

**Ordinance No. 182/2023
of the Rector of the University of Wrocław
of 21 July 2023**

**on the documentation of the course of education at the Doctoral School of the
University of Wrocław and the contents of the doctoral file folder**

Pursuant to Article 23(1) and (2) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and § 39 of Resolution No. 134/2019 of the Senate of the University of Wrocław of 25 September 2019 on the Rules and Regulations of the Doctoral School of the University of Wrocław (as amended) and Resolution No. 131/2019 of the Senate of the University of Wrocław of 25 September 2019 on the Procedure for the Conferring of Doctoral and Doctoral Habilitation Degrees (as amended), it is ordered as follows:

§ 1.1 Detailed rules for documentation of the course of education are introduced at the Doctoral School of the University of Wrocław and determine the contents of the doctoral file folder.

2. Information on the doctoral student and the course of education shall be collected in particular in:

- 1) the doctoral students' album;
- 2) the doctoral student's personal file folder;
- 3) the doctoral student's progress report sheets, prepared in the form of printouts on the basis of electronic credit reports filled in in the University System of Study Support (hereinafter referred to as USOS) by the course teachers;
- 4) doctoral student grade book *[indeks]* (if it is used to document the education at a particular doctoral college).

3. In the case of the initiation of proceedings for the conferring of a doctoral degree by a person who has completed his/her education at the Doctoral School, information concerning these proceedings shall be collected in:

- 1) doctoral file folder;
- 2) a book of doctoral diplomas.

§ 2.1 After taking the oath, the doctoral student receives:

- 1) a doctoral student grade book *[indeks]*, following the template specified in the applicable legislation (if required);
- 2) an electronic doctoral student ID card, following the template specified in the applicable legislation.

2. The issue of a doctoral student grade book *[indeks]*, (if required) and an electronic doctoral student ID card shall be recorded in a register of issued doctoral student grade books and ID cards. The register shall be kept in traditional or electronic form in USOS. The doctoral student grade book is the property of the doctoral student.

§ 3.1 The electronic doctoral student ID card is a document certifying the status of a doctoral student.

2. Doctoral students shall be entitled to hold an electronic doctoral student ID card until the date of completion of their education at the Doctoral School or the suspension of their doctoral rights or until the date on which the decision to remove them from the list of doctoral students has become final.

3. The validity of the electronic doctoral student ID card shall be confirmed each year by updating the data in the electronic system and affixing a hologram in the consecutively marked field of the card intended for that purpose. The hologram shall be a pre-numbered form.

4. A doctoral student who has lost the right to hold an electronic doctoral student ID card is obliged to return it to the University of Wrocław without delay.

5. In the event of destruction or loss of the electronic doctoral student ID card, a doctoral student may apply for a duplicate card to be issued. In order to do so, he or she is required to complete an application for a duplicate electronic doctoral student ID card, the form for which is available in the USOSweb system.

6. An employee of the dean's office or other organisational unit providing administrative support for the doctoral college shall, in the case referred to in section 5, immediately invalidate the electronic doctoral ID card in USOS.

7. There shall be no charge for the issue of a doctoral student ID card and its duplicate.

§ 4.1 Documentation of the course of study is carried out using USOS.

2. The University shall provide doctoral students with electronic access to their educational records. At the request of a doctoral student, the University of Wrocław shall issue a certified printout of the educational records.

§ 5.1 The doctoral student's album is kept in electronic form in USOS on the basis of:

- 1) the doctoral student's data transferred from the Online Candidate Registration and Online Registration of Foreigners into USOS;
 - 2) the doctoral student's data entered directly into USOS by a member of staff in the dean's office or other organisational unit dealing with the administration of the doctoral college.
2. The doctoral student album shall include:
- 1) next album number;
 - 2) the name(s) and date and place of birth of the doctoral student;
 - 3) PESEL number or, failing that, name and number of the identity document;
 - 4) date of commencement of education at the Doctoral School;
 - 5) the name of the education programme in the Doctoral School;
 - 6) the date of the mid-term evaluation and the outcome (positive or negative);
 - 7) period of suspension of education (from-to);
 - 8) the dates and periods of extension of the deadline for submission of the dissertation;
 - 9) the date of completion of education (date of submission of the dissertation) or the decision to remove from the list.
3. New data shall additionally be entered in the doctoral student's album in the event of a change of name, surname or gender. A change of surname or forename of a doctoral student shall be made on the basis of: a marriage certificate, an administrative decision or a court ruling.
4. The doctoral student's electronic student ID card, the doctoral student's grade book [*indeks*] (if used), the doctoral student's documents related to his/her education at the Doctoral School, and the doctoral student's personal file folder shall be marked with the doctoral student's album number. A doctoral student who studied at the University of Wrocław shall be assigned an album number given during the period of study at the University of Wrocław.
5. On the basis of the data collected in the doctoral student's album, the Secretariat of the Doctoral School of the University of Wrocław prints the album.
6. The doctoral student album must be prepared for printing in A4 format (horizontal layout) and bound in hard cover after printing.

§ 6.1 The educational records include, in particular:

- 1) individual research plan;
- 2) reports by the doctoral student on the implementation of the educational programme and the research carried out;
- 3) the doctoral student's progress report sheets;
- 4) credit protocols (examinations) completed electronically in USOS;

- 5) curriculum content of the subjects developed in the form of syllabuses by the lecturers of a given subject according to the template specified in **Appendix No. 1** to this Ordinance;
 - 6) mid-term evaluation protocol;
 - 7) a doctoral student grade book [*indeks*] (if applicable).
2. The doctoral student's progress report sheets shall include the following information:
 - 1) the name of a doctoral student;
 - 2) the doctoral student's album number;
 - 3) the names and academic title, degree or professional title of the teacher (crediting or examining);
 - 4) the grade obtained;
 - 5) number of ECTS credits obtained (if applicable),
 - 6) the date and signature of the person conducting the examination or assessment;
 - 7) the date and signature of the head of the doctoral college awarding credit for the year.
 3. In the doctoral student's progress report sheets, the signatures of the persons referred to in section 2, points 3, 6 and 7 may be replaced by the authentication of those persons in USOS, in which records of the course of study are kept.
 4. Copies, extracts of the documents referred to in section 2 and certificates drawn up on their basis, insofar as they concern the doctoral student/graduate, shall be issued to the doctoral student/graduate at his/her request, to a person authorised by the doctoral student/graduate or sent by post to the address indicated, against a return receipt. In case of doubt, a member of staff in the dean's office or other organisational unit dealing with the administration of the doctoral college may request official certification of a party's signature.
5. In particular, the following documents shall be kept in the doctoral student's personal file folder, described in accordance with **Appendix No. 2** and maintained in accordance with the list of documents set out in **Appendix No. 3**:
 - 1) documents required from a candidate for admission to the Doctoral School, including those constituting the basis for admission to the Doctoral School by way of enrolment on the list of doctoral students, in particular: an individual protocol of the recruitment procedure with information on the successful outcome of the procedure; in the case of foreigners, a copy of the decision on admission to the Doctoral School and the original confirmation of its delivery;
 - 2) a printout of the oath certificate submitted electronically by the doctoral student. The signature on the document is replaced by the doctoral student's authentication in USOS;
 - 3) documents relating to the course of education at the Doctoral School, in particular:
 - a) resolution(s) of the council of the academic discipline on the appointment of supervisor(s) and assistant supervisor(s) or their change. Template of the application for appointment of supervisors constitutes **Attachment No. 4**. Template of the declaration of the candidate for supervisor/auxiliary supervisor constitutes **Attachment No. 5**.
 - b) the individual research plan of the doctoral student, in accordance with the template specified in **Attachment No. 6** to this Ordinance, together with any annexes, in accordance with the template in **Attachment No. 7** to this Ordinance,
 - c) a report by the doctoral student on the implementation of the educational programme and the research conducted, in accordance with the template set out in **Appendix 8** to this Ordinance,

- d) the doctoral student's progress report sheets prepared as printouts on the basis of electronic records of credits (examinations) completed in USOS;
 - e) sheets confirming completed internships, stays abroad, according to the template specified in **Appendix No. 9** to this Ordinance,
 - f) applications by a doctoral student for permission to leave for more than one month. A template of application is specified in **Appendix No. 10** to this Ordinance,
 - g) documentation of the mid-term evaluation process, as defined by a separate order of the Rector;
- 4) applications and decisions in individual cases of a doctoral student, inter alia concerning the suspension of education at the Doctoral School, extension of the deadline for submission of the doctoral dissertation; removal from the list of doctoral students. A template of an application for suspension of education at the Doctoral School is attached as **Appendix No. 11** to this Ordinance. The template of applications for extension of the deadline for submission of the doctoral dissertation are attached as **Appendix No. 12 and Appendix No. 13**;
 - 5) documents relating to the doctoral student's insurance (social security, health insurance);
 - 6) copies of certificates issued;
 - 7) confirmation of receipt of a student ID card, a student grade book [*indeks*] (if required), and their duplicates (if issued) according to the template specified in **Appendix No. 14** to this Ordinance;
 - 8) circulation card, according to the template specified in **Appendix No. 15** to this Ordinance;
 - 9) sheet of commitments of a Doctoral Student, according to the template specified in **Appendix No. 16** to this Ordinance.

§ 7.1 A duplicate of the doctoral student's grade book [*indeks*] and electronic ID card shall be issued with a recent photograph. The duplicate of the doctoral student's grade book shall be made only on the basis of the doctoral student's cumulative records of course credit or the doctoral student's report on the implementation of the educational programme and research conducted.

2. The duplicate of the electronic doctoral student ID card shall be labelled with the doctoral student's album number and the following letters of the alphabet shall be added, respectively: B, C, D and further. The letter A shall always be the original of the card.

§ 8.1 At the written request of a doctoral student, a graduate or ex officio, corrections may be made in the doctoral student's album, in the book of doctoral diplomas. The request should be submitted within two weeks of the issuance of the document confirming the changes in personal data.

2. The correction shall be made on the basis of the relevant document by crossing out the incorrect data and writing the correct data above the deleted words. The place of correction shall be marked with the notation "Corrected", the signature and name stamp of the person authorised to issue the relevant document, the date of correction and the official stamp.

3. Information about the correction made shall be placed in the doctoral student's personal file folder.

4. No corrections shall be made to the content of the doctoral student ID card. A doctoral student ID card that contains errors or other mistakes shall be replaced by a new one.

§ 9.1 The education of a doctoral student shall end with the submission of the doctoral dissertation.

2. Persons who have not completed their education at the Doctoral School may, upon their application, be issued with a certificate on the course of education according to the template specified in **Appendix No. 17** to this Ordinance.

§ 10.1 Records of proceedings for the conferment of a doctoral degree shall be kept in a doctoral file folder, described **in Appendix No. 18 to this Ordinance.**

2. A doctoral file folder - kept in accordance with the list specified in **Annex No. 19** to this Ordinance - shall include in particular:

- 1) an application for the initiation of proceedings for the conferment of the doctoral degree according to the template described in **Appendix No. 20**;
- 2) a document certifying possession of a master's degree, master's degree in engineering or equivalent, as referred to in Article 326(2)(2) or Article 327(2) of the Law on Higher Education and Science, giving entitlement to apply for a doctoral degree; this requirement does not apply to the situation described in Article 186(2) of the Law of 20 July 2018. - Law on Higher Education and Science;
- 3) one paper copy of the dissertation, together with a summary of the dissertation in the original language (unless the dissertation was written in Polish or English), Polish and English;
- 4) the supervisor's request for the appointment of reviewers with a proposal for the candidates for reviewers, the person drawing up the minutes and the appointment of the committee for the proceedings of the conferment of the doctoral degree;
- 5) a copyright declaration, according to the template set out in **Appendix No. 21** to this Ordinance, located in the Academic Dissertation Archive (ADF) system;
- 6) co-authors' declarations in the case that the dissertation is an independent and separate part of a collective work, being a substantive description of their contribution to its creation, according to the template specified in **Appendix No. 22** to this Ordinance;
- 7) information on previous scientific achievements, including about the publication achievements fulfilling the requirements resulting from Article 186 (1) (3) of the Law on Higher Education and Science and regulations issued on its basis;
- 8) a document certifying the achievement of learning outcomes at Polish Qualifications Framework level 8;
- 9) proof of knowledge of a modern language, other than the mother tongue, at a proficiency level of at least B2;
- 10) information concerning the progress of the doctoral thesis or procedure for the conferment of the doctoral degree if the candidate has previously applied or is currently applying at another institution for the award of the doctoral degree;
- 11) printouts from the ADF system of dissertation reviews;
- 12) resolutions of the council of the scientific discipline, including the resolution to confer the doctoral degree;
- 13) doctoral diploma - copy for the personal files;
- 14) a certified copy of a duplicate of the diploma in English or another language specified by the legislature;
- 15) other documents as designated by the Chair of the council of scientific disciplines.

3. Electronic declaration(s) of the supervisor(s), or assistant supervisor(s) (if appointed), of acceptance of the dissertation for defence, after checking it in the Uniform Anti-Plagiarism System, together with their opinions, are placed in the Dissertation Archive (APD) system, according to the template constituting **Appendix No. 23** to this Ordinance.

4. The issuance of the original doctoral diploma, its certified copy, as well as their duplicates (if issued), shall be recorded in the USOS and in a document the template of which constitutes **Appendix No. 24** to this Ordinance.

§ 11.1 All organisational units within which doctoral colleges operate are required to enter (supplement) data in USOS on an ongoing basis with regard to the electronic documentation of the course of education at the Doctoral School and to enable doctoral students to access USOSweb.

2. The organisational units referred to in section 1 shall keep personal files of doctoral students and doctoral file folders, the contents of which, upon completion of a doctoral student's education or proceedings for the conferment of a doctoral degree, shall be transferred in acid-free folders to the Archives of the University of Wrocław, in accordance with the applicable Office Instructions of the University of Wrocław.

§ 12 Supervision of the implementation of this Order is entrusted to:

- 1) with regard to the tasks of the organisational units providing education in the Doctoral School to the deans of faculties,
- 2) with regard to the tasks of the Doctoral School Secretariat, to the Vice-rector for Research.

§ 13. Ordinance No. 54/2020 of the Rector of the University of Wrocław of 6 May 2020 on the documentation of the course of education at the Doctoral School at the University of Wrocław is hereby repealed.

§ 14 The Ordinance shall enter into force on the date of its signing, with effect from 1 October 2023.

R E C T O R
by proxy
dr hab. Patrycja Matusz, prof. UWr
Vice-Rector for Projects
and International Relations