

Guidelines for completion of the course of study at the AGH Doctoral School

Pursuant to Article 204 (1) of the Higher Education and Science Law Act, **a course of study pursued by a doctoral student at a doctoral school ends with the submission of the doctoral thesis.** Where the AGH Doctoral School (SD AGH) Director has determined that the learning outcomes prescribed for a qualification at Level 8 of the Polish Qualification Framework (PRK) have been duly satisfied, **the doctoral student will receive a document certifying** the completion of a course of education at the AGH Doctoral School and the achievement of learning outcomes for a qualification at Level 8 PRK.

The fact of submitting a dissertation at the AGH Doctoral School shall not be deemed to constitute the initiation of the procedure for the conferment of a doctoral degree as set out in Article 189 of the Higher Education and Science Law Act. Under Par. 2(1) of the Senate Resolution no. 137/2023 of 29 November 2023 implementing the "General Principles and Procedure for the Conferment of Doctoral Degrees at the AGH University of Science and Technology" the right to confer doctoral degrees in particular disciplines is exercised by the Scientific Discipline Boards, whereas doctoral degrees in science are conferred by the AGH-UST Senate. Thus, any person graduating from the AGH Doctoral School, in order to initiate the procedure for the conferment of a doctoral degree shall submit required documents with the relevant Scientific Discipline Board.

Completion of a course of study at the AGH Doctoral School.

1. A course of study at the AGH Doctoral School lasts eight semesters and ends with the submission of a doctoral dissertation subject to the deadline set out in the Individual Research Plan and the achievement of learning outcomes for a qualification at Level 8 PRK.
2. It is possible to complete a course of study before the established deadline, provided the doctoral student has successfully completed the Programme of Study and achieved all required learning outcomes.
3. The timeline for preparation of a doctoral dissertation as well as the deadline for submission shall be set out in the doctoral student's Individual Research Plan.
4. Prior to the submission of their doctoral dissertation, the doctoral student must document the achievement of all learning outcomes and the fulfillment of all requirements set out in the AGH Doctoral School's Programme of Study. In view of the above, it is mandatory that the doctoral student's annual progress report for the last year of study at the AGH Doctoral School as specified in the AGH Doctoral School Study Regulations be approved. The annual progress report for the last year of study, the doctoral student submits with the doctoral dissertation.

Doctoral dissertation.

1. The subject matter of a doctoral dissertation is an original solution to a research problem or an original solution developed for the purpose of practical application of the findings from the student's own research in the business or social domain.
2. The doctoral dissertation demonstrates doctoral student's general theoretical knowledge in one or more disciplines and their ability to pursue independent research activity.
3. The doctoral dissertation may be completed as a written paper, including scientific monograph, collection of published subject-related scientific articles, a project, construction, technology or implementation paper as well as a self-contained and autonomous part of a work by multiple authors.
4. In cases where the doctoral dissertation is a collection of published and thematically related scientific articles or an individual and autonomous part of a collective work, the Candidate will enclose relevant statements determining their individual contribution to this work on a qualitative and percentage basis. Any such statements must be signed by the Supervisor(s).

IMPORTANT NOTICE: Doctoral students must submit the doctoral dissertation twice:

- first submission: **upon completion of the course of study** at the AGH Doctoral School, subject to provisions as set out in this document, by which the student obtains the confirmation of achieving the learning outcomes prescribed for a qualification at Level 8 PRK.
- second submission: **when initiating the procedure for the conferment of a doctoral degree** subject to provisions set out in the Senate Resolution no. 19/2021 of 24 March 2021 implementing the "General Principles and Procedure for the Conferment of Doctoral Degrees at the AGH University of Science and Technology".

Procedure for submission of the doctoral dissertation when completing of a course of study at the AGH Doctoral School.

1. The doctoral student submits their doctoral dissertation saved as a PDF file on electronic medium with the AGH Doctoral School Director. A template of the title page has been appended to this document as **Appendix 1**.
2. The doctoral student shall enclose the following with the doctoral dissertation:
 - a. statement of doctoral dissertation submission - the relevant form has been appended to this document as **Appendix 2**;
 - b. positive review from the supervisor(s) or the supervisor and the auxiliary supervisor - each of them will prepare a separate review - the review has been appended to this document as **Appendix 3**;
 - c. statement determining individual contribution to the doctoral dissertation on a qualitative and percentage basis in case where the dissertation constitutes a collection of published and thematically related scientific articles or an individual and autonomous part of a collective work. The statements should be signed by the supervisor(s) - a template version has been appended to this document as **Appendix 4**;
 - d. request for confidentiality protection for a doctoral dissertation if the dissertation contains classified or confidential information or information that constitutes a company secret used for the purpose of the doctoral dissertation - a template version has been appended to this document as **Appendix 6**;

- e. annual progress report for the last year of study;
 - f. doctoral student card.
3. Having duly fulfilled all requirements prescribed in the Study Regulations and the Programme of Study at the AGH Doctoral School, upon successful submission of the doctoral dissertation together with all required documents the doctoral student will receive a certificate signed by the AGH Doctoral School Director confirming the achievement of the learning outcomes for a qualification at Level 8 of the Polish Qualification Framework (Level 8 PRK). The template version of the statement has been appended to this document as **Appendix 5**.
 4. The date on which the AGH Doctoral School Director confirms the submission of the dissertation together with all required documents is the date on which the course of education at the AGH Doctoral School is officially concluded.

The title page of the doctoral dissertation - template (Appendix 1)
Doctoral dissertation submission statement - template (Appendix 2)
Supervisor's/Auxiliary Supervisor's Review - template (Appendix 3)
Statements determining individual contribution to the doctoral dissertation on a qualitative and percentage basis - template (Appendix 4)
Certificate of completing a course of study at the AGH Doctoral School - template (Appendix 5)
Request for confidentiality protection for a doctoral dissertation (Appendix 6)

Initiation of the procedure for the conferment of a doctoral degree.

The procedure for the conferment of a doctoral degree is initiated at the request of the doctoral student, subject to provisions set out in the Senate Resolution no. 19/2021 of 24 March 2021 implementing the "General Principles and Procedure for the Conferment of Doctoral Degrees at the AGH University of Science and Technology".

Early submission of the doctoral dissertation.

Doctoral students who have successfully achieved all learning outcomes, satisfied the requirements prescribed in Programme of Study adopted by the AGH Doctoral School and met the objectives set out in the Individual Research Plan may submit their doctoral dissertations earlier than originally planned. If a doctoral dissertation is submitted in the course of a semester in which doctoral seminar is provided, the student will be awarded a credit for the seminar in progress on the basis of the submitted dissertation. On submitting the doctoral dissertation the student officially completes the course of study and thus loses their status as a doctoral student.

IMPORTANT NOTICE! Doctoral students who have submitted their dissertations earlier than the expected graduation date stated in the Programme of Study will keep receiving their doctoral scholarship until the date of graduation or for a period of six months, whichever is sooner.

Late submission of the doctoral dissertation.

The deadline for submission of the doctoral dissertation may be extended by a maximum of two years, subject to conditions set out in the AGH Doctoral School Study Regulations. To apply for the extension, the doctoral student must submit with the AGH Doctoral School Director a request for the extension of the submission deadline together with an updated

version of the Individual Research Plan, indicating any planned activity to take place over the period of extension and the new proposed submission deadline. The new deadline must be approved by the AGH Doctoral School Director.

IMPORTANT NOTICE! On the expiry of the four-year period the doctoral student will no longer be eligible for the doctoral scholarship. Therefore, no doctoral scholarship will be paid during the extension period. However, the doctoral student will retain their student status throughout.

For more information click on the link below:

[Conditions for requesting an extension of the dissertation submission deadline Individual Research Plan - Update](#)

Useful legal regulations.

- Resolution no. 137/2023 of 29 November 2023 implementing the "General Principles and Procedure for the Conferment of Doctoral Degrees at the AGH University of Science and Technology".
- AGH-UST Rector's Order no. 24/2021 establishing rules and procedures for collection, registration and provision of access to doctoral dissertations submitted at AGH-UST.
- Order no. 60/2022 applying the AGH-UST confidentiality clause to doctoral dissertations.