

ORDINANCE
of the Rector of Cracow University of Economics
nr R-0201-82/2020
of 10 December 2020

on
the prerequisites and the qualification mode for the persons applying to earn the
degree of a doctor in the extramural mode, in Polish or in a foreign language

Pursuant to §7 section 2 of the Resolution of the Senate of Cracow University of Economics of 8 July 2019, on the adoption of Regulations for earning a doctor's degree in the extramural mode at Cracow University of Economics and the regulations for the proceedings of granting a doctor's degree (with the amendments) article 23 section 1, pursuant to article 197 point 2 of the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws of 2020, item 85 with further amendments), the following is administered:

§ 1

The terms used therein denote:

- 1) Rector – the Rector of Cracow University of Economics;
- 2) Director of CUE Doctoral School – the Director of the Doctoral School at Cracow University of Economics;
- 3) The University – Cracow University of Economics;
- 4) The Act – the Act of 20 July 2018, Law of Higher Education and Science (Journal of Laws of 2018, item 1668 with the later amendments);
- 5) A candidate – a person applying for a doctor's degree in the extramural mode, in Polish or in a foreign language, by participating in the Doctoral Program at CUE;
- 6) CUE Doctoral Program – an organized activity at CUE entailing all proceedings allowing earning a doctor's degree in the extramural mode, referred to in the Regulations on earning a doctor's degree in the extramural mode at Cracow University of Economics (enclosure to the Senate Resolution nr 25/2019 of 29 April 2019).

§ 2

1. Applying for earning a doctor's degree in the extramural mode at the University is possible exclusively through participation in the Doctoral Program at CUE.
 2. The persons applying to earn a doctor's degree in the extramural mode at the CUE Doctoral Program conducted **in Polish** should:
 - **demonstrate** that they hold an M.A., M.Sc.Eng., or an equivalent degree, or hold a diploma quoted in article 326 section 2 point 2 or article 327 of the Act, granting the right to apply for earning a doctor's degree in the country in whose system there operates an institution of higher education that issued such diploma
 - or meet the requirements stipulated by article 186 section 2 of the Act.
 3. The persons applying for earning a doctor's degree in the extramural mode within the CUE Doctoral Program conducted **in the foreign language** should **demonstrate**:
 - 1) that they hold an M.A., M.Sc.Eng degree or an equivalent diploma stipulated by article 326 section 2 point 2 or article 327 section 2 of the Act, giving the right to apply for a doctor's degree in the country in which the university that issued the diploma operates, or meet the criteria stipulated by article 186 section 2 of the Act.
- as well as

- 2) the knowledge of a modern language used in the provision of the CUE Doctoral Program, and foreign language learning outcomes shall be attested by a certificate or a diploma of completion of studies that prove the knowledge of a foreign language at minimum B2 level of language competence (CEFR scale).
4. The enrolment of candidates applying for CUE Doctoral Program takes place twice a year on the dates specified on the website of the CUE Doctoral School.
5. A candidate applying to earn a doctor's degree in the extramural mode shall submit an application, in an electronic way, to the Director of the CUE Doctoral School, to the address provided on CUE Doctoral School webpage to qualify for CUE Doctoral Program conducted in the extramural mode, with the appropriate enclosures.
6. The application should include at least:
 - 1) the definition of the subject of the application and candidate's personal information, including the Christian name/s, surname nationality, PESEL (Personal Identification) number, and in the absence thereof, the number of identity card and the name of the issuing country, contact information, including the address for correspondence, contact phone number and email address;
 - 2) specification of the discipline in which a candidate intends to earn a doctor's degree; the disciplines are defined in §4 section.2;
 - 3) the agreement of a faculty member to become a tutor of the thesis. The candidate may choose among the list of faculty members who volunteered to become a tutor via the computer system provided by the CUE Doctoral School. The regulations for signing up as a tutor are presented in §3;
 - 4) a draft of the research program within the discipline in which a candidate intends to earn a doctor's degree – the draft shall comply with the requirements specified in § 4;
 - 5) electronic copies of the following documents:
 - a) a CV,
 - b) a copy of an M.A. diploma, M.Sc Eng. diploma, or an equivalent degree, and a supplement to the diploma, and a grade transcript,
 - c) a photograph,
 - d) certificates proving the knowledge of foreign languages,
 - e) a list of publications and their copies, or the text of a publication with the proof it has been accepted to print (if applicable),
 - f) confirmation of internships, experience in the academic work, conducting off-campus lectures (if applicable),
 - g) confirmation of presentations at scientific conferences (if applicable),
 - h) a letter of reference (from a faculty member or an employer) (if applicable),
 - i) permission to process personal information for the purposes of the qualification process,
 - j) in case of persons applying to earn a doctor's degree in the extramural mode in a foreign language, a certificate attesting the knowledge of a foreign language at least B2 level CEFR, or a document attesting that a candidate has completed BA/BSc studies, or supplementary MA/MSc studies, or uniform MA/MSc studies in a foreign language consistent with the foreign language in which CUE Doctoral Program shall be provided.

§3

1. A candidate applying to earn a doctor's degree in the extramural mode shall appoint a tutor from the faculty members who volunteered to provide academic assistance to the doctoral studies candidate. The final decision on the appointment of such tutor shall be made the Director of CUE Doctoral School.
2. Faculty members volunteering to provide assistance to persons who intend to study within the framework of CUE Doctoral Program shall hold at least a degree of a habilitated doctor, and be certified to operate in the capacity of a tutor in doctoral dissertation proceedings.

3. The persons eligible to submit the offer described in Section 2 shall include:
 - 1) faculty members of Cracow University of Economics,
 - 2) persons who are not CUE faculty members, on prior permission granted by the Director of CUE Doctoral School
4. The offer described in Section 2 shall be submitted via CUE Doctoral School computer system.
5. The submitted offer shall include:
 - 1) information about the person who volunteered to act in the capacity of a tutor for the prospective doctoral student (first name, surname, place of work, research interests),
 - 2) suggested research area/s embracing the subject of the proposed doctoral dissertation of the prospective doctoral student.
6. The decision on acceptance of the supervision shall be made by the Director of CUE Doctoral School.

§4

1. The scope of the research area proposed by the candidate shall be consistent with the discipline in which the candidate intends to earn a doctor's degree.
2. The proposed research area described in Section 1 shall be consistent with one of the disciplines represented by the University, indicated in the announcement of the Director of the CUE Doctoral School, along with information on recruitment to the CUE Doctoral Program.
3. The proposed research area which is not consistent within the disciplines represented by the University shall not be considered.
4. Research draft containing 6 – 8 pages long (without the title page, table of contents and bibliography) shall include:
 - 1) the subject,
 - 2) substantiation for the choice of the research proposal,
 - 3) reference to a broader theoretical context, with the use of literature review,
 - 4) formulation of the objective of research, hypotheses and research questions,
 - 5) presentation of the sources of information and research methods,
 - 6) presentation of the planned research procedure and the expected research outcomes,
 - 7) bibliography comprising the works which the candidate makes references to in his research program draft.

§5

1. Qualification procedure shall comprise the following stages:
 - 1) the evaluation of the candidate's research proposal,
 - 2) scoring of the candidate's application with the consideration of all other criteria,
 - 3) the decision on the acceptance of the application and the appointment of a tutor, or the decision to refuse the application (§6).
2. Candidate's research program draft shall be reviewed by two independent reviewers appointed by the Scientific Board of the Doctoral School. An arithmetic mean of both reviews shall constitute the final grade. Each reviewer shall grade the draft on the scale 0 to 18 points. Once the difference of grades exceeds 5 points, the final grade shall be awarded during the session of the Scientific Board of CUE Doctoral School.
3. The review of the research draft, described in Section 1, shall be done via the internet system of qualification for persons applying to earn a doctor's degree in the extramural mode, in Polish or a foreign language.
4. Apart from the research draft, some other elements are evaluated, such as:
 - 1) internships, academic experience, off-campus lectures 0-2 points,
 - 2) scientific publications, authored or co-authored, such as books, papers, papers published within post-conference publications, expert opinions, scientific reports. Points shall be awarded depending on the status of

the publication and whether it has been listed in the sources described in article 267 section 3 of the Act, on 0 – 5 point scale ,

- 3) presentations at conferences: 0 – 1 points,
- 4) knowledge of foreign languages at B2 level of CEFR, proven by certificates:
 - a) in case of candidates applying for CUE Doctoral Program provided in Polish:
 - knowledge of English at least at B2 CEFR or higher: 0 – 2 points,
 - knowledge of other foreign languages: 0 – 1 points.
 - b) in case of candidates applying for CUE Doctoral Program provided in a foreign language:
 - knowledge of a foreign language other than the language in which CUE Doctoral Program is provided, and other than Polish, at B2 CEFR level or higher: 0 – 2 points,
 - knowledge of other foreign languages other than the language in which CUE Doctoral Program is provided, and other than Polish: 0 – 1 points.
 - c) a letter of reference (from a faculty member or an employer): 0 – 1 points.

5. The maximum number of points to be scored by a candidate in the qualification procedure equals 30.

6. The point score of a candidate's application shall be awarded by the Scientific Board of CUE Doctoral School.

7. Candidates who have scored minimum 15 points in the qualification procedure, and whose research draft has scored at least 10 points, shall be eligible to take part in CUE Doctoral Program.

8. The results of the research draft evaluation and the point score of a candidate's application shall be listed in the Point Score Card, signed by the Chairperson of the Scientific Board of the Doctoral School.

§ 6

1. The decision on the acceptance of a candidate's application to commence proceedings to earn a doctor's degree by taking part in CUE Doctoral Program shall be made by the Director of CUE Doctoral School, on the basis of the evaluation pursuant to the stipulations of §5. Concurrently, the Director of CUE Doctoral School shall make a decision on the appointment of a candidate's tutor.
2. A candidate shall have the right to appeal against the decision, to the Rector of Cracow University of Economics, within 14 days from the delivery of the decision.

§ 7

The ordinance shall enter into force on the day it is signed.

RECTOR

Prof. CUE dr hab. Stanisław Mazur