

# INFORMATION FOR PHD STUDENTS WHO STARTED STUDIES BEFORE THE ACADEMIC YEAR 2019/2020 AND HAVE NOT STARTED THE OLD PROCEDURE

ABBREVIATIONS: RDN – The Council of Scientific Excellence  
RND – The Academic Council Of Biological Sciences

If there is no other notations in the acts or resolutions, the wording regarding the deadlines (e.g. 7 days) refers to calendar days or months

A PhD student submits an application for the appointment of a promoter or promoters, or a promoter and an auxiliary promoter to the Chairman of the RND, to which the student encloses:

DOCUMENTS ARE AVAILABLE  
ON THE WEBSITE:  
<http://radynaukowe.uw.edu.pl/>

- 1) declaration from the proposed promoter or promoters or/and auxiliary promoter;
- 2) draft of the doctoral dissertation in printed version;
- 3) draft of the doctoral dissertation in electronic version;
- 4) PhD student's statement of compliance of both draft versions.

**In addition**, the PhD student encloses a statement about the language (Polish or English) in which the dissertation will be written.

The date of submitting the application is also the date of initiation of the doctoral degree procedure.

[Legal basis: § 6 Uchwała nr 481 Senatu UW; Art. 159 ust. 7 Przepisy wprowadzające ustawę – Prawo o szkolnictwie wyższym i nauce; Art. 190 Ustawa 2.0]

max. 2 months

RND designates a promoter or promoters, or a promoter and an auxiliary promoter (max. 2 months).

[Legal basis: § 6 ust. 2 Uchwała nr 481 Senatu UW; Rozdział II Załącznik nr 1 Uchwały nr 481 Senatu UW]

The candidate submits ONLY attachments (WITHOUT THE APPLICATION!!!) to the Chairman of the RND, as to which details can be found in: § 12 ust. 2 Załącznik nr 1 do Uchwały nr 481 Senatu UW.

Short description of attachments:

- 1) doctoral dissertation (5 printed copies and electronic copy in PDF format);
- 2) positive opinion of the promoter or promoters regarding the doctoral dissertation;
- 3) statement in which the candidate declares a scientific discipline in which is applying for a doctoral degree;
  - 4) scientific curriculum vitae;
  - 5) copy of at least one publication;
- 6) \*copy of the certificate or diploma confirming knowledge of a foreign language at a language level of at least B2;
- 7) copy of the diploma confirming that the candidate has a master's degree.

**FURTHERMORE**, the promoter or promoters provide the Chairman of the RND with a report confirming the dissertation verification using the Uniform Anti-Plagiarism System (signed by the promoter or promoters).

[Legal basis: § 15 Załącznik nr 1 do Uchwały nr 481 Senatu UW; Art. 188 ust. 4 Ustawa 2.0]

\* The list of accepted certificates is included in: Załącznik nr 1 do rozporządzenia Ministra Nauki i Szkolnictwa Wyższego z dnia 19 stycznia 2018 r. w sprawie szczegółowego trybu i warunków przeprowadzania czynności w przewodzie doktorskim, w postępowaniu habilitacyjnym oraz w postępowaniu o nadanie tytułu profesora.

[Legal basis: § 6 ust. 8 Uchwała nr 481 Senatu UW]

RND appoints an Examination Board (which doesn't include promoters!!!), which verifies whether the candidate has met the requirements referred to in: § 4 ust. 1 pkt 1-3 Załącznik nr 1 do Uchwały nr 481 Senatu UW.

[Legal basis: § 6 ust. 6 oraz § 17, § 18 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

The Examination Board after confirming that the candidate has:

- 1) title or diploma confirming that the candidate has a master's degree;
- 2) certificate or diploma confirming language proficiency at least at B2 level;
  - 3) achievements (at least one publication);
- 4) positive opinion of the promoter or promoters about the doctoral dissertation;

conducts an exam confirming student's achievement of learning outcomes for qualifications at level 8 of the PRK in the discipline in which the student is applying for the doctoral degree (the date and place of the exams are announced at least 14 days before the exam).

[Legal basis: § 18, § 19 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

After the examination, the Examination Board prepares a written opinion together with justification whether the candidate meets each of the requirements referred to in w § 4 ust. 1 pkt 1-3 Załącznik nr 1 do uchwały nr 481 Senatu UW, and presents it to the RND.

[Legal basis: § 20 Załącznik nr 1 do Uchwały nr 481 Senatu UW; Art. 186 ust. 1 Ustawa 2.0]

After taking into account the opinion, RND decides by resolution to initiate or refuse\* initiation of the doctoral degree procedure.

[Legal basis: § 12 ust. 7 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

\*It is possible to submit a complaint to the RND to the resolution on refusal within 7 days of its delivery.

RND decides by a resolution to maintain or revoke the refusal and initiate proceedings.

[Legal basis: § 12 ust. 8 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

RND may appoint a Doctoral Commission (which includes the promoter or promoters) in order to carry out next steps in the proceedings of the doctoral degree.

[Legal basis: Rozdział VI Załącznik nr 1 do Uchwały nr 481 Senatu UW; Art. 192 Ustawa 2.0]

The Doctoral Commission proposes candidates for 3 reviewers of the doctoral dissertation and RND appoints them.  
[Legal basis: § 22 ust. 1 pkt. 1 oraz § 23, § 24 Załącznik nr 1 do Uchwały nr 481 Senatu UW; Art. 190 Ustawa 2.0]

After appointing the reviewers, the RND Chairman delivers them a doctoral dissertation along with a report from the Uniform Anti-plagiarism System.  
[Legal basis: § 23 ust. 6 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

Reviewers prepare reviews within two months and forward them to the Chairman of the RND.  
The reviews may contain one of three conclusions (with justification):

- 1) positive;
- 2) conditional (with tips on what to improve);
- 3) negative.

[Legal basis: § 25 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

The chairman of the RND delivers reviews to the candidate after receiving them from all reviewers.  
[Legal basis: § 26 ust. 1 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

If one of the reviews has a conditional conclusion, then:

1. the candidate has 6 months to improve her/his doctoral dissertation and resubmit it;
2. then the dissertation goes back to all reviewers;
3. reviewers prepare new reviews with conclusions: positive or negative.

[Legal basis: § 26 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

The chairman of the RND submits the final reviews of the dissertation to the Doctoral Committee.  
[Legal basis: § 27 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

After analyzing all reviews (positive or negative), the Doctoral Committee prepare a resolution:

- 1) decides to admit a candidate to defend a doctoral dissertation  
(the requirement is at least two positive reviews and an absolute majority of votes);
- 2) requests the RND to refuse to allow the candidate to defend his doctoral dissertation\*.

[Legal basis: § 28 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

\*Candidate can submit a complaint to the Council of Scientific Excellence within 7 days of its delivery against the decision to refuse to allow the defense of a doctoral dissertation.

[Legal basis: § 28 ust. 4 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

The University (max. 30 days before the day of defense of the doctoral dissertation) provides the doctoral dissertation with reviews in BIP.  
[Legal basis: § 29 Załącznik nr 1 do Uchwały nr 481 Senatu UW; Art. 188 Ustawa 2.0]

The Doctoral Commission sets the date, time and place of defense of the doctoral dissertation.  
[Legal basis: § 29 ust. 1 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

The chairman of the RND immediately informs the candidate about the date, time and place of defense and places an advertisement on the UW website.

[Legal basis: § 29 ust. 4 i 5 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

The defense of the doctoral dissertation takes place during a meeting of the Doctoral Commission.  
Any details can be found in: § 30 Załącznik nr 1 do Uchwały nr 481 Senatu UW.

The Chairman of the Doctoral Commission shall immediately forward to the Chairman of the RND a resolution regarding the awarding of the doctoral degree together with the justification and protocol of the meeting or about refusal to award the doctoral degree.

[Legal basis: § 31 ust. 1 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

RND makes a decision in the form of a resolution to grant or refuse\* a doctoral degree.

[Legal basis: § 31 ust. 2 Załącznik nr 1 do Uchwały nr 481 Senatu UW]

\*Within 30 days of the date of delivery of the decision, the candidate may submit an appeal against the decision to refuse to the Council of Scientific Excellence through the RND.

If you do not allow a dissertation to be defended or a decision to refuse to grant a doctoral degree is issued, the same doctoral dissertation cannot be the basis for re-applying for a doctoral degree.

[Legal basis: § 32, § 33 ust. 1 Załącznik nr 1 do Uchwały nr 481 Senatu UW; Art. 193 Ustawa 2.0]

## COMMENTARY

1. All points have been developed on the basis of Polish regulations:

- So-called Ustawa 2.0 (Ustawy z dnia 20 lipca 2018 r. Prawo o szkolnictwie wyższym i nauce);
- Ustawa z dnia 3 lipca 2018 r. - Przepisy wprowadzające ustawę – Prawo o szkolnictwie wyższym i nauce;
- Uchwała nr 481 Senatu Uniwersytetu Warszawskiego z dnia 16 października 2019 r.

to which links can be found on the website.

1. If something in the guide is unclear or briefly described, we encourage you to check first whether there are relevant regulations in acts or resolutions.

If this does not help, we encourage you to contact the Chairwoman of RND Biological Sciences, prof. dr hab. Magdalena Popowska.

2. Guidelines for a doctoral dissertation can be found in: art. 187 Ustawa 2.0; § 5 Załącznik nr 1 do Uchwały nr 481 Senatu UW.

3. Guidelines for awarding a doctoral dissertation can be found in: § 30 ust. 7 i § 31 ust. 3 Załącznik nr 1 do Uchwały nr 481 Senatu UW.