

REGULATIONS
regarding the procedure for the award of a doctoral
degree (*doktor* i.e. PhD)
at the Krakow University of Economics

Chapter I
General provisions

§1

These regulations define the procedure for awarding a doctoral degree at the Krakow University of Economics, including:

- 1) the conditions to be met by the person applying for the degree of *doktor* (PhD);
- 2) subsequent activities in the procedure for conferring the degree of *doktor* (PhD);
- 3) the method of appointing and changing the supervisor, supervisors, or assistant supervisor in the case of persons applying for the award of a doctoral degree in extramural mode;
- 4) the method of verification of learning outcomes for qualifications at PQF level 8 in the case of persons applying for a doctoral degree in extramural mode;
- 5) the rules for determining the amount of the fee for the extramural procedure for conferring a doctoral degree and for possible exemption from this fee;
- 6) administrative support for activities covered by these regulations.

§2

Whenever these Regulations refer to:

- 1) University or KUE – this should be understood as the Krakow University of Economics;
- 2) Act – this should be understood as the Act of 20 July 2018, Law on Higher Education and Science;
- 3) Council for Academic Discipline - this should be understood as the University body authorized to award academic degrees and their recognition, established for the specific discipline in which the KUE is authorized to award such degrees;

4) Doctoral dissertation – this should be understood as a written work, which may include a scientific monograph, a collection of published and thematically related scientific articles, a project or implementation work, as well as an independent and separate part of a collective work. The doctoral dissertation presents the general theoretical knowledge of the candidate in the given discipline or disciplines, and the candidate's ability to independently conduct scientific work. The subject of the doctoral dissertation is an original solution to a scientific problem, or an original solution in the field of applying the results of one's own scientific research in the economic or social sphere.

Chapter II

Conditions necessary to obtain a doctoral degree

§3

1. The doctoral degree is awarded to a person who:

1) holds the professional title of *magister* (Master's degree), *magister inżynier* (Master's Engineer) or equivalent, or holds the diploma referred to in Article 326 section 2 point 2 of the Act, or Article 327 section 2 of the Act, giving the right to apply for a doctoral degree in the country in which the higher education system of the issuing university operates;

2) has achieved learning outcomes for qualifications at level 8 of the PQF, whereas the learning outcomes in the field a modern foreign language are validated by a certificate or diploma confirming the knowledge of this language at the language proficiency level of at least B2, taking into account Article 5;

3) has achieved at least:

a) one article published in a scientific journal or in peer-reviewed proceedings from an international conference, which in the year of publication of the article in its final form was included in the list drawn up in accordance with the provisions issued respectively on the basis of Article 267 section 2 point 2b of the Act, or

b) one scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the provisions issued respectively on the basis of Article 267 section 2 point 2a of the Act, or a chapter in such a monograph;

4) has presented and defended a doctoral dissertation;

- 5) has met the requirements specified in Article 13 section 1 points a and b;
2. In exceptional cases, justified by the highest quality of scientific achievements, the degree of *doktor* (PhD) may be awarded to a person who does not meet the requirements set out in section 1 point 1, who is a graduate of first-cycle studies, or a student who has completed the third year of uniform Master's studies.
3. The list of certificates confirming the learning outcomes for qualifications at level 8 of the PQF in the field of knowledge of a modern foreign language is attached as Appendix 1 to these Regulations.

§4

In the case of publications with multiple authors, referred to in Article 192 section 2 point 7 of the Act, the measure of participation of the person applying for the doctoral degree in the preparation of the publication is set at $1/n$, where n is the number of authors of the considered work. It is considered that the requirement formulated in Article 186 section 3, points a and b of the Act is met when the sum of shares in the preparation of the publication designated for the person applying for the degree is not less than one.

§5

1. If the person applying for the doctoral degree does not have an appropriate certificate or diploma confirming the knowledge of the language at the language proficiency level of at least B2, he/she/they may, prior to the commencement of the procedure, apply to the University for conducting an examination confirming the knowledge of a modern foreign language at this level.
2. The language exam is conducted by an examiner who is a teacher of the KUE Language Center, within the scope of foreign languages that are taught at the University.
3. The language exam may be conducted in a regular mode or in a remote (online) mode.
4. Exams are held no more than twice a year, on the dates communicated by the KUE Language Center via the University's website.
5. The application for the initiation of the procedure for the award of the doctoral degree must be accompanied by a confirmation of passing the language examination.

§6

The preparation of the doctoral dissertation takes place either as part of doctoral education at the KUE Doctoral School, or in extramural mode.

Chapter III

Activities (operations) in the procedure for conferring a doctoral degree

§7

1. The doctoral dissertation is submitted by delivering 4 copies thereof to the Center for Doctoral Education and Procedures. If the doctoral dissertation is a written work, then 4 ready-made, printed and permanently bound copies of the written work should be submitted plus one copy of the work in the electronic version as a *.PDF (Portable Document Format) file, without restrictions on access to the content, saved on a portable data carrier, possible to be reproduced without the use of specialized devices, connectors, or software.
2. An abstract in English shall be attached to the doctoral dissertation; in addition, an abstract in Polish shall be attached to the doctoral dissertation prepared in a foreign language. If the doctoral dissertation is not a written thesis, a description in Polish and English shall be attached.
3. When submitting a doctoral dissertation, the person applying for the doctoral degree declares that he/she/they are the author of the doctoral dissertation, and that while preparing it, she/he/they did not attribute to himself/herself/themselves the authorship of a significant fragment or other elements of someone else's work or scientific finding.

§8

1. Proceedings for the award of the doctoral degree shall be initiated at the request of the person applying for the degree of *doktor* (PhD) who meets the requirements set out in Article 186 section 1 points 1 – 3, or Article 186 section 2 of the Act, addressed to the appropriate Council for Academic Discipline.
2. The application for the initiation of the procedure is submitted to the Center for Doctoral Education and Procedures. The application is accompanied by the following mandatory attachments:
 - 1) a copy of a document confirming that the requirements specified in Article 3 section 1 point 1 or in Section 2 have been met;

- 2) a copy of a document confirming that the requirements specified in Articles 3 section 1 point 2 have been met;
- 3) information on publications that meet the requirements indicated in Article 3 section 1 point 3; possibly also about other publications;
- 4) the doctoral dissertation, along with a positive opinion of the supervisor or supervisors;
- 5) a report on the verification of the doctoral dissertation in the Uniform Anti-Plagiarism System approved by the supervisor or supervisors;
- 6) certificate of completion of education at the doctoral school (if applicable); a document confirming the achievement of learning outcomes for qualifications at level 8 of the PQF (in the case of persons applying for a doctoral degree in extramural mode).

§9

1. The Council for Academic Discipline will decide to refuse to initiate proceedings for the award of the degree of *doktor* (PhD) if the person who submitted the application for its initiation does not meet the requirements set out in Article 186 section 1 points 1-3 or Article 186 section 2 of the Act, or if that person did not submit a doctoral dissertation with a positive opinion of the supervisor or supervisors, attached to the application.
2. The decision to refuse to initiate the procedure for conferring the degree of *doktor* (PhD) is made by the Council for Academic Discipline by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council's body. The decision on the refusal to initiate the procedure for conferring a doctoral degree may be appealed against, with the appeal addressed to the Council of Scientific Excellence (RDN).
3. If the application for the initiation of the procedure for the award of the degree of *doktor* (PhD) does not meet the formal requirements, in particular if it does not contain the required attachments, the Chairperson of the Council for Academic Discipline shall call on the person applying for the degree of *doktor* (PhD) to remove the deficiencies within 7 days, under pain of application not being examined further. After the expiry of the stated deadline, the Council for Academic Discipline abandons the further examination of the application (i.e. does not consider it further), while notifying the applicant of that fact.
4. In the absence of grounds for issuing the decision referred to in section 2, the Council for Academic Discipline decides to initiate the procedure for conferring the degree of *doktor* (PhD) by an absolute majority of votes, in the presence of at least

half of the statutory composition of the Council's body.

§10

1. The Council for Academic Discipline adopts a resolution on appointing three reviewers in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council's body.
2. Reviewers are appointed from among persons who are not employees of KUE or a university, an institute of the Polish Academy of Sciences, a research institute, or an international institute, the Łukasiewicz Center or an institute of the Łukasiewicz Network, where the person applying for the degree of *doktor* (PhD) is employed.
3. For a person to be appointed as a reviewer, he/she/they must be holding the degree of *doktor habilitowany* (post-doctoral degree) or the title of professor.
4. A person who does not meet the conditions set out in section 3, who is an employee of a foreign university or scientific institution may act as a reviewer if the Council for Academic Discipline resolves that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
5. The reviewers prepare a review of the doctoral dissertation within 2 months from the date of its delivery.

§11

1. Admission to the defense of a doctoral dissertation requires passing the doctoral exam with a positive result. The doctoral exam covers the thematic scope related to the foundation discipline.
2. The doctoral examination is conducted by the examination board. The Council for Academic Discipline adopts a resolution on appointing the composition of the examination board in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council for Academic Discipline.
3. The examination board consists of:
 - 1) the chairperson elected from among the members of the Council for Academic Discipline;
 - 2) an examiner holding at least the degree of *doktor habilitowany* (post-doctoral degree) who submitted a statement authorizing him/her/them to be classified among the employees conducting scientific activity in the discipline covered by the examination;
 - 3) a member holding at least the degree of *doktor habilitowany* (post-doctoral

degree).

4. The form of the examination is determined by the examination board. Answers to exam questions are rated on the following scale: *bardzo dobry* (very good; 5.0); *dobry plus* (good plus; 4.5); *dobry* (good; 4.0); *dostateczny plus* (sufficient plus; 3.5); *dostateczny* (sufficient; 3.0); *niedostateczny* (fail; 2.0), and the final grade is the average of the grades obtained. Obtaining a grade point average of at least 3.0 is tantamount to passing the doctoral exam with a positive result. The content of the questions asked, the grades obtained and the final grade are indicated in the examination report.
5. In the case of failure to pass the doctoral examination with a positive result, the Council for Academic Discipline, at the request of the person applying for the degree of doctor, may agree for a repeated examination. Consent is given by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council for Academic Discipline.
6. The doctoral exam is organized by the Center for Doctoral Education and Procedures. The doctoral exam may be conducted in the regular or remote (online) format.

§12

1. The Council for Academic Discipline adopts a resolution on appointing the composition of the doctoral commission in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council.
2. The doctoral commission consists of:
 - 1) reviewers; whereas the reviewers participate in the work of the doctoral commission without the right to participate in the vote on admission to the defense of the doctoral dissertation;
 - 2) at least five persons holding the degree of *doktor habilitowany* (post-doctoral degree) or the title of professor appointed by the Council for Academic Discipline, including the chairperson;
 - 3) the supervisor, supervisors, or the supervisor and assistant supervisor; whereas the supervisor or supervisors and the assistant supervisor participate in the work of the doctoral commission without the right to participate in the vote on the application for granting the doctoral degree.
3. The tasks of the doctoral commission include:
 - 1) making the decision to allow the doctoral dissertation to be defended or applying to the Council for Academic Discipline to refuse the doctoral dissertation (and refuse to admit it for defense);

- 2) carrying out the defense of the doctoral dissertation;
- 3) applying to the Council for Academic Discipline to award the degree of *doktor* (PhD).

§13

1. For a person to be admitted for a defense of his/her doctoral thesis, he/she/they must have met all the conditions listed below:
 - 1) he/she/they will have received positive reviews from at least 2 reviewers;
 - 2) he/she/they will have met the following requirements:
 - a) he/she/they passed the doctoral examination with a positive result;
 - b) he/she/they have at least one publication in the form of a scientific article published in a scientific journal included in the list drawn up in accordance with the provisions issued on the basis of Article 276 section 2 point 2 b of the Act, or one scientific monograph in which the authors are not assigned to individual chapters, published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the provisions issued respectively on the basis of the Act, Article 267 section 2 point 2 a of the Act. If publications have multiple authorship, then it is required that the sum of contributions be equal to at least one.
2. The doctoral commission shall issue a decision on admitting the person applying for the degree of doctor to defend the doctoral dissertation or request the Council for Academic Discipline not to admit the said doctoral dissertation in a secret ballot, by an absolute majority of votes, in the presence of at least half of the appointed members of the commission.
3. In the event of receiving a request from the doctoral commission, the Council for Academic Discipline shall make a decision on the admission of the person applying for the degree of doctor to defend the doctoral dissertation in a secret ballot, by an absolute majority of votes, in the presence of at least half of the members of the Council's body.
4. The decision of the Council for Academic Discipline refusing to allow the doctoral dissertation to be defended may be appealed, and the appeal must be made to the Council of Scientific Excellence (RDN).

§14

1. The defense of the doctoral dissertation is carried out before the doctoral

commission.

2. The defense of the doctoral dissertation may be carried out in the regular or remote (online) mode.
3. If the doctoral dissertation has been prepared in a foreign language, the defense of the doctoral dissertation may be conducted in that language. Consent to defending a doctoral dissertation in a foreign language is given by the doctoral commission by an absolute majority of votes, with at least half of the commission's members in attendance.
4. The defense of the doctoral dissertation is public, with the exception of the defense of the doctoral dissertation on the subject covered by legally protected secrets.

§15

The doctoral commission adopts a resolution containing an application (proposal) for the conferment of a doctoral degree, submitted to the Council for Academic Discipline, constituting an assessment of the candidate's defense of his/her/ doctoral dissertation. The resolution is adopted in a secret ballot, by an absolute majority of votes, with at least half of the members of the commission in attendance. When making a decision on conferring a doctoral degree, The Council for Academic Discipline is not bound by the doctoral commission's application (proposal).

§16

1. No later than 30 days before the fixed date for the defense of the doctoral dissertation, the Center for Doctoral Education and Procedures shall make available in the Public Information Bulletin on the University's website the body of the doctoral dissertation i.e. the written thesis together with its summary and reviews, and this shall be done no later than 10 days before the scheduled date of the doctoral dissertation defense. The data of the doctoral defense will also be published, including information about the date, place and manner in which it is conducted. In the case of a doctoral dissertation, the subject of which is covered by a legally protected secret, only the reviews are made available, excluding any content covered by the secrecy clause.
2. Documents indicated in section 1 shall be published by the Center for Doctoral Education and Procedures immediately after they are made available in the POL-on system.
3. The doctoral dissertation – i.e. a written thesis – is checked and verified before the defense using the Uniform Anti-Plagiarism System.

§17

The degree of *doktor* (PhD) is conferred on the basis of a decision taken by the Council for Academic Discipline in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council.

§18

1. The decision of the Council for Academic Discipline refusing to confer the degree of *doktor* (PhD) may be appealed against, with the appeal addressed to the Council of Scientific Excellence (RDN), on the terms set out in the Act.
2. The resumption of the procedure for the award of the degree of *doktor* (PhD) or the annulment of the decision on the award of the degree of *doktor* (PhD) is conducted on the terms set out in the Act.

Chapter IV

Method of appointing and changing the supervisor, supervisors or assistant supervisor for persons applying for a doctoral degree in extramural mode

§19

1. A person applying for the award of a doctoral degree in extramural mode shall submit to the Council for Academic Discipline an application for the appointment of a supervisor or supervisors, or a supervisor and assistant supervisor, prior to the initiation of the procedure. The consent of the future supervisor or assistant supervisor to take up this function, as well as the agreed preliminary concept of the doctoral dissertation, must be attached to the application.
2. The supervisor's tasks include, in particular, providing scientific supervision over the person applying for the degree of *doktor* (PhD) in extramural mode, and the tasks of the assistant supervisor are to assist in the said supervision.
3. A supervisor may be a person holding at least the degree of *doktor habilitowany* (post-doctoral degree), and an assistant supervisor may be a person holding at least a degree of *doktor* (PhD).
4. A person who does not meet the conditions set out in section 3, who is an employee of a foreign university or scientific institution, may be appointed as supervisor provided that the Council for Academic Discipline decides that this person has significant achievements in the field of scientific issues covered by the doctoral

dissertation.

5. A person cannot be appointed as a supervisor who in the last 5 years:
 - 1) had been the supervisor of four doctoral students of the KUE Doctoral School who were struck off the list of doctoral students due to the negative result of their mid-term evaluation, or
 - 2) had supervised the preparation of a doctoral dissertation by at least 2 persons applying for a doctoral degree who did not receive positive reviews from at least two reviewers.
6. The Council for Academic Discipline adopts a resolution on appointing a supervisor or supervisors, or a supervisor and an auxiliary supervisor within 3 months from the date of submission of the application, in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council's body.

§20

1. The Council for Academic Discipline may change the supervisor or supervisors, or supervisor and assistant supervisor, at the request of: the person applying for the degree of *doktor* (PhD) in extramural mode, the supervisor, the assistant supervisor, or the Director of the KUE Doctoral School. The application to change the supervisor or supervisors, or the supervisor and assistant supervisor, submitted to the Chairperson of the Council for Academic Discipline, requires the opinion of the Scientific Council of the KUE Doctoral School (decided in a secret ballot, by simple majority of votes, in the presence of at least half of the members of the Council's body), and it should be considered and resolved by the Council for Academic Discipline within 2 months from the date of submission.
2. The change of the supervisor or supervisors, or the supervisor and assistant supervisor, takes place by way of a resolution of the Council for Academic Discipline, adopted in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council's body.
3. A person applying for the degree of *doktor* (PhD) in extramural mode may apply for reconsideration of his/her case by the Council for Academic Discipline against the resolution on the change of the supervisor or supervisors, or the supervisor and assistant supervisor. The motion is settled by way of a resolution adopted in a secret ballot, by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council's body.

§21

1. The person applying for the degree of *doktor* (PhD) in extramural mode, in consultation with his/her supervisor or supervisors, develops an individual research plan, which should include, in particular:
 - 1) justification of the choice of the research problem;
 - 2) presentation of the objective of the work, of the research hypotheses, or research questions;
 - 3) indication of the research methodology allowing for an original solution to the research problem;
 - 4) the proposed work structure;
 - 5) presentation of a schedule for the preparation of the doctoral dissertation, specifying the tasks and deadlines for their implementation;
 - 6) the date of submission of the doctoral dissertation;
 - 7) a declaration of other research, conference and publication activities.
2. The draft individual research plan shall be prepared not later than within six months from the date of appointing the supervisor or supervisors, or the supervisor and assistant supervisor.
3. The draft of the individual research plan is presented during an open scientific meeting. The meeting is organized in accordance with the rules set out by the Director of the KUE Doctoral School, published on the website of the Center for Doctoral Education and Procedures.
4. After receiving the opinion of the supervisor and assistant supervisor (if appointed) and the Scientific Council of the KUE Doctoral School (by simple majority of votes, in the presence of at least half of the members of the Council), the individual research plan prepared by the doctoral candidate is presented to the Council for Academic Discipline within 12 months from the date of designation of the supervisor or supervisors, or the supervisor and assistant supervisor, for the Council's approval.
5. The individual research plan is approved by the Council for Academic Discipline by way of a resolution adopted by an absolute majority of votes in the presence of at least half of the composition of the Council's body. When refusing to approve the individual research plan, the Council for Academic Discipline needs to indicate the elements that need to be changed or supplemented. After these have been taken into account and corrected, the individual research plan may be resubmitted to the Council for Academic Discipline for approval.
6. Changes to the individual research plan prepared by the candidate applying for the doctoral degree in extramural mode, proposed in consultation with the supervisor

or supervisors, are introduced at the request of the person applying for the doctoral degree in extramural mode, after obtaining the opinion of the Scientific Council of the KUE Doctoral School (by a simple majority of votes, in the presence of at least half of the members of the Council), by way of a resolution adopted by the Council for Academic Discipline by an absolute majority of votes, in the presence of at least half of the statutory composition of the Council's body.

§22

The supervisor or supervisors issue an opinion on the doctoral dissertation prepared in extramural mode within 2 months from the date of its submission for an opinion.

Chapter V

Method of verification of learning outcomes for qualifications at PQF level 8 for persons applying for a doctoral degree in extramural mode

§23

After appointing a supervisor or supervisors, or a supervisor and an auxiliary supervisor, and before submitting an application for the initiation of the procedure for conferring a doctoral degree, the candidate applying for a doctoral degree in extramural mode submits an application to the Director of the KUE Doctoral School for verification of learning outcomes pertaining to qualifications at the level 8 of the PQF, along with documents allowing for the certification of these effects.

§24

1. The learning outcomes for qualifications at PQF level 8 are verified by the Scientific Council of the KUE Doctoral School.
2. The method of verification of learning outcomes at qualification level 8 of the PQF is set out in Annex 2 to these Regulations.
3. The Scientific Council of the KUE Doctoral School, by an absolute majority of votes, in the presence of at least half of the members of the Council, adopts a resolution on whether the person applying for the degree of doctor in extramural mode has achieved learning outcomes for qualifications at level 8 of the PQF.
4. A report is drawn up from the course of verification of learning outcomes for qualifications at PQF level 8 and signed by the Chairperson of the Scientific Council

of the KUE Doctoral School.

5. The Director of the KUE Doctoral School issues a document to the candidate applying for the degree of doctor in extramural mode, certifying the achievement of learning outcomes for qualifications at level 8 of the PQF. The said document is attached to the application for the initiation of the procedure for the award of a doctoral degree.
6. The verification of learning outcomes for qualifications at PQF level 8 is carried out by the Scientific Council of the KUE Doctoral School biannually, on the dates indicated on the website of the Center for Doctoral Education and Procedures.

Chapter VI

Rules for determining the amount of the fee for the extramural procedure for conferring a doctoral degree and for exemptions from this fee

§25

1. Fees for the extramural procedure for conferring a doctoral degree, fees for conducting an extramural exam confirming the knowledge of a foreign language at the language proficiency level of at least B2 by a candidate applying for a doctoral degree, and fees for conducting an exam verifying the learning outcomes at the qualification level 8 of the PQF by the candidate for granting a doctoral degree in extramural mode are determined in a way that ensures covering the costs of activities carried out in this scope by KUE.
2. At the request of the person liable for the payment of the fees, the Rector may waive the obligation to pay the fees referred to in section 1, in whole or in part:
 - 1) if other sources of funding are indicated (a financing entity), in particular if the employer or research project manager commits to cover these fees – the fee is waved upon signing the agreement between the University and the funding entity;
 - 2) if the candidate applying for the doctoral degree in extramural mode is an employee of the University.
3. In the application for the initiation of the procedure, the candidate applying for the degree of *doktor* (PhD) in extramural mode shall indicate the source of financing to cover the costs of the procedure for awarding the degree of *doktor* (PhD) together with the obligation to conclude an agreement specifying the method of financing these costs. On behalf of the University, the agreement is concluded by the Chairperson of the relevant Council for Academic Discipline.

4. Guided by the principles set out in section 1, the Rector shall specify by way of a regulation the following:
 - 1) the amount of the fee for conducting the extramural procedure for the award of a doctoral degree;
 - 2) the amount of the fee for conducting an examination confirming the knowledge of a foreign language at the proficiency level of at least B2 by a candidate applying for a doctoral degree in extramural mode;
 - 3) the amount of the fee for conducting an examination verifying learning outcomes at qualification level 8 of the PQF by a candidate applying for a doctoral degree in extramural mode;
 - 4) a template of the agreement specifying the method of financing the costs of the procedure for conferring a doctoral degree by a candidate applying for the conferment of a doctoral degree in extramural mode.

Chapter VII

Administrative support

§26

1. The Center for Doctoral Education and Procedures is responsible for providing administrative support for proceedings and documentation regarding candidates applying for a doctoral degree, including in particular:
 - 1) documents submitted by the candidate applying for the degree of doctor;
 - 2) an agreement on the financing of the costs of the proceedings for the award of a doctoral degree in extramural mode;
 - 3) documents confirming the appointment of a supervisor or supervisors, or a supervisor and assistant supervisor, for candidates applying for a doctoral degree in extramural mode;
 - 4) individual research plan;
 - 5) the text of the doctoral dissertation;
 - 6) documents confirming the completion of the doctoral examination;
 - 7) the report from the Unified Anti-Plagiarism System for the doctoral dissertation;
 - 8) all applications submitted in the course of the proceedings, resolutions and decisions issued
2. The documentation of candidates applying for the academic degree of doctor is stored in the University Archives.

Chapter VIII
Final Provisions

§27

The supervisor or assistant supervisor performs activities resulting from the functions performed in the procedure for conferring a doctoral degree in the Polish language.

§28

Separate forms of education may be created at the University to support candidates applying for a doctoral degree in extramural mode in the process of preparing for the verification of learning outcomes for qualifications at level 8 of the PQF.

Appendix 1

to the Regulations regarding the procedure for the award of a doctoral degree (doktor i.e. PhD) at the Krakow University of Economics

List of certificates

confirming the learning outcomes for qualifications at level 8 of the PQF pertaining to the knowledge of a modern foreign language

1. A certificate confirming the knowledge of a foreign language issued by the National School of Public Administration as a result of a linguistic verification procedure.
2. Certificates confirming knowledge of foreign languages at least at level B2 on the global scale of language proficiency according to the “Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)”:

- 1) Certificates issued by institutions affiliated in the Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), specifically:
 - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – Pass grade at the minimum, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
 - b) Diplôme d'Étude en Langue Française (DELFF) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2), Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2), Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLFCF), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
 - c) Test Deutsch als Fremdsprache (TestDaF), Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),

- d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
- e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
- f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
- g) Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) – Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1), Nederlands als Tweede Taal II (NT2-II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
- h) Prøve i Dansk 3 (B2), Studieprøven (C1),
- i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);

2) Certificates from the following institutions:

- a) Educational Testing Service (ETS) – particularly the following certificates: Test of English as a Foreign Language (TOEFL) – at least 87 points in the Internet-Based Test (iBT) version, Test of English as a Foreign Language (TOEFL) – at least 180 points in the Computer-Based Test (CBT) version complemented with at least 50 points in the Test of Spoken English (TSE), Test of English as a Foreign Language (TOEFL) – at least 510 points in the Paper-Based Test (PBT) version, complemented with at least 3.5 points in the Test of Written English (TWE) and at least 50 points in the Test of Spoken English (TSE), Test of English for International Communication (TOEIC) – at least 700 points, Test de Français International (TFI) – at least 605 points,
- b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – in particular, the following certificates: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level, International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level

- d) “Mastery” level, City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2, City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4, City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6,
- e) Spoken English Test (SET) for Business – Stage B “Communicator” level, Stage C “Expert” level, Stage C “Mastery” level, English for Business Communications (EBC) – Level 2, Level 3, English for Office Skills (EOS) – Level 2,
- f) Edexcel, Pearson Language Tests, Pearson Language Assessments — in particular, the following certificates: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International), London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International), London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- g) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board — in particular, the following certificates: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4, London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE), London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – level “Pass with Credit”, level “Pass with Distinction”,
- h) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia in particular, the following certificates: International English Language Testing System IELTS — above 6 points,
- i) Chambre de commerce et d'industrie de Paris (CCIP) — in particular, the following certificates: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- j) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – in particular, the certificate of Prüfung Wirtschaftsdeutsch International (PWD) (C1),
- k) Kultusministerkonferenz (KMK) – in particular, the certificate of Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
- l) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) – in particular, the following certificates: Österreichisches

Sprachdiplom für Deutsch als Fremdsprache (ÖSD) – B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2), Hochschulrektorenkonferenz (HRK),

- m) Società Dante Alighieri – in particular, the following certificates: PLIDA B2, PLIDA C1, PLIDA C2,
- n) Università degli Studi Roma Tre – in particular, the following certificates: Int.It (B2), IT (C2),
- o) Università per Stranieri di Siena — in particular, the following certificates: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- p) A.S. Pushkin State Institute of Russian Language,
- q) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- r) Univerzita Karlova v Praze,
- s) Univerzita Komenského v Bratislave, Filozofická fakulta Studia Academica Slovaca – centrumpre slovenčinu ako cudzí jazyk,
- t) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania, Ústav jazykovej odbornej prípravy zahraničných študentov,
- u) Warsaw University Coordination Council for the Certification of Language Proficiency,

3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular, the following certificates: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1, Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1, Certificado de Español para Relaciones Profesionales (B2), telc Español B2, Certificato Superiore d'Italiano (B2), telc Italiano B2, telc Русский язык B2.

- 2. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) – level HSK(Advanced).
- 3. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate — level 1 (Advanced).
- 4. The following types of graduation diplomas:
 - 1) higher education diploma in the field of foreign philology or applied linguistics,
 - 2) diploma from a teachers' college of foreign languages,

- 3) National School of Public Administration.
5. A document issued abroad, confirming obtaining an academic degree or title, or a degree or title in the field of the arts – in this case, the language of instruction of the institution providing education is recognized.
6. A document confirming the completion of higher education or post-graduate studies abroad or in the Republic of Poland – in this case, the language of instruction is recognized if the language of instruction was a foreign language only (the course was taught solely in that foreign language).
7. A document issued abroad recognized as equivalent to a secondary school-leaving certificate – in this case, the language of instruction is recognized.
8. International Baccalaureate Diploma
9. European Baccalaureate Diploma
10. Certificate of passing the departmental exam at:
 - 1) the Ministry of Foreign Affairs,
 - 2) the office supporting the minister responsible for the economy, at the Ministry of Economic Cooperation; with foreign countries,
 - 3) the Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy,
 - 4) The Ministry of National Defense – level 3333, level 4444 according to STANAG 6001
11. A certificate issued by the National School of Public Administration confirming qualifications to work in a high position within state administration
12. A document confirming the entry on the list of sworn translators in the Republic of Poland or a document confirming the possession of the certified credentials of a sworn translator in another Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

Appendix No. 2 to the Regulations regarding the procedure for the award of a doctoral degree (doktor i.e. PhD) at the Krakow University of Economics

**Manner of verifying the learning outcomes
pertaining to qualifications at level 8 of the Polish Qualifications Framework
for persons applying for a doctoral degree in extramural mode**

In the case of a candidate applying for a doctoral degree in extramural mode, verification of learning outcomes for qualifications at the level 8 of the PQF, as defined in the Act of 22 December 2015 on the Integrated Qualifications System, and in the Regulation by the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second-level learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework, that verification is made on the basis of:

- 1) confirmation of the presentation at the scientific meeting, outlining the assumptions of the individual research plan that constitutes the basis for the preparation of the doctoral dissertation;
- 2) confirmation by the supervisor of the implementation of the individual research plan constituting the basis for the preparation of the doctoral dissertation;
- 3) confirmation of having published at least one publication in the form of a scientific article published in a scientific journal included in the list drawn up in accordance with the provisions issued on the basis of Article 276 section 2 point 2 b of the Act or one scientific monograph, in which the authors are not assigned to individual chapters, issued by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the provisions issued on the basis of the Act, Article 267 section 2 point 2 a. If the publications have multiple authorships, it is required that the sum of contributions to the creation of the publications is at least equal to one.
- 4) confirmation of active participation in at least one scientific conference;
- 5) certificate, graduation diploma or confirmation of passing a language exam issued by the KUE Language Center, confirming the knowledge of a modern

foreign language at the language proficiency level of at least B2;

- 6) additionally - in the case of persons who have completed the doctoral program
- a certificate of completion of the doctoral program.