

INSTRUCTIONS FOR SUBMITTING DOCUMENTATION FOR COMPLETING THE EDUCATION AT SDNH

Deadlines for submission of documents/dissertation applicable to the School in connection with the completion of education:

- By the middle of the 36th month (for a 3 year cycle) or
- By the middle of the 48th month (for a 4 year cycle) from the start of training.
- For extensions - half of the last month of the extension period.

Completion of education in the Doctoral School in the Humanities involves submission of the IPB Completion Report Form (to the School Office) and an electronic version of the dissertation in the AP system (<https://ap.uj.edu.pl>). Below are the next steps of this procedure, along with additional information including the submission of an application to the relevant discipline council:

STEP 1: Fill out the Report Form on the completion of the Individual Research Plan and Education Program in the original to the School Office. The document is available on the School's website under 'Doctoral students -> granting of the degree'.

The form should indicate:

- Information on academic activities in the implementation of IPB
- Information on the implementation of the educational program - indication of the number of ECTS within each block based on the periodic achievement sheet generated from the USOSweb system, approved by the Supervisor(s) and the Coordinator of the Programme.

Methodology module - min. 10 ECTS

Interdisciplinary module - min. 4 ECTS

Specialization module - min. 20 ECTS

Additional competence module - min. 6 ECTS

- Information on the implementation of teaching practices and participation in student education
- Information on knowledge of a modern foreign language at the B2 level (for the purposes of proceedings before the discipline council)

In order to provide a certificate of graduation, please check that all credits have been entered in the USOS system for the subjects taken at SDNH, and that they are properly subsumed under the stage of study. In case of problems, please contact the School Office.

STEP 2: Submit in **ORIGINAL** to the School Office the completed and approved Form with additional documents:

- Attachment No. 1 to the Order No. 155 of the Rector of the Jagiellonian University dated December 28, 2020. (Dissertation Metrics)
- Appendix No. 2 to the Order No. 155 of the Rector of the Jagiellonian University dated December 28, 2020. (COPYRIGHT STATEMENT)

Based on these, the possibility of entering the thesis into the AP system will be opened.

STEP 3: Enter the dissertation into the AP system (<https://ap.uj.edu.pl>).

STEP 4: Receive a certificate of completed education at the Doctoral School.

STEP 5: Submission of the application with attachments (information below) for the initiation of the degree procedure before the **relevant discipline council**.

For proceedings for the doctoral degree, follow the Appendix to Resolution No. 51/V/2023 of the Senate of the Jagiellonian University.

A detailed list of the required documents (para. 4, item 2) necessary to initiate proceedings before the discipline council (**applicable at the time of submitting the application to the discipline council!**) is provided below:

To the application for the initiation of proceedings for the conferment of the doctoral degree, the candidate shall attach:

- 1) a copy of the document confirming the fulfillment of the requirements referred to in § 3, paragraph 1, point 1) of the procedure, and in the case of a authentication of diploma, a copy of the certificate together with a copy of the diploma or a copy of the diploma certified as a true copy of the original;
- 2) a copy of the certificate or diploma certifying knowledge of a modern foreign language at a language proficiency level of at least B2, certified as a true copy of the original;
- 3) a dissertation prepared by the candidate which is a written dissertation in hard copy (3 copies) or a dissertation which is not a written dissertation and a description of this dissertation in Polish and English in hard copy (3 copies);
- 4) a positive opinion of the supervisor(s) on the dissertation (does not apply to the assistant supervisor);
- 5) an abstract of the dissertation being a written work in English not longer than 10 pages, and for a dissertation prepared in a foreign language also an abstract in Polish not longer than 10 pages;

- 6) a report, approved by the promoter, confirming the verification of the written dissertation using the Unified Anti-Plagiarism System, together with the promoter's assessment of whether the dissertation constitutes an original work;
- 7) a certificate from the doctoral school on completion of training at the doctoral school;
- 8) information on at least one publication of the candidate meeting the requirements specified in § 3 section 1 item 3, together with the statement referred to in § 3 sections 2 and 3, or other publications. The candidate attaches statements only to those publications which he indicates as meeting the criteria specified in § 3 section 1 item 3,
- 9) a statement that the submitted dissertation is not the subject of any other proceedings for the conferral of the degree of doctor or a doctoral dissertation, according to the model attached as Appendix 2 to the procedure;
- 10) a document confirming the completion of a previously initiated doctoral dissertation or doctoral degree granting procedure;
- 11) a statement on the use of text generation tools using artificial intelligence in the preparation of the doctoral dissertation, according to the model attached as Annex No. 3 to the procedure.

For more precise information, please read the legal acts on the website of the relevant Council and contact its administrative support:

- Council for the Discipline of Archaeology - <https://rd-archeo.nauka.uj.edu.pl/>
- Council for the Discipline of Philosophy - <https://rd-filozofia.nauka.uj.edu.pl/>
- Council for the Discipline of History - <https://rd-historia.nauka.uj.edu.pl/>
- Council of the Discipline of Linguistics - <https://jezykoznawstwo.nauka.uj.edu.pl/>
- Council of the Discipline of Literary Studies - <https://rd-literaturoznawstwo.nauka.uj.edu.pl/>
- Council of the Discipline of Cultural and Religious Sciences - <https://rd-nokir.nauka.uj.edu.pl/>
- Council of the Discipline of Arts Sciences - <https://rd-sztuka.nauka.uj.edu.pl/>