

### **CIRCULAR LETTER 3/2023**

#### **of the Director of the Doctoral School of the Siedlce University of Natural Sciences and Humanities of 11 July 2023 on the establishment of guidelines for the completion of education and submission of a doctoral dissertation at the Doctoral School of the Siedlce University of Natural Sciences and Humanities**

Pursuant to § 3(3)(A) of the Rector's Ordinance No. 84/2019 of 12 September 2019 on the determination of the rules for the development and publication of internal normative acts, I hereby establish guidelines for the completion of education and submission of a doctoral dissertation at the Doctoral School of the Siedlce University of Natural Sciences and Humanities.

#### **I. Education completion**

1. The education of a doctoral student at the Siedlce University Doctoral School is completed after the submission of a doctoral dissertation, the form and subject of which are specified in separate regulations.
2. The timeline for the preparation of the doctoral dissertation and the deadline for its submission are specified in the Individual Research Plan of the doctoral student.
3. The submission of a doctoral dissertation must be preceded by passing all the required subjects listed in the curriculum and completing all the obligations specified in the Individual Research Plan.
4. Additionally, the doctoral student must also submit an approved annual report on the implementation of the Individual Research Plan for the last year of education at the Siedlce University Doctoral School. The report shall be submitted no later than 30 days before the planned date of doctoral dissertation submission.

#### **II. Procedure for doctoral dissertation submission:**

1. A doctoral student submits one copy of a doctoral dissertation to the Director of the Siedlce University Doctoral School via the Doctoral School Office.
2. The following shall be attached to the doctoral dissertation:

- a) a statement of a doctoral student of the Doctoral School of the Siedlce University of Natural Sciences and Humanities regarding doctoral dissertation submission (Annex 1),
  - b) an electronic version of the doctoral dissertation,
  - c) a positive opinion of the supervisor; if two supervisors are appointed, each of them issues a separate opinion; the assistant supervisor does not submit an opinion;
  - d) in the case of a doctoral dissertation prepared in Polish, an abstract in English shall be attached, and an abstract in Polish in the case of a doctoral dissertation prepared in a foreign language; if the doctoral dissertation is not in a written form, a description in Polish and English shall be attached;
  - e) a report approved by the supervisor or supervisors confirming that the doctoral dissertation has been checked in the Uniform Anti-Plagiarism System,
  - f) a doctoral student ID card.
3. Using a circulation card, a doctoral student is also obliged to settle accounts with Siedlce University for all liabilities incurred towards the University.
  4. Education at the Siedlce University Doctoral School is completed on the date of submitting the dissertation with the attachments to the Doctoral School Office, confirmed by the Director of the Siedlce University Doctoral School.
  5. After meeting all the obligations specified in the Regulations and the Curriculum of the Siedlce University Doctoral School and after submitting the doctoral dissertation with the attachments, the doctoral student receives a certificate of completion of education at the Doctoral School of the Siedlce University of Natural Sciences and Humanities, signed by the Director of the Siedlce University Doctoral School. The certificate also confirms the achievement of learning outcomes in the field of knowledge, skills and social competences, corresponding to level 8 of the Polish Framework Qualifications (FP8).

Director of the Doctoral School

of the Siedlce University of Natural Sciences and Humanities,

dr hab. Anna Kamecka, a university professor

**Statement of a doctoral student of the Siedlce University Doctoral School regarding  
the submission of a doctoral dissertation at the Doctoral School of the Siedlce  
University of Natural Sciences and Humanities**

<b>Personal data</b>	
<b>Name and surname of the doctoral student</b>	
<b>Album number</b>	
<b>Scientific field/discipline</b>	
<b>Supervisor (name, surname, academic degree/title, parent unit)</b>	
<b>Second supervisor (name, surname, academic degree/title, parent unit)</b>	
<b>Assistant supervisor (name, surname, academic degree/title, parent unit)</b>	

I hereby submit my doctoral dissertation

.....  
title of the doctoral dissertation:

together with the attachments:

- .....
- .....
- .....

The doctoral dissertation has been prepared as (mark the appropriate choice):

- a written work, including a scientific monograph;
- a collection of published and thematically related scientific articles;
- a design, construction, technological and implementation work\*;
- an independent and separate part of a collective work.

I declare that my doctoral dissertation:

- 1) was prepared on my own\*\*;

- 2) does not infringe copyright within the meaning of the Act of 4 February 1994 on Copyright and Related Rights (i.e. Journal of Laws of 2022, item 2509) and personal rights protected by civil law;
- 3) does not contain data and information obtained in an unauthorized way;
- 4) was not the basis for conferring a professional title or academic degree on me or any other person.

In addition, I declare that the dissertation content on the electronic medium is identical to the printed version.

.....  
date and signature of the doctoral student

..... / .....

signatures of the supervisor / supervisors / assistant supervisor

The doctoral dissertation was received on .....  
date

.....  
confirmation of the Siedlce University Doctoral School Office

I confirm the submission of the doctoral dissertation on.....  
date

.....  
stamp and signature of the Director of the Siedlce University Doctoral School

\* delete as unnecessary

\*\* **also** taking into account the substantive contribution of the thesis supervisor or co-authors of scientific articles, if the work is a collection of published and thematically related scientific articles