the services provided by the above-mentioned entity for the benefit of the Controller, and ensuring the proper implementation of the objectives referred to in point c) above, e.g. providers of ICT services as well as employees and associates of the Controller;
- e) In case of the use of Microsoft services, your data may be transferred outside the European Economic Area. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at:  
<https://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46> and  
<https://privacy.microsoft.com/pl-pl/privacystatement>.
- f) Personal data will be stored for the period necessary to conduct the proceeding for the award of the doctoral degree and to the extent required by the generally applicable provisions of law regarding the archiving of the state's records. In terms of data processed on the basis of consent, the data will be processed until its possible withdrawal;
- g) Data subjects have the right to withdraw their consent to the processing of personal data at any time in the case of data processed on its basis. The withdrawal of consent does not affect the lawfulness of the use of data during the period in which the consent was valid;
- h) Data subjects have the right to access the above-mentioned personal data, their rectification, erasure, transfer and restriction of processing;
- i) Data subjects have the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO);
- j) The submission of personal data shall be voluntary, but necessary by law to perform the above activities. Providing contact details indicated as voluntary is voluntary however, failure to provide them will prevent contact via the indicated methods;
- k) The personal data will not be the subject of a solely automated individual decision-making, including profiling.

I certify that the data contained herein are true and correct.

Warsaw, on .....

.....  
Signature of the submitting party

Warsaw, on .....

.....





Signature of a receiving party

\* Delete if not applicable.

\*\* Contact details are necessary for a prompt contact between a PhD doctoral student, and the Warsaw University of Life Sciences, their submission is voluntary.



Appendix 3 – Declaration of the candidate for the supervisor

[place], [date]

[Title/degree, full name of the candidate for a supervisor]

[Name of the entity employing the candidate for a supervisor]

**The Discipline Council of the**  
**[name]**

**SGGW - Warsaw University of Life Sciences**

**Declaration of the Candidate for the Supervisor**

I hereby declare that I meet the requirements to act as a dissertation supervisor specified in Article 190 para. 4 or 5 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 16478) and Resolution on the procedure for the award of a doctoral degree at the Warsaw University of Life Sciences, in particular during the last 5 years:

1. I have not been a supervisor of 4 doctoral students removed from the list of doctoral students, due to a negative mid-term evaluation;
2. I have not supervised any preparation of the doctoral dissertation by at least 2 doctoral students for the degree of doctor, who did not obtain positive reviews referred to in Article 191 para. 1 of the Act.

Furthermore, I declare that I have not been punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1 item 4 of the Act / I have been punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1.4 of the Act, but its duration shall end on [date of penalty termination]. (delete if not applicable)

.....

Candidate's signature



Appendix 4 – The consent form template for the  
prospective supervisor / assistant supervisor

**The Discipline Council of**  
**[name]**  
**SGGW - Warsaw University of Life Sciences**

**THE CONSENT FOR THE PROSPECTIVE SUPERVISOR / ASSISTANT  
SUPERVISOR<sup>2</sup>**

Full name

.....  
.....

Title/degree

.....  
.....

Employing entity

.....  
.....

Scientific field and discipline

.....

I hereby agree to be appointed for a function of the dissertation supervisor / assistant supervisor<sup>3</sup>  
prepared by Mr./Ms.

.....

The projected topic of the doctoral dissertation

.....  
.....

[place], [date]

---

<sup>2</sup> Delete if not applicable.

<sup>3</sup> Delete if not applicable.



.....  
(signature of the candidate for a supervisor/ assistant supervisor)



Appendix 5 – Information on the conduct of the doctoral  
dissertation/proceeding for the award of a doctoral degree

[place], [date]

[full name of the doctoral student]

**The Discipline Council of the  
[name]  
SGGW - Warsaw University of Life Sciences**

I declare that I applied / did not apply \* for the doctoral degree.

Complete if applicable:

The doctoral dissertation / the proceeding for the award of the doctoral degree \* was initiated on  
..... by resolution ..... ( name of the academic unit)  
in the field of ..... in the discipline of .....

Title of the doctoral dissertation: .....

The supervisor of the doctoral dissertation: ..... ..

The doctoral dissertation / the proceeding for the award of the doctoral degree was discontinued / closed  
/ I was refused to grant the doctoral degree \* on ..... ..

Doctoral student's signature

\*Complete if applicable:



Appendix 6 – The template of the resolution on the  
appointment of a supervisor

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

On the appointment of the supervisor(s) / supervisor and assistant supervisor

In the proceeding of the award of a doctoral degree

**For Mr./Ms. ....**

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 item 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 7 para.7 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, after considering the application of ..... submitted by Mr. / Ms. ....

hereby resolves as follows:

§ 1

1. appoints [degree / title, name and surname] as the supervisor in the proceeding for the award of the doctoral degree,
2. appoints [degree / title, name and surname] as the supervisor in the proceeding for the award of the doctoral degree,
3. appoints [degree / title, name and surname] as the assistant supervisor in the proceeding for the award of the doctoral degree.<sup>4</sup>

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
..... [name]  
SGGW - Warsaw University of Life Sciences

---

<sup>4</sup> Indicate one supervisors or two supervisors, or one supervisors and one assistant promoter, respectively.



Appendix 7 – The template on the resolution on the refusal of the appointment of a supervisor

**RESOLUTION No ...**

Of the Discipline Council ..... [name]  
SGGW – Warsaw University of Life Sciences  
Of ..... [date]

On the refusal of the appointment of the supervisor(s) / supervisor and assistant supervisor  
In the proceeding of the award of a doctoral degree

**For Mr./Ms. ....**

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 item 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 7 para. 7 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, after considering the application of ..... submitted by Mr. / Ms. ....

hereby resolves as follows:

**§ 1**

1. refuses to appoint [degree / title, name and surname] as the supervisor in the proceeding for the award of the doctoral degree,
2. refuses to appoint [degree / title, name and surname] as the assistant supervisor in the proceeding for the award of the doctoral degree.

**§ 2**

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
..... [name]  
SGGW - Warsaw University of Life Sciences

**Instruction**

This resolution is subject to a request for reconsideration, which should be submitted to the Discipline Council of the ..... within 7 days from the date of delivery of this decision via the secretariat supporting the relevant Discipline Council. The decision issued as a result of the reconsideration of the case is final.

**Confirmation of receipt:**



I confirm receipt of the resolution of the Discipline Council of the ....., Warsaw  
University of Life Sciences (SGGW) of ..... No. ....,  
together with the justification.

.....

[Candidate's legible signature and date]





Appendix 8 – The template of the resolution on the  
appointment of the Foreign Language Examination  
Committee

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the appointment of the Foreign Language Examination Committee**

In the proceeding of the award of a doctoral degree

**For Mr./Ms. ....**

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 9 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Foreign Language Examination Committee hereinafter referred to as “the Committee” shall be appointed to conduct the examination of Mr. / Ms. .... in ..... [name of the selected language] as a part of the proceeding for the award of a doctoral degree, in the discipline ....., in the field .....

The Committee shall include:

The Chairperson of the Committee: .....

.....  
.....

§ 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences



Appendix 9 – The template of the Declaration of Co-authorship

[place], [date]

[Full name of the Doctoral student or co-author]  
[E-mail address]

**The Discipline Council**  
**of the..... [name]**  
**SGGW - Warsaw University of Life Sciences**

**Declaration of Co-authorship**

I hereby declare that my individual contribution in the preparation of the dissertation [authors, year of publication, title, journal or publisher, volume, pages] included [a detailed description of the doctoral student or co-author contribution to the dissertation].

Signature



Appendix 10 – The template of the resolution on the appointment of the Doctoral Committee

## RESOLUTION No ...

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

### **On the appointment of the Doctoral Committee**

in the proceeding for the award of a doctoral degree

in the field [name of the field]

in the discipline [name of the discipline]

**For Mr./Ms.**

.....

Acting pursuant to § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences, and § 18 para. 1-4 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

### § 1

**The Doctoral Committee** shall be appointed in the proceeding for the award of a doctoral degree to Ms. / Mr. .... in the field [name of the field], in the discipline [name of the discipline], hereinafter referred to as the "Committee" with the following composition:

The Chairperson of the Committee:

.....

The Secretary of the Committee:

.....

Other members of the Committee:

.....

.....

### § 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]



SGGW - Warsaw University of Life Sciences



Appendix 11 – The template of the resolution on the appointment of the reviewers

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the appointment of the Reviewers**

in the proceeding for the award of a doctoral degree

in the field [name of the field]

in the discipline [name of the discipline]

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 190 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 15 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

**The reviewers** shall be appointed in the proceeding for the award of a doctoral degree to Ms. / Mr. .... in the field [name of the field], in the discipline [name of the discipline], in the following composition:

- 1) .....[degree/title, full name, place of work]
- 2) .....[degree/title, full name, place of work]
- 3) .....[degree/title, full name, place of work]

§ 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]



SGGW - Warsaw University of Life Sciences



Appendix 12 – The template of the contract for specific work for the review of the doctoral dissertation

**CONTRACT FOR SPECIFIC WORK No. ....**  
**FOR THE REVIEW (copyright)**

concluded on .....

by and between:

SGGW - Warsaw University of Life Sciences, 02-787 Warsaw, Nowoursynowska 166, represented by Head of the Institute of ..... acting on the basis of a power of attorney

No. .... granted by the Rector of SGGW of .....

with the countersignature of the Bursar of SGGW ....., referred to in the contract as the "**Contracting Party**",

and

Mr. / Ms. (degree or title and full name)

.....

Contact details:

.....

.....

.....

.....

PESEL number: | | | | | | | | | | | | | | | |

employed by: .....

hereinafter referred to as the "**Reviewer**".

§ 1

The Contracting Party entrusts the performance of a review to assess whether the doctoral dissertation of a person applying for the award of the doctoral degree - Ms / Mr ..... meets the requirements set out in Art. 187 para. 1-3 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478).

§ 2

1. The Reviewer undertakes to perform the subject of the contract personally, without delegating to any other person, and provide with the result in paper and electronic form within 2 months from the date of delivery of the doctoral dissertation.
2. The Reviewer declares that the performance of the subject of the contract is within their capabilities and there are no technical and legal obstacles preventing the performance of the subject of the contract in whole or in part. The Reviewer declares that no circumstances exist that give raise to the justifiable doubts as to his impartiality, in particular:



- The Reviewer is not a co-author of any scientific papers of the doctoral student for the doctoral degree;
  - The Reviewer has not participated nor participates jointly with the doctoral student in any research teams implementing projects financed through any national or international competitions;
  - The Reviewer has not conducted any research work with the doctoral student at scientific institutions;
  - there are no other circumstances set out in Art. 24 of the Act of 14 June 1960 - the Code of Administrative Proceedings; (Journal of Laws of 2018, item 2096), that might result in the inability to perform the subject of the contract.
3. The Reviewer undertakes to perform the subject of the contract in a reliable and comprehensive manner.
  4. The review should be finished with a clearly expressed, **unambiguous (positive or negative) conclusion**. The conclusion of the review should be clearly justified in the content of the review.
  5. Any errors as well as incorrect or inaccurate wording noticed by the reviewer should be listed in detail.
  6. In the case when an incorrect or incomplete review is submitted, the Contracting party may indicate reservations, ask the Reviewer to correct or supplement the review, and set a deadline for their review, suspending the payment of remuneration until the review is corrected or completed, under the pain of recognition of the contract as not performed. The basis for recognizing the contract as not performed may also be due to a gross breach of the deadline herein.

### § 3

1. For the performance of this contract in accordance with the provisions of § 2, including the transfer of copyright in accordance with paragraph 2, the Reviewer will receive a remuneration in the amount of ..... **PLN gross** (in words: ..... zlotys).
2. The Reviewer transfers the copyrights and derivative rights, resulting from the review, to the Contracting Party free of charge upon its transfer to the Contracting Party, in particular the right to dispose of and use the review.
3. Pursuant to the Act of 4 February 1994 on Copyright and Related rights (Journal of Laws of 2019, item 1231, as amended), the Reviewer's proprietary copyrights to the review created as a result of the performance of this contract as a work, in terms of disposing of and using reviews in any country, are transferred to the Contracting Party in all fields of use by the Reviewer, at the moment of concluding the contract, in particular in the scope of:
  - a. entering into the computer memory, storing, displaying, launching and using any feedback elements by an unlimited number of persons;
  - b. any recording and reproduction of the original copy or copies (including entering into computer memory or other device), making copies by any technique, including printing and reprographics, magnetic, mechanical, optical, electronic or other recording, using analogue or digital technology, in any system or format, on any media, including audio or video media, paper or similar media, photosensitive, magnetic, optical, discs, memories, computer media and other recording and memory carriers;





- c. trading in the original copy or copies on which the opinion was recorded -marketing, lending or renting;
  - d. distributing an opinion in a manner other than specified in item 2: any public performance, exhibition, display, reproduction, broadcasting and rebroadcasting, as well as public sharing of opinion in such a way that everyone can have access to it in a place and at a time chosen by them, in particular via the Internet.
4. The Reviewer is not entitled to any separate remuneration for using the opinion in each separate field of use.
5. The Reviewer is not entitled to authorize the exercise of derivative copyright.
6. The remuneration specified in § 3.1 - after accepting the opinion and receiving the invoice issued by the Reviewer - will be transferred to the Reviewer's bank account indicated on the invoice (after deduction of the tax).
7. The Reviewer is responsible for the materials provided or made available to them by the Contracting Party.
8. In the event of claims against the Contracting Party by third parties for infringement of their copyright, the Contracting Party shall immediately notify the Reviewer, who undertakes to replace the Contracting Party and fully satisfy the claims of third parties and release the Contracting Party from the obligation to provide services in this respect.

#### § 4

The Reviewer undertakes to pay to the Contracting Party a contractual penalty in the amount of 1% of the gross contractual remuneration specified in § 3 para. 1 for each commenced day of delay in the performance of the contract.

#### § 5

1. The Contracting Party declares that serves as the controller of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), hereinafter "GDPR", in relation to the Reviewer's personal data processed in connection with the concluded contract.
2. The Contracting Party declares that he has appointed a data protection officer who can be contacted in matters related to the processing of personal data via the e-mail address: [iod@sggw.edu.pl](mailto:iod@sggw.edu.pl).
3. The personal data referred to in para. 1, will be processed by the Contracting Party in terms of the identification, contact and financial data categories for the purposes of:
  - a) performance of the contract and settlement of the due remuneration - art. 6 para. 1 (b) of the GDPR;
  - b) fulfilment of public and legal obligations incumbent on the Contracting Party in connection with the contract - art. 6 para. 1 (c) of the GDPR;
  - c) maintaining contact with the Reviewer to the necessary extent resulting from the contract - art. 6 para. 1 (b) of the GDPR;
  - d) establishing or pursuing possible claims under the contract - art. 6 para. 1 (f) of the GDPR.



4. The following data recipients may have access to the data: authorized employees of the Contracting Party, members of ..... (provide the name of the entity conducting the proceeding for the award of a doctoral degree) to the extent specified by law under the promotion procedure, as well as service providers and their authorized employees to whom the processing of personal data was entrusted herein for the purposes of the service provision for the Contracting Party, in particular, entities operating IT systems.
5. In case of the use of Microsoft services, data may be transferred outside the European Economic Area. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at: <https://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46> and <https://privacy.microsoft.com/pl-pl/privacystatement>.
6. Personal data will be processed for the duration of the contract and indicated in the uniform list of files (JRWA), including archiving obligations and purposes related to the pursuit of claims.
7. The Reviewer has the right to access their personal data, rectify it, erase it or restrict its processing, or object to its processing.
8. The reviewer has the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO).
9. The submission of personal data referred to in para. 1, is voluntary, but required to conclude this contract. Refusal to provide personal data may result in the inability to conclude and implement it. Submitting a request to erase or restrict processing may result in termination of the contract (at the discretion of the Contracting Party) due to the fault of the Reviewer.

#### § 6

1. Any disputes arising from this contract shall be examined by a competent common court having jurisdiction over the seat of the Contracting Party.
2. In matters not covered by this contract, the provisions of the Civil Code shall apply.

#### § 7

The contract has been prepared in two identical copies, one copy for each party.

Reviewer

Contracting party

.....  
.....

Countersignature of the Bursar .....



Annex 1 to the contract for specific work

....., on .....

*Unit seal*

.....

Source of financing

## HANDOVER REPORT OF THE REVIEW

to the Contract for specific work No. ....

drawn up on ..... in Warsaw on the receipt of the review.

Contracting party: SGGW – Warsaw University of Life Sciences

The Reviewer: .....

The subject of the Contract: .....

1. The reviewer submitted the prepared review as part of the proceeding for the award of the doctoral degree, and the Contracting party accepted the review without reservations, stating that the review was prepared in accordance with the concluded contract and the provisions of the Regulations. At the same time, the Reviewer transfers the ownership of the submitted copies of the review to the Contracting Party.
2. The Contracting party raised the following reservations and comments to the review \*:
  - a) lack of information regarding compliance/non-compliance with the statutory requirements;
  - b) other formal deficiencies, i.e..... (what?)

Contractual penalties have been charged in the amount of PLN ..... and a debit note should be issued. \*

3. The reviewer shall complete the review by ....., in accordance with the reservations and comments listed in point 2 of the herein. \*

.....  
.....

Contracting party

Reviewer

\*- delete if not applicable



Appendix 13 – The template of the resolution on the admission to public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On the admission to public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 19 para. 1 and 2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

**§ 1**

Mr. / Ms. .... is **allowed to the public defence of a doctoral dissertation**

**§ 2**

The **date of public defence of the doctoral dissertation for Mr. / Ms. is set on** .....

**§ 3**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee





Appendix 14 – The template of the resolution on refusal  
of the admission to public defence

### **RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

### **On refusal of the admission to public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 19 para. 2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

#### **§ 1**

Mr. / Ms. .... is **not allowed to the public defence of a doctoral dissertation**

### **Justification**

*[The justification should provide all the elements of the proceeding, including, for example, non-compliance with the requirements resulting from the act and the regulations, which contributed to the decision on refusal of the admission to public defence].*

#### **§ 2**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee

### **Instruction**



Pursuant to § 19 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, this resolution may be appealed against to the Council of Scientific Excellence within 7 days from the date of receipt of the resolution.

**Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council/Doctoral Committee No. ..... of ..... together with the justification.

.....  
[Doctoral student's legible signature and date]



Appendix 15 – The defence of a doctoral dissertation  
framework process

**The framework process of the doctoral dissertation defence**

**The doctoral dissertation defence process consists of the three parts:**

- 1) The first public part:
  - a) the supervisor presents the doctoral student's resume,
  - b) the doctoral student presents the main theses of the doctoral dissertation,
  - c) reviewers submit reviews of the doctoral dissertation,
  - d) in the absence of the reviewer, the chairperson of the discipline council / doctoral committee or any person indicated by the chairperson reads the review,
  - e) the doctoral student replies to the reviewers' questions,
  - f) members of the Discipline Council / Doctoral Committee interrogate the doctoral student,
  - g) the doctoral student replies to the questions of members of the discipline council / doctoral committee,
  - h) other persons attending the public defence process may direct questions to the doctoral student,
  - i) the doctoral student replies to the questions.
- 2) The non-public part of the defence of the doctoral dissertation:
  - a) the discipline council / doctoral commission conducts a discussion on public defence,
  - b) eligible members of the Discipline Council / Doctoral Committee vote on the acceptance of public defence,
  - c) the secretary counts the votes and informs the chairperson of the discipline council / committee about the result of the ballot,
  - d) the chairperson of the discipline council / doctoral committee informs other members of the discipline council / committee about the results.

In the case the defence of the doctoral dissertation was held at the doctoral committee meeting then, at the joint request of at least two reviewers, the doctoral committee adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot to refer to the discipline council with a request for granting a distinction for the particularly high scientific level of a doctoral dissertation.

- 3) The second public part:
  - a) the chairperson announces the result of the ballot,
  - b) in the event of a positive vote, the chairperson informs about the wording of the resolution on the acceptance of the public defence of the doctoral dissertation, and if the defence takes place at the doctoral committee meeting, its chairperson informs about the recommendation to the discipline council for the award the doctoral student with the doctoral degree;
  - c) in the event of a negative result of the ballot, the chairperson announces that the discipline council has not accepted the public defence of the doctoral dissertation, and if the defence takes place at the doctoral committee meeting, its chairperson informs about the submission to the discipline council of a request to refuse to award the doctoral student with the doctoral degree.





Appendix 16 - the template of the resolution on the acceptance of public defence

## RESOLUTION No ...

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

### On the acceptance of public defence

For Mr./Ms.

.....

Acting pursuant to § 22 para. 1.1 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ..... /Doctoral Committee, Warsaw University of Life Sciences (SGGW), after conducting the proceeding for the award of a doctoral degree hereby resolves as follows:

#### § 1

**The public defence of a doctoral dissertation of Mr. / Ms..... has been accepted.**

#### § 2

*[only in case of the resolution of the Doctoral Committee]*

*Upon the written application of two [or three] reviewer of the doctoral dissertation, the doctoral committee hereby request for **granting a distinction** for the particularly high scientific level of a doctoral dissertation.*

#### § 3

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee





Appendix 17 – The template of the resolution on refusal  
of the acceptance of public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On refusal of the acceptance of public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 22 para. 1.2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ..... /Doctoral Committee, Warsaw University of Life Sciences (SGGW), after conducting the proceeding for the award of a doctoral degree hereby resolves as follows:

§ 1

**The public defence of a doctoral dissertation of Mr. /  
Ms.....  
has not been accepted.**

§ 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



Appendix 18 – The template of the resolution on the  
award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the award of the doctoral degree  
in the field [name of the field]  
in the discipline [name of the discipline]  
For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 23 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, including the reviews of the doctoral dissertation [*and the resolution of the Doctoral Committee of ..... containing information on the acceptance of the public defence of the doctoral dissertation - if applicable*], **recognizes Mr. / Ms. [name and surname] with the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].**

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 19 – The template of the resolution on refusal  
of the award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On refusal of the award of a doctoral degree**

**in the field [name of the field]**

**in the discipline [name of the discipline]**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 23 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, including the reviews of the doctoral dissertation [*and the resolution of the Doctoral Committee of ..... containing information on refusal of the acceptance of public defence of the doctoral dissertation - if applicable*], **refuses to recognize Mr. / Ms. [name and surname] with the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].**

**Justification**

[*The justification should precisely describe all the elements of the proceeding that contributed to the adoption of the resolution on refusal to award of the doctoral degree*].

§ 2

The Act shall enter into force on the date of its adoption.



.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences

### **Instruction**

Pursuant to Art. 193 para. 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), this resolution may be appealed against to the Council of Scientific Excellence via the Discipline Council of the ..... within 30 days from the date of receipt of the resolution and justification.

### **Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council No. ..... of ..... together with the justification.

.....

[Doctoral student's legible signature and date]



Appendix 20 – The template of the resolution on the distinction of the doctoral dissertation

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the distinction of the doctoral dissertation**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 23 para. 4 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

**§ 1**

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, *[in particular, with the resolution of the Doctoral Committee referred to in § 22 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who started their doctoral studies before the academic year 2019/2020, constituting Appendix No. 2 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences]* **decides to grant Mr. / Ms. [name and surname] a distinction for the particularly high scientific level of a doctoral dissertation.**

**§ 2**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council  
of the ..... [name]

SGGW - Warsaw University of Life Sciences



Appendix 21 – The template of the author's declaration  
form on granting the license

Declaration of the author of the doctoral dissertation on granting the license

Full name of the author	
Full name(s) of the supervisor(s)	
Name of the field	
Name of the discipline	
Title of the doctoral dissertation	

I hereby declare that:

1. I grant a non-exclusive, free, indefinite license to place the electronic version of the above-mentioned doctoral dissertation in the SGGW network.

2. I authorize SGGW to reproduce, store and archive the electronic version of the dissertation on IT data carriers.

3. The subject of the dissertation or its content constitutes a secret legally protected:

YES / NO\*

(If marked YES, do not complete the rest of the declaration)

4. I grant a non-exclusive, free, territorially unlimited license to share the electronic version of the doctoral dissertation\* in public

a) ☐ for all Internet users, with no time limit

b) ☐ only for the BG SGGW network users, and as of ..... .. for all Internet users

c) ☐ only for the BG SGGW network users

5. (Applies only to statements 4 a) and 4 b)). I grant a licence to use my doctoral dissertation to any user on the basis of the Creative Commons\* licence:

a) ☐ Attribution (CC BY) \*\*

b) ☐ Attribution - ShareAlike (CC BY-SA)

c) ☐ Attribution - NonCommercial (CC BY-NC)

d) ☐ Attribution - NoDerivs (CC BY-ND)

e) ☐ Attribution - NonCommercial - ShareAlike (CC BY-NC-SA)

f) ☐ Attribution - NonCommercial – NoDerivs (CC BY-NC-ND)

.....

.....

Place, date







Signature





\*select one below

\*\* Description of the License

Item	License type	Terms of use
a)	CC BY 	The reader may copy, change, distribute, present the work and its fragments without restrictions, providing the authorship (name and surname of the author, link to the website where the work may be found, information on the license indicated by the author and a link to the website along with its summary). This is the most accommodating of licenses offered (for the reader).
b)	CC BY-SA 	The reader may copy, change, distribute, present the work and its fragments without restrictions, providing the authorship (as above), unless the same license will be given for derivative works (e.g. translations, presentations, summaries).
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f)	CC BY-NC-ND 	The reader may copy and distribute the work without restrictions, providing the authorship (as above), for non-commercial purposes only and in unadapted form only (any derivative works are not permitted). This is the most restrictive of licenses offered.



Appendix 22 – The template of the doctoral dissertation  
description form

Description of the doctoral dissertation

Full name of the author of the dissertation	
Email address, phone number of the author	
Full name(s) of the supervisor(s)	
Institute	
Faculty	
Title of the dissertation in Polish	
Title of the dissertation in English	
Title of the dissertation in	
Original language of the dissertation	
Key words in Polish (max 5)	
Key words in English (max. 5)	
Key words in ... (max. 5)	
Abstract in Polish	
Abstract in English	
Abstract in ..	
Number of pages	



Annex 3 to Resolution No. 5 of the Senate of the Warsaw University of Life Sciences  
of 27 September 2021 on the adoption of the Regulations for the conduct of proceeding  
for the award of a doctoral degree at the Warsaw University of Life Sciences

**Regulations for the conduct of proceeding for the award of a doctoral degree at the  
at the Warsaw University of Life Sciences  
to persons who graduated from the Doctoral School**

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## **Chapter I** **General provisions**

### **§ 1 [Scope of regulation]**

1. These regulations define the detailed rules for the conduct of proceedings for the award of a doctoral degree at the Warsaw University of Life Sciences to persons who graduated from the Doctoral School.
2. At SGGW, the discipline councils are the relevant authorities for the award of the doctoral degree and in the case of awarding the doctoral degree in a given field - the Senate.
3. For each initiated procedure, the discipline council appoints a doctoral committee. The procedure may be conducted directly by the discipline council, without appointing a doctoral committee. The provisions of the Regulations concerning doctoral committees shall apply respectively.
4. The discipline council adopts resolutions on the award of the doctoral degree or refusal of the award of the doctoral degree by an absolute majority of votes, in a secret ballot, in the presence of at least half of those entitled to vote. In other personal matters, the discipline council adopts resolutions by a simple majority of votes in a secret ballot, in the presence of at least half of the number of those entitled to vote.
5. Any resolutions adopted by the discipline council are signed by the chairperson of the discipline council, and resolutions adopted by the Senate are signed by the rector.
6. In the proceedings for the award of the doctoral degree to persons who graduated from the Doctoral School, in the scope not regulated in the Act, the provisions of the Code of Administrative Proceedings [KPA] apply accordingly.
7. The administrative support for the discipline council and the committees appointed by the given discipline council shall be provided by the secretariat of the institute supporting the relevant discipline council.

### **§ 2 [Terms definition and meaning]**

Whenever the following are used:

- 1) BIP - shall be understood as the Public Information Bulletin of the Warsaw University of Life Sciences;
- 2) Doctoral student - shall be understood as any person applying for the award of a doctoral degree who started their doctoral studies before the academic year 2019/2020;
- 3) JSA - shall be understood as the Unified Anti-plagiarism System;
- 4) Doctoral committee - shall be understood as a doctoral committee acting in the proceeding for the award of the doctoral degree, if it has been appointed in accordance with the principles set out in these regulations;



- 5) KPA - Act of 14 June 1960; the Code of Administrative Proceedings (i.e., as of 16 March 2021, Journal of Laws of 2021, item 735);
- 6) Proceedings - shall be understood as proceeding for the award of the doctoral degree;
- 7) PRK - shall be understood as the Polish Qualification Framework;
- 8) Discipline council - shall be understood as the SGGW authority competent to awarding doctoral and postdoctoral degrees in the given field and discipline;
- 9) RDN - shall be understood as the Council of Scientific Excellence;
- 10) Regulations - shall be understood as the regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences to persons who graduated from the SGGW Doctoral School;
- 11) SGGW - university, the competent authority, Warsaw University of Life Sciences;
- 12) Statute - shall be understood as the Statute of the SGGW;
- 13) Doctoral school - shall be understood as the organizational unit where the doctoral student has graduated from;
- 14) Act - shall be understood as the Act of 20 July 2018 - the Law on Higher Education and Science (i.e. of 1 March 2021, Journal of Laws of 2021, item 478 as amended).

### § 3 [Schedule of the proceedings]

The proceeding for the award of the doctoral degree to persons who graduated from the SGGW Doctoral School comprises the following stages:

1. The appointment of the supervisor or supervisors or supervisor and assistant supervisor;
2. The initiation of the proceeding [the application form template - Appendix 1, 2, 3, 4, 18,19];
  - A verification of the requirements for initiating the proceeding [the resolution of the discipline council – App. 5] or
  - In case of not compliance the requirements, a refusal to initiate the proceeding [the resolution of the discipline council – App. 6];
3. The appointment of the Doctoral committee (optionally), [the resolution of the discipline council - Appendix 7];
4. The submission of the doctoral dissertation;
5. The appointment of the reviewers [resolution of the Discipline council – Appendix 8; the contract for specific work for the review - Appendix 9];
6. A verification for compliance with the requirements referred to in Art. 186 para. 1; admission or refusal of the admission to defence [the resolution of the discipline council or resolution of the doctoral committee - Appendix 10 or appendix 11];
7. A public defence of the doctoral dissertation [framework process - Appendix 12];
8. The acceptance or refusal of the acceptance of the public defence of the doctoral dissertation [resolution of the discipline council or resolution of the doctoral committee, possible application of the doctoral committee for the distinction of the doctoral dissertation - Appendix 13 or Appendix 14];



9. Awarding or refusal of the award of the doctoral degree [resolution of the discipline council - Appendix 15 or 16];
10. The distinction of the doctoral dissertation [resolution of the discipline council - App. 17];
11. Lodging an appeal by the doctoral student in the event of refusal of the award of the doctoral degree.

#### § 4 [Requirements for the award of a doctoral degree]

A doctoral degree is awarded to a person who:

1. has the professional title of MA [magister], MSc [magister inżynier], or an equivalent or has the diploma referred to in art. 326 para. 2 item 2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree in the country in the education system of which the higher education institution which issued it operates;
2. achieved the learning outcomes for qualifications at level 8 according to the PQF [PRK], whereby the learning outcomes in terms of the knowledge of a modern foreign language are confirmed by a certificate or diploma of completion of studies, at the B2 level or higher; and the learning outcomes in the discipline in which the doctoral student prepared the doctoral dissertation are verified with the certificate of completion the education program at the Doctoral School;
3. includes in the scientific output at least:
  - a) a 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 a list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2 item 2 (b) of the Act, or
  - b) a scientific monograph issued by a publishing house, which in the year of publication of the monograph in its final form was included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 para. 2 item 2 (a) of the Act, or a chapter in such a monograph;
4. presented and defended the doctoral dissertation.

## Chapter II

### **Appointment of the dissertation supervisor or supervisors or supervisor and assistant supervisor**

#### § 5 [Supervision over the preparation of a doctoral dissertation]

The scientific supervision over the preparation of a doctoral dissertation is provided by:

- 1) supervisor or supervisors, or
- 2) supervisor and assistant supervisor.



#### § 6 [Requirements for the supervisor(s)]

1. Any person with a postdoctoral degree [*doktor habilitowany*] or holding the title of professor may act as a supervisor. A person with at least a doctoral degree may act as an assistant supervisor.
2. A person who does not meet the conditions specified in para. 1, and is employed by a foreign university or scientific institution cannot act as a supervisor, unless the discipline council decides that such person has significant achievements in the scientific matters covered by the doctoral dissertation.
3. A person who:
  - 1) during the last 5 years:
    - a) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation, or
    - b) supervised the preparation of the doctoral dissertation by at least 2 doctoral students who did not receive positive reviews;
  - 2) was punished with a disciplinary penalty of deprivation of the right to perform the duties of the supervisor, referred to in art. 276 para. 1 item 4 of the Act - for the duration of the penalty may not become a supervisor.

#### § 7 [Appointment of the supervisor]

The detailed rules for the appointment and substitution of a supervisor or supervisors or a supervisor and assistant supervisor for doctoral students are set out in the regulations of the Doctoral school they have graduated from.

### **Chapter III**

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

#### § 8 [The content and form of the doctoral dissertation]

1. The doctoral dissertation presents the doctoral student'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 approach in applying the results of own research in the economic or social scope.
3. A doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological or implementation work, as well as an independent and isolated part of a collective work.

#### § 9 [Appendices to the doctoral dissertation]

1. The following should be attached to the doctoral dissertation:





- 1) an abstract in English;
  - 2) an abstract in Polish - if the doctoral dissertation is written in a foreign language;
  - 3) a description in Polish and English - if the doctoral dissertation is not a written dissertation;
  - 4) declarations of all its co-authors specifying the individual contribution to its creation - if the doctoral dissertation is an independent and separate part of a collective work, subject to para. 2-3. The template of the declaration constitutes Appendix 2.
2. If the collective thesis constituting the doctoral dissertation has more than five co-authors, the doctoral student shall submit a declaration specifying his individual contribution to the creation of the given dissertation and the declarations of at least four other co-authors. The template of the declaration constitutes Appendix 2.
  3. The doctoral student is not obliged to submit the co-author's declaration in the event of the co-author's death, of being recognized as deceased, or any permanent medical impairment that prevents obtaining the required declaration.
  4. When, for reasons beyond the doctoral student's control, it is not possible to obtain declarations from the co-authors, the doctoral student encloses a declaration of the first author, monograph editor, project manager, team leader, or corresponding author. If it is not possible to obtain such declarations, the doctoral student is obliged to explain the reasons for the failure to submit the declaration by the above mentioned entities in the declaration referred to in para. 2.

## **Chapter IV**

### **Initiation of the proceeding for the award of a doctoral degree**

#### § 10 [Opinion of the supervisor(s)]

1. The doctoral student submits the doctoral dissertation with attachments, through the secretariat supporting the relevant discipline council, to the supervisor or supervisors referred to in § 5 in order to prepare a written opinion. The dissertation with attachments is submitted in paper form with a copy of the dissertation and attachments saved on an IT data carrier. The doctoral student receives a written confirmation with a date of submission of the dissertation issued by the secretariat employee.
2. The supervisor or supervisors referred to in para. 1, prepare written opinions on the submitted doctoral dissertation, assessing whether the dissertation meets the requirements set out in §8. The opinion may either be positive and negative.
3. For the preparation of the opinion referred to in para. 2, the supervisor or supervisors have 30 days from the date of submission of the work. In particularly justified cases, the chairperson of the discipline council may extend the time limit for the preparation of the opinion, however no longer than for a period of 14 days.
4. If the doctoral dissertation is a written dissertation, the supervisor checks it within the time limit specified in para. 3 using JSA [Unified Anti-plagiarism System].



5. The opinions and the report signed by the supervisor confirming the verification of the doctoral dissertation with the use of JSA shall be immediately forwarded to the candidate by the supervisor.

#### § 11 [Initiation of the proceeding]

1. The proceeding for the award of the doctoral degree is initiated at the request of a doctoral student who meets the formal conditions specified in § 4 para. 1 items 1-3.
2. The application for the initiation of the proceeding for the award of the doctoral degree with attachments should be submitted in paper form with a copy of the dissertation and attachments saved on an IT data carrier.
3. The template of the application form constitutes Appendix 1.
4. The following documents must be attached with the doctoral student's application:
  - 1) a doctoral dissertation in 4 copies with attachments referred to in § 9;
  - 2) a positive opinion of the supervisor or supervisors referred to in § 10;
  - 3) a report confirming the verification of the doctoral dissertation with the use of JSA, signed by the supervisor;
  - 4) a document confirming a possession of a professional title of MA [magister], MSc [magister inżynier], or an equivalent, or the diploma referred to in art. 326 para. 2 item 2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree by the issuing authority that operates in the higher education system of a given country;
  - 5) a diploma supplement, if issued;
  - 6) a certificate of graduation from a Doctoral School;
  - 7) a personal questionnaire with an information clause - the template constitutes Appendix 3;
  - 8) information on the candidate's publication output, including the publication output that meets the requirements referred to in § 4 para. 1, item 3;
  - 9) information about not applying for the award of the doctoral degree earlier or information on the course of the doctoral dissertation or on proceedings for the award of a doctoral degree, provided that the candidate has previously applied for the award of a doctoral degree - the template is set out in Appendix 4;
  - 10) a declaration form on granting SGGW a license to place the dissertation in the repository maintained by the University and its use in the given areas of application - the template is set out in Appendix 18;
  - 11) the doctoral dissertation description form with a summary in doc or docx. format - the template is set out in Appendix 19.
5. The doctoral dissertation should be recorded on an IT data carrier referred to in para. 2, in a pdf, unencrypted file; the description of the dissertation should be saved in a separate unencrypted file called "the dissertation description" in the doc / docx. file format.



6. The Discipline Council should verify the meeting of the requirements for initiating the procedure set out in these regulations within 30 days of submitting the application. If the deadline falls within the period of holiday months, such verification should be made at the consecutive meeting of the discipline council - the template of the resolution constitutes Appendix 5.
7. If the application does not meet the formal requirements, in particular it does not contain the required attachments, the chairperson of the discipline council shall ask the candidate to remove the deficiencies within 14 days from the date of receipt of the request. If the application is not supplemented within the indicated time limit, the discipline council leaves the application without consideration.
8. After the verification of compliance with the requirements set out in these regulations, the chairperson of the discipline council notifies the doctoral student about this fact.
9. In the event of failure to meet the requirements for initiating proceedings specified in these regulations, the discipline council shall issue a decision of the refusal to initiate proceedings - the template of the resolution constitutes Appendix 6.
10. The decision referred to in para. 9, there is an application for reconsideration of the case. The application is submitted to the Discipline Council within 7 days from the date of receipt of the decision.

## **Chapter V**

### **Reviewer and reviews**

#### § 12 [Requirements for reviewers]

1. Any person who meets the requirements referred to in § 6 para. 1-2, and has scientific achievements and experience allowing for the preparation of a reliable review of the doctoral dissertation can serve as the reviewer in the proceeding.
2. The person cannot serve as the reviewer if:
  - 1) there are reasonable doubts as to their impartiality;
  - 2) was punished with a disciplinary penalty referred to in art. 276 para. 1 item 4 of the Act - for the duration of the penalty;
  - 3) is employed by SGGW;
  - 4) is employed by a university, a Polish Academy of Sciences institute [PAN], a research institute or any international institute employing the doctoral student.

#### § 13 [Appointment of the reviewers]

1. The discipline council, by resolution, appoints 3 reviewers - a template of the resolution constitutes Appendix 8.
2. A candidate for a reviewer may be recommended by any member of the discipline council with at least a postdoctoral degree/habilitated doctor.



3. The discipline council appoints reviewers from among the proposed candidates by a simple majority of votes in a secret ballot. The chairperson of the discipline council determines the dates and conditions for submitting recommendations of candidates for reviewers.
4. Reviewers are appointed no later than within 30 days from the date of positive verification of the application for initiating the procedure f. If this date falls within the period of holiday months, the reviewers should be appointed at the consecutive meeting of the Discipline Council.
5. After appointing the reviewer, without undue delay, SGGW concludes a contract for a review. The template of the contract with the reviewer constitutes Appendix 9.

#### § 14 [Preparation of a review]

1. Reviewers prepare reviews of the doctoral dissertation within 2 months from the date of receipt of the dissertation.
2. The review should contain a detailed assessment of the fulfilment of the conditions set out in § 8 by the doctoral dissertation.
3. The content and conclusion of the review should be unambiguous and substantially coherent.
4. In the case the doctoral dissertation is an independent and separate part of the collective work, the review should include an assessment of the doctoral student's individual contribution to the creation of the given dissertation.
5. If the review include an application for the distinction of a doctoral dissertation, such application requires justification.
6. The reviewer, within the period specified in para. 1 provides the chairperson of the discipline council with paper and electronic copy of the signed review.
7. The secretariat of the institute supporting the discipline council prepares the handover protocol of the review constituting an appendix to the contract with the reviewer.
8. In the event the received review:
  - 1) does not contain a conclusion about meeting the statutory requirements or
  - 2) does not contain other formal deficiencies,

the chairperson of the discipline council may ask the reviewer to correct or supplement it.

#### § 15 [Providing access to the review and doctoral dissertation]

The rules for providing access to the reviews and doctoral dissertations are determined by the separate provisions.



## **Chapter VI**

### **Doctoral Committee**

#### **§ 16 [Composition of the Doctoral Committee]**

1. For each initiated procedure, the discipline council appoints a doctoral committee - a template of the resolution constitutes Appendix 7.
2. The doctoral committee includes:
  - 1) 7 members of the discipline council, including the chairperson of the council, complying with the following requirements:
    - a) holding at least a postdoctoral degree/habilitated doctor in the discipline in which the doctoral student is applying for the doctoral degree or,
    - b) having qualifications equivalent to those resulting from holding the postdoctoral degree in the discipline referred to in point (a). and;
  - 2) secretary.
3. The duties of the secretary, with the support of administrative staff serving the relevant discipline council, include, in particular, the organization of doctoral committee meetings, preparation of minutes of committee meetings, minutes of public defence of the doctoral dissertation and preparation of the opinion of the doctoral committee. The secretary does not have the right to vote in the meetings of the doctoral committee.
4. The supervisor and the assistant supervisor participate in the meetings of the doctoral committee, including the non-public part of the defence of the doctoral dissertation without the right to vote.
5. At least two reviewers of the doctoral dissertation referred to in § 13 para. 1, invited by the chairperson of the discipline council conducting the proceeding for the award of the doctoral degree should participate in the doctoral committee meetings, including in the non-public part of the defence of the doctoral dissertation. In particular, the presence of the reviewer who wrote a negative review is recommended.

#### **§ 17 [Duties and responsibilities of the doctoral committee]**

1. Doctoral committee:
  - 1) verifies whether the doctoral student meets the requirements referred to in Art. 191 para. 1 of the act;
  - 2) if the requirements referred to in item 1 are met, the committee issues a decision in the form of a resolution on admission to public defence and the setting of a defence date and then submits the information to the discipline council - the template of the resolution constitutes Appendix 10;
  - 3) conducts public defence;
  - 4) issues an order in the form of a resolution on acceptance or refusal of the acceptance of public defence and submits it to the discipline council.



2. If the doctoral student fails to meet the requirements referred to in Art. 191 para. 1 of the Act, the doctoral committee issues a resolution on refusal of the admission to public defence and submits it to the discipline council and the doctoral student - a template of the resolution constitutes Appendix 11. A resolution of the doctoral committee on the refusal of the admission to defend a doctoral dissertation may be appealed against to the Council of Scientific Excellence within 7 days from the date of receipt of the resolution.
3. The doctoral committee adopts resolutions by a simple majority of votes in a secret ballot, in the presence of at least half of the committee members. The committee may not sit in the absence of the chairperson and secretary.
4. The meeting of the doctoral committee is convened and chaired by its chairperson.
5. The secretary is responsible for the proper documentation of the activities undertaken by the doctoral committee.
6. In particularly justified cases, the participation in the work of the doctoral committee may take place with the use of technical devices enabling the simultaneous and direct transmission of image and sound, unless voting takes place with the help of IT tools that ensure their secrecy.
7. The resolutions referred to in para. 1 item 2 and 4 are signed by the chairperson of the doctoral committee, whereas the minutes of the doctoral committee meetings are signed by the chairperson of the doctoral committee and the secretary.
8. In the case referred to in para. 6, all resolutions and the minutes of the meeting containing the committee's opinions are sent electronically to all members of the doctoral committee in order to agree on its content and final approval, submitted in the form of a declaration by e-mail by each member of the committee, and then signed by the chairperson of the committee.

## **Chapter VII**

### **Public defence of the doctoral dissertation**

#### § 18 [Admission to public defence]

1. After reviewing the doctoral dissertation, supervisors' opinions and reviews, the doctoral committee issues a decision in the form of a resolution on admitting the doctoral student to public defence of the doctoral dissertation and, in consultation with the reviewers of the doctoral dissertation, sets the date of public defence of the doctoral dissertation - the template of the resolution constitutes Appendix 10.
2. Any person who has received positive reviews from at least 2 reviewers and has met the other requirements under the Regulations and the Act may be admitted to defend a doctoral dissertation.



3. The chairperson of the doctoral committee shall inform the chairperson of the discipline council about the date and place of defence of the doctoral dissertation, who in turn orders the publication of a notice on the website of the relevant SGGW institute.
4. The deadline for defending a doctoral dissertation may not be set earlier than 30 days from the date on which the information referred to in Art. 188 para. 1 and 2 of the Act was posted in the BIP [the Public Information Bulletin of the Warsaw University of Life Sciences].

#### § 19 [Rules for conducting public defence]

1. The defence is held at an open meeting of the doctoral committee.
2. The presence of a doctoral student, supervisor and at least half of the members of the doctoral committee, including the chairperson and secretary, is required for the validity of the defence of a doctoral dissertation.
3. If a doctoral student has two supervisors, the presence of at least one of them is required.
4. At least two reviewers of the doctoral dissertation referred to in § 13 para. 1 should participate in the defence of the doctoral dissertation without a right to vote, after being invited by the chairperson of the discipline council conducting the procedure for the award of the doctoral degree. The presence of the reviewer who wrote a negative review is particularly recommended.
5. The defence may be held outside the seat of the entity granting the doctoral degree using electronic means of communication providing, in particular:
  - 1) livestreaming of defence among its participants,
  - 2) real-time multilateral communication, which enables the participants of the defence to express their views in its course, while maintaining the necessary safety rules.
6. In the event of inability to conduct the defence in accordance with the provisions of para. 2, the doctoral committee shall set another date of defence and announce it immediately after the obstacle has been removed.
7. The framework process of the doctoral dissertation defence is set out in Appendix 12.

#### § 20 [Voting]

1. After the end of the public part of the defence of the doctoral dissertation, the doctoral committee, as a result of the discussion, adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot;
  - 1) regarding the acceptance of the public defence, the template of the resolution constitutes Appendix 13, or
  - 2) regarding the refusal of the acceptance of public defence of the doctoral dissertation - the template of the resolution constitutes Appendix 14.
2. Upon the written application included in the reviews of at least two reviewers, the doctoral committee adopts a decision in the form of a resolution by a simple majority





of votes in a secret ballot to refer to the discipline council with a request for granting a distinction for the particularly high scientific level of a doctoral dissertation.

3. After the end of the doctoral dissertation, the chairperson of the doctoral committee shall provide the chairperson of the discipline council with all the documentation of the proceeding.

## **Chapter VIII**

### **Conferral of a doctoral degree**

#### § 21 [Resolution of the proceeding for the award of a doctoral degree]

1. The Discipline Council awards a doctoral degree or refuses to grant it by way of an administrative decision in the form of a resolution - the template of the resolution constitutes Appendix 15 or 16.
2. In the case the defence of the doctoral dissertation was held at the doctoral committee meeting, the discipline council may request the chairperson or secretary of the doctoral committee to present the course of the proceedings and the defence of the doctoral dissertation before issuing the resolution referred to in para. 1.
3. The resolution of the discipline council on the award of the doctoral degree is adopted by an absolute majority of votes in secret ballot in the presence of at least half of the members of the discipline council holding the title of professor or the academic degree of habilitated doctor (post-doc).
4. Only members of the council holding the title of professor or the degree of habilitated doctor (post-doc) may vote in the ballot on the award of the doctoral degree. The supervisor or the assistant supervisor referred to in § 5 may not participate in the vote of the discipline council on granting the doctoral degree, even if they are members of the discipline council.
5. Upon the written request included in the reviews of at least two reviewers, the discipline council adopts a resolution on the distinction of a doctoral dissertation - a template of the resolution constitutes Appendix 17. The provisions of para. 2-3 shall apply accordingly.

#### § 22 [Appeal]

1. The decision on refusal of the award of the doctoral degree may be appealed against to the Council of Scientific Excellence through the discipline council which adopted a resolution on that matter.
2. The deadline for lodging an appeal is within 30 days from the delivery of the resolution.
3. After lodging the appeal the chairperson of the discipline council orders the doctoral committee to prepare an opinion on the validity of the appeal within 2 months from the date of the appeal.
4. Based on the opinion referred to in para. 3, the discipline council may:





- 1) revoke or amend the appealed resolution - if it considers that the appeal deserves to be fully taken into account, or
- 2) uphold the appealed resolution and submit the appeal to the Council of Scientific Excellence along with its opinion and case files - within 3 months from the date of the appeal.

## **Chapter IX**

### **Special and Final Provisions**

#### § 23 [Joint awarding of the degree]

1. The right to award a doctoral degree may be vested in a given discipline jointly by SGGW and other universities, PAS institutes [PAN], research institutes or international institutes, with the proviso that each of the cooperating higher education institution has the scientific category A +, A or B + in a given discipline, including the international institutions with the right to award the doctoral in the given discipline.
2. The principles of cooperation of entities granting the doctoral degree referred to in para. 1 are specified in an contract concluded in writing, which in particular indicates the entity responsible for entering data into the system referred to in Art. 342 para. 1 of the act.
3. The contract referred to in para. 2, shall be concluded within 30 days from the date of submission of the application for the appointment of the supervisor.

#### § 24 [Interdisciplinary dissertation]

1. If the doctoral dissertation covers scientific issues from more than one scientific discipline, the doctoral student indicates the discipline they apply for the award of the doctoral degree and submits a request to initiate proceedings to the council of that discipline.
2. If the disciplines are equally represented in the interdisciplinary doctoral dissertation, the doctoral degree may be awarded in the field of science.
3. In the case referred to in para. 2, the doctoral degree may be awarded in the field of science, provided that SGGW has the scientific category A +, A or B + in more than half of the disciplines covered by the given field of science.
4. In the case referred to in para. 2, the SGGW body competent to award the doctoral degree in a given field is the Senate, to which the provisions of the Regulations of the discipline council shall apply accordingly.



#### § 25 [Diploma]

1. Any person who has been awarded the doctoral degree receives a doctoral diploma and a copy of the diploma.
2. At the request of the person, a copy of the diploma may be issued in English, French, Spanish, German, Russian or Latin.
3. For the issue of a copy of the doctoral diploma, a fee is payable, the amount of which is specified in separate regulations.
4. In the case referred to in § 23, the person who has been awarded the doctoral degree receives a joint doctoral diploma issued by the entities awarding the doctoral degree or a doctoral diploma issued by one of the entities indicated in the contract therein.

#### § 26 [Coming into effect]

The Regulations shall enter into force on 1 October 2021 and shall apply to the proceedings for the award of the doctoral degree initiated from that date.



Appendix 1 – The application form template  
for the initiation of the proceeding for the award of a  
doctoral degree

[place], [date]

[Full name of the Candidate]

[PESEL number]

[Correspondence address]

[Telephone number]

[E-mail address]

**The Discipline Council  
of**

**the..... [name]**

**SGGW - Warsaw University of Life Sciences**

**Application for the initiation of the proceeding for the award of a doctoral degree**

I hereby would like to apply for the initiation of the proceeding for the award of a doctoral degree in the field of [name of the field] and in the discipline of [name of the discipline].

Doctoral student's signature

Attachments:

- 1) 4 copies of the doctoral dissertation printed together with the attachments referred to in § 9 of the Regulations, and 1 copy on an electronic carrier identical to the printed copies;
- 2) a positive opinion of the supervisor or opinions of supervisors referred to in § 10 of the Regulations;
- 3) a report confirming the verification of the doctoral dissertation with the use of JSA, signed by the supervisor;
- 4) a document confirming a possession of a professional title of MA [magister], MSc [magister inżynier], or an equivalent, or the diploma referred to in art. 326 para. 2 item 2, or article 327 para. 2 of the Act, entitling to apply for the award of a doctoral degree by the issuing authority that operates in the higher education system of a given country;
- 5) a diploma supplement, referred to in item 2, if issued<sup>1</sup>
- 6) a certificate of graduation from the Doctoral School;
- 7) a personal questionnaire with the information clause;
- 8) information on the candidate's publication output, including the publication output that meets the requirements referred to in § 4, item 3 of the Regulations;
- 9) information on the course of the doctoral dissertation or on proceedings for the award of a doctoral degree, provided that the candidate has previously applied for the award of a doctoral degree;
- 10) a declaration form on granting SGGW a license to place the dissertation in the repository maintained by the University and its use in the given areas of application;
- 11) the doctoral dissertation description form with a summary in doc or docx. format.

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<sup>1</sup> Copies of the documents listed in points 4 and 5 and their originals should be submitted for inspection in order to certify them as true copies. The certification is made by an employee of the secretariat supporting the appropriate discipline council.



Appendix 2 – The template of the Declaration of Co-authorship

[place], [date]

[Full name of the Doctoral student or co-author]

[E-mail address]

**The Discipline Council**  
**of the..... [name]**  
**SGGW - Warsaw University of Life Sciences**

**Declaration of Co-authorship**

I hereby declare that my individual contribution in the preparation of the dissertation [authors, year of publication, title, journal or publisher, volume, pages] included [a detailed description of the doctoral student or co-author's contribution to the dissertation].

Signature



Appendix 3 - The template of the personal questionnaire

**THE PERSONAL QUESTIONNAIRE PROCEEDING FOR THE AWARD OF A  
DOCTORAL DEGREE  
AT SGGW – WARSAW UNIVERSITY OF LIFE SCIENCES**

**PERSONAL DATA**

PESEL number: .....

Last name: .....

First name: 1. .... 2. Second name ..... Sex: F / M \*

Date of Birth: ..... Place of Birth: .....

Citizenship: ..... Country of Birth .....

**EDUCATION**

(please list the completed study courses and obtained professional titles, as follows: *name of a university, field of study, year of completion, professional title*)

1) .....

2) .....

**FOREIGNERS** (and any others without a PESEL number)

Passport (or any other document confirming identity in case of lack of passport):

Number ..... Issuing Country .....

Issuing Entity ..... Expiration Date .....

Pole's Card (if applicable):no .....

Issuing Entity ..... Expiration Date .....

**CONTACT DETAILS**

Country ..... Postal code ..... Town/City .....

Post office ..... Street ..... Street number..... Apt. number .....

Phone number \*\* .....

E-mail address\*\* .....

**PLACE OF WORK**

.....

**ADDITIONAL INFORMATION**

**ORCID** (Open Researcher and Contributor ID): .....

**Doctoral dissertation preparation mode:** \*

Part-time mode / Doctoral Studies / Doctoral School



## INFORMATION CLAUSE / PRIVACY NOTICE

In accordance to art. 13 para. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), hereinafter "GDPR", SGGW hereby informs:

- a) The controller of your personal data is Warsaw University of Life Sciences, with its registered office at 166 Nowoursynowska Street, 02-787 Warsaw (hereinafter: SGGW or the Data Controller);
- b) The Data Controller has appointed the Data Protection Officer, who you can contact in matters related to the processing of personal data and the exercise of the user rights in accordance with the provisions on the protection of personal data via: [iod@sggw.pl](mailto:iod@sggw.pl);
- c) Your personal data will be processed due to the proceeding for the award of a doctoral degree based on:
  - a. the consent given to facilitate contact on the basis of art. 6 (1) (a) of the GDPR,
  - b. Article 6 (1) (c) of the GDPR - in order to fulfil the Controller's legal obligations in respect of art. 345 of the Act on the Law on Higher Education and Science,
- d) The recipients of your data will be entities and bodies to which the Controller is obliged or authorized to provide personal data on the basis of generally applicable law, and entities to which the Controller will entrust their processing on the basis of an appropriate contract in connection with the services provided by the above-mentioned entity for the benefit of the Controller, and ensuring the proper implementation of the objectives referred to in point c) above, e.g. providers of ICT services as well as employees and associates of the Controller;
- e) In case of the use of Microsoft services, your data may be transferred outside the European Economic Area. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at:  
<https://www.microsoftvolume licensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46> and  
<https://privacy.microsoft.com/pl-pl/privacystatement>.
- f) Personal data will be stored for the period necessary to conduct the proceeding for the award of the doctoral degree and to the extent required by the generally applicable provisions of law regarding the archiving of the state's records. In terms of data processed on the basis of consent, the data will be processed until its possible withdrawal;
- g) Data subjects have the right to withdraw their consent to the processing of personal data at any time in the case of data processed on its basis. The withdrawal of consent does not affect the lawfulness of the use of data during the period in which the consent was valid;
- h) Data subjects have the right to access the above-mentioned personal data, their rectification, erasure, transfer and restriction of processing;
- i) Data subjects have the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO);
- j) The submission of personal data shall be voluntary, but necessary by law to perform the above activities. Providing contact details indicated as voluntary is voluntary however, failure to provide them will prevent contact via the indicated methods;
- k) The personal data will not be the subject of a solely automated individual decision-making, including profiling.

I certify that the data contained herein are true and correct.

Warsaw, on .....

Signature of the submitting party

Warsaw, on .....

Signature of a receiving party

\* Delete if not applicable.



\*\* Contact details are necessary for a prompt contact between a PhD doctoral student, and the Warsaw University of Life Sciences, their submission is voluntary.



Appendix 4 – Information on the conduct of the doctoral  
dissertation/proceeding for the award of a doctoral degree

[place], [date]

[full name of the doctoral student]

**The Discipline Council of the**

**[name]**

**SGGW - Warsaw University of Life Sciences**

I declare that I applied / did not apply<sup>2</sup> for the doctoral degree.

Complete if applicable:

The doctoral dissertation / the proceeding for the award of the doctoral degree<sup>3</sup> was initiated on ..... by resolution ..... ( name of the academic unit) in the field of ..... in the discipline of .....

Title of the doctoral dissertation: .....

The supervisor of the doctoral dissertation: ..... ..

The doctoral dissertation / the proceeding for the award of the doctoral degree was discontinued / closed / I was refused to grant the doctoral degree<sup>4</sup> on ..... ..

Doctoral student's signature

---

<sup>2</sup> Complete if applicable

<sup>3</sup> Complete if applicable

<sup>4</sup> Complete if applicable





Appendix 5 – The template of the resolution on the positive verification of the requirements for initiating the proceeding for the award of the doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the positive verification of the requirements  
for initiating the proceeding for the award of the doctoral degree  
in the field [name of the field]  
in the discipline [name of the discipline]  
For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 11 para. 6 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to people who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after the verification of the requirements for initiating the proceeding for the award of the doctoral degree, states that Mr. / Ms. [name and surname] meets the requirements for initiating the proceeding for the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the .....  
[name]

SGGW - Warsaw University of Life Sciences



Appendix 6 – The template of the resolution on the refusal

to initiate the proceeding for the award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the refusal to initiate the proceeding for the award of a doctoral degree  
in the field [name of the field]  
in the discipline [name of the discipline]  
For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 192 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 11 para. 9 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the application of Mr. / Ms. [name and surname] to initiate the proceeding for the award of the doctoral degree of [date] ..... in the field of [name of the field] in the discipline of [name of the discipline]

on the basis of a doctoral dissertation entitled: [title of a doctoral dissertation]

decides to refuse to initiate the proceeding for the award of the doctoral degree due to failure to meet the requirements resulting from § 11 para. 1-4 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences to persons who graduated from the Doctoral School.



*[The justification should include all elements of the proceeding, including, for example, unfulfilled requirements resulting from the Act and the Regulations, which contributed to the decision to refuse to initiate the proceeding for the award of the degree].*

## § 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences

## Instruction

This resolution is subject to a request for reconsideration, which should be submitted to the Discipline Council of the ..... within 7 days from the date of delivery of this decision via the secretariat supporting the relevant Discipline Council. The decision issued as a result of the reconsideration of the case is final.

## Confirmation of receipt:

I confirm receipt of the resolution of the Discipline Council of the .....,  
Warsaw University of Life Sciences (SGGW) of ..... No.  
....., together with the justification.

.....  
[Doctoral student's legible signature and date]



Appendix 7 – The template of the resolution on the appointment of the Doctoral committee

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the appointment of the Doctoral Committee**

in the proceeding for the award of a doctoral degree

in the field [name of the field]

in the discipline [name of the discipline]

**For Mr./Ms.**

.....

Acting pursuant to § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences, and § 19 para. 1-2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

**§ 1**

**The Doctoral Committee** shall be appointed in the proceeding for the award of a doctoral degree to Ms. / Mr. .... in the field [name of the field], in the discipline [name of the discipline], hereinafter referred to as the "Committee" with the following composition:

The Chairperson of the Committee:

.....

The Secretary of the Committee:

.....

Other members of the Committee:

.....

.....

**§ 2**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]



SGGW - Warsaw University of Life Sciences



Appendix 8 – The template of the resolution on the appointment of the reviewers

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the appointment of the Reviewers**

in the proceeding for the award of a doctoral degree

in the field [name of the field]

in the discipline [name of the discipline]

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 190 para. 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 item 4) of the Statute of the Warsaw University of Life Sciences and § 13 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

**The reviewers** shall be appointed in the proceeding for the award of a doctoral degree to Ms. / Mr. .... in the field [name of the field], in the discipline [name of the discipline], in the following composition:

- 1) .....[degree/title, full name, place of work]
- 2) .....[degree/title, full name, place of work]
- 3) .....[degree/title, full name, place of work]

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
..... [name]



SGGW - Warsaw University of Life Sciences



Appendix 9 – The template of the contract for specific work for the review of the doctoral dissertation

## CONTRACT FOR SPECIFIC WORK No. ....

### FOR THE REVIEW (copyright)

concluded on .....

by and between:

SGGW - Warsaw University of Life Sciences, 02-787 Warsaw, Nowoursynowska 166, represented by Head of the Institute of ..... acting on the basis of a power of attorney No. .... granted by the Rector of SGGW of .....

with the countersignature of the Bursar of SGGW ....., referred to in the contract as the "**Contracting Party**",

and

Mr. / Ms. (degree or title and full name)

.....

Contact details:

.....

.....

.....

.....

PESEL number: | | | | | | | | | | | | | | | |

employed by: .....

hereinafter referred to as the "**Reviewer**".

#### § 1

The Contracting Party entrusts the performance of a review to assess whether the doctoral dissertation of a person applying for the award of the doctoral degree - Ms / Mr ..... meets the requirements set out in Art. 187 para. 1-3 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478).

#### § 2

1. The Reviewer undertakes to perform the subject of the contract personally, without delegating to any other person, and provide with the result in paper and electronic form within 2 months from the date of delivery of the doctoral dissertation.
2. The Reviewer declares that the performance of the subject of the contract is within their capabilities and there are no technical and legal obstacles preventing the performance of the subject of the contract in whole or in part. The Reviewer declares that no circumstances exist that give rise to the justifiable doubts as to his impartiality, in particular:
  - The Reviewer is not a co-author of any scientific papers of the doctoral student for the doctoral degree;





- The Reviewer has not participated nor participates jointly with the doctoral student in any research teams implementing projects financed through any national or international competitions;
  - The Reviewer has not conducted any research work with the doctoral student at scientific institutions;
  - there are no other circumstances set out in Art. 24 of the Act of 14 June 1960 - the Code of Administrative Proceedings; (Journal of Laws of 2018, item 2096), that might result in the inability to perform the subject of the contract.
3. The Reviewer undertakes to perform the subject of the contract in a reliable and comprehensive manner.
  4. The review should be finished with a clearly expressed, **unambiguous (positive or negative) conclusion**. The conclusion of the review should be clearly justified in the content of the review.
  5. Any errors as well as incorrect or inaccurate wording noticed by the reviewer should be listed in detail.
  6. In the case when an incorrect or incomplete review is submitted, the Contracting party may indicate reservations, ask the Reviewer to correct or supplement the review, and set a deadline for their review, suspending the payment of remuneration until the review is corrected or completed, under the pain of recognition of the contract as not performed. The basis for recognizing the contract as not performed may also be due to a gross breach of the deadline herein.

### § 3

1. For the performance of this contract in accordance with the provisions of § 2, including the transfer of copyright in accordance with para. 2, the Reviewer will receive a remuneration in the amount of ..... **PLN gross** (in words: ..... zlotys).
2. The Reviewer transfers the copyrights and derivative rights, resulting from the review, to the Contracting Party free of charge upon its transfer to the Contracting Party, in particular the right to dispose of and use the review.
3. Pursuant to the Act of 4 February 1994 on Copyright and Related rights (Journal of Laws of 2019, item 1231, as amended), the Reviewer's proprietary copyrights to the review created as a result of the performance of this contract as a work, in terms of disposing of and using reviews in any country, are transferred to the Contracting Party in all fields of use by the Reviewer, at the moment of concluding the contract, in particular in the scope of:
  - a. entering into the computer memory, storing, displaying, launching and using any feedback elements by an unlimited number of persons;
  - b. any recording and reproduction of the original copy or copies (including entering into computer memory or other device), making copies by any technique, including printing and reprographics, magnetic, mechanical, optical, electronic or other recording, using analogue or digital technology, in any system or format, on any media, including audio or video media, paper or similar media, photosensitive, magnetic, optical, discs, memories, computer media and other recording and memory carriers;
  - c. trading in the original copy or copies on which the opinion was recorded -marketing, lending or renting;



- d. distributing an opinion in a manner other than specified in item 2: any public performance, exhibition, display, reproduction, broadcasting and rebroadcasting, as well as public sharing of opinion in such a way that everyone can have access to it in a place and at a time chosen by them, in particular via the Internet.
4. The Reviewer is not entitled to any separate remuneration for using the opinion in each separate field of use.
5. The Reviewer is not entitled to authorize the exercise of derivative copyright.
6. The remuneration specified in § 3.1 - after accepting the opinion and receiving the invoice issued by the Reviewer - will be transferred to the Reviewer's bank account indicated on the invoice (after deduction of the tax).
7. The Reviewer is responsible for the materials provided or made available to them by the Contracting Party.
8. In the event of claims against the Contracting Party by third parties for infringement of their copyright, the Contracting Party shall immediately notify the Reviewer, who undertakes to replace the Contracting Party and fully satisfy the claims of third parties and release the Contracting Party from the obligation to provide services in this respect.

#### § 4

The Reviewer undertakes to pay to the Contracting Party a contractual penalty in the amount of 1% of the gross contractual remuneration specified in § 3.1 for each commenced day of delay in the performance of the contract.

#### § 5

1. The Contracting Party declares that serves as the controller of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), hereinafter "GDPR", in relation to the Reviewer's personal data processed in connection with the concluded contract.
2. The Contracting Party declares that he has appointed a data protection officer who can be contacted in matters related to the processing of personal data via the e-mail address: [iod@sggw.edu.pl](mailto:iod@sggw.edu.pl).
3. The personal data referred to in para. 1, will be processed by the Contracting Party in terms of the identification, contact and financial data categories for the purposes of:
  - a) performance of the contract and settlement of the due remuneration - art. 6 para. 1 (b) of the GDPR;
  - b) fulfilment of public and legal obligations incumbent on the Contracting Party in connection with the contract - art. 6 para. 1 (c) of the GDPR;
  - c) maintaining contact with the Reviewer to the necessary extent resulting from the contract - art. 6 para. 1 (b) of the GDPR;
  - d) establishing or pursuing possible claims under the contract - art. 6 para. 1 (f) of the GDPR.
4. The following data recipients may have access to the data: authorized employees of the Contracting Party, members of ..... (provide the name of the entity



conducting the proceeding for the award of a doctoral degree) to the extent specified by law under the promotion procedure, as well as service providers and their authorized employees to whom the processing of personal data was entrusted herein for the purposes of the service provision for the Contracting Party, in particular, entities operating IT systems.

5. In case of the use of Microsoft services, data may be transferred outside the European Economic Area. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at: <https://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46> and <https://privacy.microsoft.com/pl-pl/privacystatement>.
6. Personal data will be processed for the duration of the contract and indicated in the uniform list of files (JRWA), including archiving obligations and purposes related to the pursuit of claims.
7. The Reviewer has the right to access their personal data, rectify it, erase it or restrict its processing, or object to its processing.
8. The reviewer has the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO).
9. The submission of personal data referred to in para. 1, is voluntary, but required to conclude this contract. Refusal to provide personal data may result in the inability to conclude and implement it. Submitting a request to erase or restrict processing may result in termination of the contract (at the discretion of the Contracting Party) due to the fault of the Reviewer.

#### § 6

1. Any disputes arising from this contract shall be examined by a competent common court having jurisdiction over the seat of the Contracting Party.
2. In matters not covered by this contract, the provisions of the Civil Code shall apply.

#### § 7

The contract has been prepared in two identical copies, one copy for each party.

Reviewer

Contracting party

.....  
.....

Countersignature of the Bursar .....



Annex 1 to the contract for specific work

....., on .....

*Unit seal*

.....  
Source of financing

## HANDOVER REPORT OF THE REVIEW

to the Contract for specific work No. ....

drawn up on ..... in Warsaw on the receipt of the review.

Contracting party: SGGW – Warsaw University of Life Sciences

The Reviewer: .....

The subject of the Contract: .....

1. The reviewer submitted the prepared review as part of the proceeding for the award of the doctoral degree, and the Contracting party accepted the review without reservations, stating that the review was prepared in accordance with the concluded contract and the provisions of the Regulations. At the same time, the Reviewer transfers the ownership of the submitted copies of the review to the Contracting Party.
2. The Contracting party raised the following reservations and comments to the review \*:
  - a) lack of information regarding compliance/non-compliance with the statutory requirements;
  - b) other formal deficiencies, i.e.... (what?)

Contractual penalties have been charged in the amount of PLN ..... and a debit note should be issued. \*

3. The reviewer shall complete the review by ....., in accordance with the reservations and comments listed in point 2 of the herein. \*

.....  
.....

Contracting party

Reviewer

\*- delete if not applicable



Appendix 10 – The template of the resolution on the admission to public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On the admission to public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 17 para. 1.2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

§ 1

Mr. / Ms. .... is **allowed to the public defence of a doctoral dissertation**

§ 2

The **date of public defence of the doctoral dissertation for Mr. / Ms. is set on** .....

§ 3

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



Appendix 11 – The template of the resolution on refusal  
of the admission to public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On refusal of the admission to public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 17 para. 2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ....., Warsaw University of Life Sciences (SGGW) hereby resolves as follows:

**§ 1**

Mr. / Ms. .... is **not allowed to the public defence of a doctoral dissertation**

**Justification**

*[The justification should provide all the elements of the proceeding, including, for example, non-compliance with the requirements resulting from the act and the regulations, which contributed to the decision on refusal of the admission to public defence].*

**§ 2**

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee

**Instruction**



Pursuant to § 17 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, this resolution may be appealed against to the Council of Scientific Excellence within 7 days from the date of receipt of the resolution.

**Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council/Doctoral Committee No. ..... of ..... together with the justification.

.....  
[Doctoral student's legible signature and date]



Appendix 12 – The defence of a doctoral dissertation  
framework process

**The framework process of the doctoral dissertation defence**

**The doctoral dissertation defence process consists of the three parts:**

1) The first public part:

- a) the supervisor presents the doctoral student's resume,
- b) the doctoral student presents the main theses of the doctoral dissertation,
- c) reviewers submit reviews of the doctoral dissertation,
- d) in the absence of the reviewer, the chairperson of the discipline council / doctoral committee or any person indicated by the chairperson reads the review,
- e) the doctoral student replies to the reviewers' questions,
- f) members of the Discipline Council / Doctoral Committee interrogate the doctoral student,
- g) the doctoral student replies to the questions of members of the discipline council / doctoral committee,
- h) other persons attending the public defence process may direct questions to the doctoral student,
- i) the doctoral student replies to the questions.

2) The non-public part of the defence of the doctoral dissertation:

- a) the discipline council / doctoral commission conducts a discussion on public defence,
- b) eligible members of the Discipline Council / Doctoral Committee vote on the acceptance of public defence,
- c) the secretary counts the votes and informs the chairperson of the discipline council / committee about the result of the ballot,
- d) the chairperson of the discipline council / doctoral committee informs other members of the discipline council / committee about the results.

In the case the defence of the doctoral dissertation was held at the doctoral committee meeting then, at the joint request of at least two reviewers, the doctoral committee adopts a decision in the form of a resolution by a simple majority of votes in a secret ballot to refer to the discipline council with a request for granting a distinction for the particularly high scientific level of a doctoral dissertation.

3) The second public part:

- a) the chairperson announces the result of the ballot,
- b) in the event of a positive vote, the chairperson informs about the wording of the resolution on the acceptance of the public defence of the doctoral dissertation, and if the defence takes place at the doctoral committee meeting, its chairperson informs about the recommendation to the discipline council for the award the doctoral student with the doctoral degree;
- c) in the event of a negative result of the ballot, the chairperson announces that the discipline council has not accepted the public defence of the doctoral dissertation, and if the defence takes place at the doctoral committee meeting, its chairperson informs about the submission to the discipline council of a request to refuse to award the doctoral student with the doctoral degree.

Appendix 13 - the template of the resolution on the  
acceptance of public defence





**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On the acceptance of public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 20 para. 1 item 1 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ..... /Doctoral Committee, Warsaw University of Life Sciences (SGGW), after conducting the proceeding for the award of a doctoral degree hereby resolves as follows:

§ 1

**The public defence of a doctoral dissertation of Mr. / Ms.....  
has been accepted.**

§ 2

*[only in case of the resolution of the Doctoral Committee]*

*Upon the written application of two [or three] reviewer of the doctoral dissertation, the doctoral committee hereby request for **granting a distinction** for the particularly high scientific level of a doctoral dissertation.*

§ 3

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



Appendix 14 – The template of the resolution on refusal  
of the acceptance of public defence

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

*or*

*the Doctoral Committee appointed for the proceeding for the award of the doctoral degree*

Of ..... [date]

**On refusal of the acceptance of public defence**

**For Mr./Ms.**

.....

Acting pursuant to § 20 para. 1.2 of the Regulations for the conduct of proceeding for the award of the doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, the Discipline Council of the ..... /Doctoral Committee, Warsaw University of Life Sciences (SGGW), after conducting the proceeding for the award of a doctoral degree hereby resolves as follows:

§ 1

**The public defence of a doctoral dissertation of Mr. /  
Ms.....**

**has not been accepted.**

§ 2

The Act shall enter into force on the date of its adoption.

.....

The Chairperson of the Discipline Council

..... [name]

SGGW - Warsaw University of Life Sciences

*Or*

the Chairperson of the Doctoral Committee



Appendix 15 – The template of the resolution on the  
award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the award of the doctoral degree  
in the field [name of the field]  
in the discipline [name of the discipline]  
For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 21 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, including the reviews of the doctoral dissertation [*and the resolution of the Doctoral Committee of ..... containing information on the acceptance of the public defence of the doctoral dissertation - if applicable*], **recognizes Mr. / Ms. [name and surname] with the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].**

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 16 – The template of the resolution on refusal  
of the award of a doctoral degree

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On refusal of the award of a doctoral degree**

**in the field [name of the field]**

**in the discipline [name of the discipline]**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 21 para. 1 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School , constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, including the reviews of the doctoral dissertation [*and the resolution of the Doctoral Committee of ..... containing information on refusal of the acceptance of public defence of the doctoral dissertation - if applicable*], **refuses to recognize Mr. / Ms. [name and surname] with the award of the doctoral degree in the field of [name of the field] in the discipline of [name of the discipline].**

**Justification**

[*The justification should precisely describe all the elements of the proceeding that contributed to the adoption of the resolution on refusal to award of the doctoral degree*].

§ 2

The Act shall enter into force on the date of its adoption.

.....



The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences

### **Instruction**

Pursuant to Art. 193 para. 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), this resolution may be appealed against to the Council of Scientific Excellence via the Discipline Council of the ..... within 30 days from the date of receipt of the resolution and justification.

### **Confirmation of receipt:**

I confirm receipt of the resolution of the Discipline Council No. ..... of  
..... together with the justification.

.....

[Doctoral student's legible signature and date]



Appendix 17 – The template of the resolution on the distinction of the doctoral dissertation

**RESOLUTION No ...**

Of the Discipline Council ..... [name]

SGGW – Warsaw University of Life Sciences

Of ..... [date]

**On the distinction of the doctoral dissertation**

**For Mr./Ms.**

.....

The Discipline Council of the ....., Warsaw University of Life Sciences, acting pursuant to Art. 178 para. 1 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 30 para. 1 and § 31 (4) of the Statute of the Warsaw University of Life Sciences and § 21 para. 4 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No. 3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences, hereby resolves as follows:

§ 1

The Discipline Council of the ....., Warsaw University of Life Sciences, after reviewing the complete documentation of the case, *[in particular, with the resolution of the Doctoral Committee referred to in § 20 para. 2 of the Regulations for the conduct of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences, to persons who graduated from the Doctoral School, constituting Appendix No.3 to Resolution No. 5 - 2021/2022 of 27 September 2021 of the Senate of the Warsaw University of Life Sciences]* **decides to grant Mr. / Ms. [name and surname] a distinction for the particularly high scientific level of a doctoral dissertation.**

§ 2

The Act shall enter into force on the date of its adoption.

.....  
The Chairperson of the Discipline Council  
of the ..... [name]  
SGGW - Warsaw University of Life Sciences



Appendix 18 – The template of the author's declaration  
form on granting the license

Declaration of the author of the doctoral dissertation on granting the license

Full name of the author	
Full name(s) of the supervisor(s)	
Name of the field	
Name of the discipline	
Title of the doctoral dissertation	

I hereby declare that:

1. I grant a non-exclusive, free, indefinite license to place the electronic version of the above-mentioned doctoral dissertation in the SGGW network.

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4. I grant a non-exclusive, free, territorially unlimited license to share the electronic version of the doctoral dissertation\* in public

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b) ☐ only for the BG SGGW network users, and as of ..... .. for all Internet users

c) ☐ only for the BG SGGW network users

5. (Applies only to statements 4 a) and 4 b)). I grant a licence to use my doctoral dissertation to any user on the basis of the Creative Commons\* licence:

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.....

.....







Place, date

Signature

\*select one below

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Appendix 19 – The template of the doctoral dissertation  
description form

Description of the doctoral dissertation

Full name of the author of the dissertation	
Email address, phone number of the author	
Full name(s) of the supervisor(s)	
Institute	
Faculty	
Title of the dissertation in Polish	
Title of the dissertation in English	
Title of the dissertation in	
Original language of the dissertation	
Key words in Polish (max 5)	
Key words in English (max. 5)	
Key words in ... (max. 5)	
Abstract in Polish	
Abstract in English	
Abstract in ..	
Number of pages	