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**Regulations for proceedings
on awarding a doctoral degree
at the Maria Curie-Skłodowska University in Lublin**

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Chapter 1. General proceedings

§ 1. [Regulation range]

1. This document defines detailed rules for conducting proceedings for the award of a doctoral degree, for which the doctoral entity referred to in Art. 185 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) is the Maria Curie-Skłodowska University in Lublin.
2. The authorities of the Maria Curie-Skłodowska University in Lublin competent to award the degree of a doctor are the relevant scientific councils of the institutes, and in the case of awarding the degree of a doctor in the field - the Senate. Decisions of the scientific council of the institute issued in the course of the proceedings shall be signed by the chairperson of the council.

§ 2. [Terms]

The terms used in this document shall mean, respectively:

- 1) candidate – a person applying for a doctoral degree, regardless of the procedure in which the doctoral dissertation was prepared;
- 2) KPA - the Act of June 14, 1960 - Code of Administrative Procedure (i.e. Journal of Laws 2018, item 2096, as amended);
- 3) scientific council - the scientific council of the institute, as defined in the statutes, which is competent for the discipline in which, in accordance with the Act, the UMCS is authorised to award the doctoral degree;
- 4) regulations – regulations included in this document;
- 5) UMCS or university - Maria Curie-Skłodowska University in Lublin;
- 6) statute – the Statute of UMCS;
- 7) doctoral school – the relevant UMCS doctoral school;
- 8) Act - Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended).

§ 3. [Dissertation preparation modes]

The preparation of the doctoral dissertation takes place in the following modes:

- 1) education of doctoral students;
- 2) extramural.

§ 4. [PhD degree requirements]

1. The doctoral degree is awarded to a person who:
 - 1) holds the professional master's title, engineer or equivalent or holds the diploma referred to in Art. 326 sec. 2 point 2 or art. 327 sec. 2 of the Act, giving the right to apply for a doctoral degree in the country where the university that issued it operates in the higher education system;
 - 2) has obtained learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, where learning outcomes in the field of knowledge of a modern foreign language are confirmed by a certificate or diploma confirming the knowledge of the language at the proficiency level of at least B2;
 - 3) has produced at least:

- a) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued on the basis of Art. 267 sec. 2 point 2 lit. b 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 pursuant to Art. 267 sec. 2 point 2 lit. a of the Act, or a chapter in such a monograph, or
 - c) a work of art of significant importance;
- 4) passed doctoral examinations - if required within the discipline in which the candidate is applying for the degree;
 - 5) presented and defended a doctoral dissertation.
- 1a. In the event that the scientific achievement referred to in § 4 sec. 1 point 3 lit. a and b is a multi-author work, the candidate presents a statement in which they define their substantive and percentage contribution to the creation of the publication. The statement is confirmed by the supervisor.
2. In exceptional cases, justified by the highest quality of scientific achievements, the degree of a doctor may be awarded to a person who does not meet the requirements presented in sec. 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. The fulfilment of this requirement shall be confirmed by the scientific council by means of a resolution adopted by an absolute majority of votes on the basis of written opinions of at least two academic teachers employed at UMCS in the position of professor or university professor.

Chapter 2. Verification of learning outcomes

§ 5. [The request for verification]

1. For a candidate who prepares a doctoral dissertation in extramural mode, verification of learning outcomes is prepared in accordance with the qualifications at level 8 of the Polish Qualifications Framework, referred to in § 4 sec. 1 point 2.
2. The request for verification shall be submitted by the candidate to the scientific council before submitting the request referred to in § 11 sec. 1. The template of the request is presented in Appendix 1.
3. The request for verification shall be accompanied by documents confirming that the candidate meets the requirement specified in § 4 sec. 1 point 1 or sec. 2.

§ 6. [Board of examiners]

1. On the basis of a complete request documentation referred to in § 5, the chairperson of the scientific council appoints a three-person examination board from among its members, which verifies the learning outcomes, as well as appoints its chairperson. When appointing the examination committee, the chairperson of the scientific council takes into account the subject of the doctoral dissertation and the scientific achievements of the members of the scientific council.

2. A member of the examination committee may be an academic teacher holding the post-doctoral degree in the discipline in which the candidate intends to apply for the degree of a doctor or the title of professor in the field to which the discipline is assigned.

§ 7. [Verification of learning outcomes]

- 1) Verification of learning outcomes is based on an oral examination in the field of knowledge appropriate to the discipline in which the candidate is applying for a degree, as determined by the examination board. The scope of the exam is given to the candidate at least 30 days before the date of the exam, and it must correspond to qualifications at level 8 of the Polish Qualifications Framework.
- 2) Having conducted the examination, the examination committee, adopts a resolution on the positive or negative verification of the learning outcomes referred to in § 5 section 1, in an open vote by a simple majority of votes.
- 3) In the case of a positive verification, the candidate is issued with a certificate confirming that they achieved necessary learning outcomes for qualifications at level 8 of the Polish Qualifications Framework. The template of the certificate is presented in Appendix 2. The certificate is signed by the chairperson of the examination committee.
- 4) The certificate is valid only at UMCS and for a period not longer than 3 years from the date of issue. The register of issued certificates is kept by the chairperson of the scientific council.

Chapter 3. Appointment of a supervisor or supervisors

§ 8. [Supervising the preparation of the dissertation]

Scientific supervision over the preparation of the doctoral dissertation is exercised by:

- 1) supervisor or supervisors, or
- 2) a supervisor and an assistant supervisor.

§ 9. [Requirements for supervisors]

1. A person holding the post-doctoral degree or the title of a professor may be appointed for the position of a supervisor.
2. A person who does not meet the conditions presented in par. 1, who is an employee of a foreign university or scientific institution, may be appointed a supervisor on condition that the scientific council, by way of a resolution adopted by an absolute majority of votes, decides that this person has significant achievements in the scientific field covered by the doctoral dissertation.
3. A supervisor or an assistant supervisor position may not be awarded to someone who:
 - 1) In the last five years:
 - a) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
 - b) supervised the preparation of the dissertation by at least two candidates applying for a doctoral degree who did not receive positive reviews referred to in Art. 191 sec. 1 of the Act;
 - 2) has been deprived of the right to perform the tasks of a supervisor due to a disciplinary penalty, referred to in Art. 276 sec. 1 point 4 of the Act - during the term of this penalty.

4. Employees of UMCS acting as a supervisor outside the university are obliged to immediately inform the Rector of UMCS and the director of the relevant institute about any events affecting the right to perform the function of a supervisor, in particular regarding the cases indicated in sec. 3.
5. A person holding a doctoral degree, subject to sec. 6. may be appointed an assistant supervisor.
6. A person appointed as an assistant supervisor who has obtained the post-doctoral degree or the title of professor before the end of the procedure for the award of the degree of a doctor, shall perform the function of the assistant supervisor until the end of the procedure for the award of the degree of a doctor, subject to § 12.

§ 10. [Appointment of a supervisor at the doctoral school]

Detailed rules for appointing a supervisor or supervisors, or a supervisor and an assistant supervisor for doctoral students of a doctoral school are determined in the school's regulations.

§ 11. [Appointment of a supervisor in an extramural mode]

1. A person applying for a doctoral degree in extramural mode, prior to initiating the procedure for the award of a doctoral degree, shall submit a written request to the scientific council for the appointment of:
 - 1) a supervisor or supervisors, or
 - 2) a supervisor and an assistant supervisor.
2. The template of the request referred to in par. 1 is specified in Appendix 3. The request for the appointment of a supervisor or an assistant supervisor indicated in par. 1, is accompanied by:
 - 1) consent of persons proposed to act as a supervisor or an assistant supervisor;
 - 2) the certificate referred to in § 7 sec. 3;
 - 3) in the case of candidates for a supervisor or an assistant supervisor who are not employees of UMCS:
 - a) a statement confirming the requirements to perform the function of a supervisor or an assistant supervisor are met, the template is attached in Appendix 4;
 - b) a list of scientific achievements of the candidate for the supervisor or the assistant supervisor,
 - 4) the concept of the doctoral dissertation, including the topic of the thesis and the justification for its selection, main research assumptions, the purpose of the dissertation, expected research methods and the expected date of submission of the dissertation.
3. An appointment of more than one supervisor is allowed in the case of preparing an interdisciplinary doctoral dissertation or in cooperation with another scientific institution or enterprise.
4. Before considering the request, the scientific council:
 - 1) verifies whether the candidates referred to in para. 1, meet the requirements specified in § 9;
 - 2) may consult other scientific councils or bodies of relevant entities regarding the appointment of specific persons to perform the function of a supervisor or an assistant supervisor.
5. The Scientific Council by way of a resolution:

- 1) designates:
 - a) a supervisor or supervisors, or
 - b) a supervisor and an assistant supervisor,
 - 2) refuses to designate the persons referred to in point 1.
6. The resolution referred to in par. 5 shall expire on condition that the candidate does not submit a request for the initiation of the procedure for awarding the degree of a doctor within three years from the issue of the resolution. The register of issued resolutions referred to in par. 5, shall be conducted by the chairperson of the scientific council.

§ 12. [Change of a supervisor or an assistant supervisor]

1. Upon a written request, the Scientific Council may change the designated:
 - 1) supervisor or supervisors;
 - 2) assistant supervisor.
 2. A request for a change of a supervisor or an assistant supervisor may be submitted by the individuals referred to in par. 1 or the candidate for whom these individuals were appointed.
 3. The provisions of § 11 shall apply accordingly to the change of the supervisor or the assistant supervisor.
 4. In case of:
 - 1) resignation of the supervisor;
 - 2) death of the supervisor;
 - 3) permanent damage to the supervisor's health, preventing them from performing this function;
 - 4) the supervisor's loss of the right to perform this function.
- the scientific council requires the candidate to re-submit the request referred to in § 11 sec. 1, within 14 days from the delivery of this request. The statement of compliance with the condition indicated in points 1-4 is made by the scientific council at the request of its chairperson.
5. If the request for the appointment of a new supervisor or assistant supervisor is not submitted within the time limit specified in sec. 4, the scientific council ex officio appoints a new supervisor.

Chapter 4. Requirements for the doctoral dissertation

§ 13. [The content of the doctoral dissertation]

- 1) The doctoral dissertation presents the general theoretical knowledge of the candidate in the discipline or disciplines, and the ability to independently conduct scientific or artistic work.
- 2) The subject of the doctoral dissertation is a unique solution to a scientific problem, a unique solution where the results of one's own research in the economic or social sphere are applied, or a unique artistic achievement.

§ 14. [The form of the doctoral dissertation]

1. A doctoral dissertation may be a written work; including a scientific monograph, a collection of published and thematically related scientific articles with a self-report, a design; construction, technological, or an implementation work; as well as an independent and separate part of a collective work.
2. Detailed requirements regarding the cycle of publications and self-reports will be determined by the scientific councils of the institutes in the form of resolutions.
3. The doctoral dissertation being the subject of proceedings at UMCS should be prepared in Polish or English. If you want to prepare a dissertation in a language other than the ones indicated in the previous sentence, the consent of the scientific council is required. Consent is given by way of a resolution upon a written request of the candidate, supported by the supervisor, submitted before the initiation of the procedure.

§ 15. [Appendices to the doctoral dissertation]

1. The following are attached to the doctoral dissertation:
 - 1) A summary in English;
 - 2) A summary in Polish;
 - 3) A description in Polish and English - if the doctoral dissertation is not a written thesis;

statements of all its co-authors specifying the individual contribution of each of them to its creation - if the doctoral dissertation is an independent and separate part of a collective work, subject to section 2-3.

2. If the collective work constituting a doctoral dissertation has more than five co-authors, the candidate shall submit a statement specifying his or her individual contribution to the work and statements of at least four other co-authors. The template of the declaration is attached in Appendix 5.
3. The candidate is exempt from the obligation to submit a co-author's statement in the event of their death, being recognised as dead or missing, or their permanent health impairment preventing obtaining the required statement.

§ 16. [The supervisor's opinion]

1. Before initiating the procedure for awarding a doctoral degree, the candidate shall submit a doctoral dissertation with attachments indicated in § 15 sec. 1. The dissertation shall be submitted to the supervisor or supervisors referred to in § 11 sec. 5 point 1 lit. a or b, in order to prepare a written opinion. The dissertation together with attachments shall be submitted in a written form with copies of same saved on an IT data carrier.
2. Each supervisor referred to in par. 1, prepares a written opinion on the submitted doctoral dissertation, evaluating whether the dissertation meets the requirements described in § 13 and 14. The opinion may be positive or negative.
3. The opinion referred to in par. 2 shall be prepared within 30 days from the date of delivery of the dissertation together with the attachments referred to in para. 1. In specific justified cases, the chairperson of the scientific council may extend the deadline for drawing up an opinion, but not longer than by 14 days.
4. The opinions prepared by the supervisor or supervisors referred to in par. 1, shall be immediately provided to:
 - 1) the candidate;

- 2) the chairperson of the scientific council,
- 3) the director of the doctoral school - if the candidate has prepared a dissertation at the doctoral school.

Chapter 5. Initiation of proceedings

§ 17. [The request for the initiation of the proceedings]

1. The procedure for awarding the degree of a doctor shall be initiated at the candidate's request.
2. The request for the initiation of the procedure, together with the attachments, shall be submitted by the candidate to the scientific council. The request together with attachments shall be submitted in writing with copies of these documents saved on an IT data carrier.
3. The template of the application form is attached in Appendix 6.
4. The request is accompanied by:
 - 1) the doctoral dissertation with the appendices referred to in § 15;
 - 2) a positive opinion of the supervisor or opinions of the supervisors referred to in § 16;
 - 3) scientific curriculum vitae;
 - 4) respectively:
 - a) a copy of a document confirming the possession of a professional master or engineer title, or equivalent, or a copy of the diploma referred to in Art. 326 sec. 2 point 2 or art. 327 sec. 2 of the Act, giving the right to apply for a doctoral degree in the country where, according to its higher education system, the issuing university operates, or
 - b) the opinions referred to in § 4 sec. 2;
 - 5) a copy of the diploma supplement referred to in point 4, and if the supplement was issued, the candidate shall submit a declaration, as per Appendix 7;
 - 6) a list of scientific and creative professional works as well as information on activities popularizing science;
 - 7) information on the course of the doctoral procedure or the procedure for awarding a doctoral degree, if the candidate has previously applied for a doctoral degree, including the titles of doctoral dissertations being the basis for applying for a doctoral degree;
 - 8) a certificate confirming that the candidate has achieved learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, referred to in § 7 sec. 3 - in the case of candidates preparing a doctoral dissertation in an extramural mode.
5. The candidate may also attach a copy of a certificate confirming knowledge of a modern foreign language, certifying knowledge of this language at the language proficiency level of at least B2. The list of acceptable certificates is presented in Appendix 8.
6. In order to verify a copy of the original, the candidate shall present the originals of the documents referred to in sec. 4 points 4 and 5 and sec. 5.

§ 18. [Commencement of the proceedings]

1. The procedure for awarding the degree of a doctor shall be initiated for a person who:
 - 1) meets the requirements referred to in § 4 sec. 1 items 1-3 or § 4 sec. 2;
 - 2) submitted doctoral dissertation, and a positive opinion of the supervisor or supervisors together with the filled application form,
- upon delivery of the complete application form with attachments in accordance with § 17 sec. 2.
- 2a. The detailed rules for reviewing doctoral dissertations using the Uniform Anti-Plagiarism System will be specified by the Rector in a separate Resolution.
2. The chairperson of the scientific council shall verify if all the conditions are met as per the requirements within 14 days from the date of submitting the request for initiating the procedure. If the doctoral dissertation is a written thesis, the supervisor verifies it within this period, using the Uniform Anti-Plagiarism System referred to in Art. 351 sec. 1 of the Act.
3. In the event of failure to meet the requirements referred to in par. 1, the scientific council shall issue a decision refusing to initiate the procedure.
4. The decision referred to in sec. 3, may be appealed against within seven days from the date of delivery of the decision, and reconsidered. The decision issued as a result of the re-examination of the case is final.

Chapter 6. Reviewers and reviews

§ 19. [Requirements for reviewers]

1. A reviewer can be a person who meets the requirements referred to in § 9 sec. 1-2, who has scientific achievements and experience allowing for the preparation of a reliable review of the doctoral dissertation.
2. A reviewer cannot be a person:
 - 1) where reasonable doubts appear as to their impartiality;
 - 2) punished with a disciplinary penalty referred to in Art. 276 sec. 1 point 4 of the Act - within the term of the penalty;
 - 3) being an employee of UMCS;
 - 4) being an employee of a university, an institute of the Polish Academy of Sciences, a research institute or an international institute where the candidate is an employee.
3. The cases referred to in par. 2 point 1, are in particular situations where:
 - 1) the reviewer is a co-author of the candidate's scientific papers;
 - 2) the reviewer has participated or participates with the candidate in research teams implementing projects financed through domestic or foreign competitions;
 - 3) the reviewer has carried out or carries out scientific work together with the candidate in scientific institutions;
 - 4) the reviewer prepared reviews in other proceedings for the candidate's scientific promotion, and served as a member of the habilitation committee, a supervisor or an assistant supervisor in other proceedings for the candidate's scientific promotion;
 - 5) there is a relationship of consanguinity or affinity between the reviewer and the candidate;there is a relationship of official superiority between the reviewer and the candidate.

§ 20. [Appointment of reviewers]

1. In the procedure for awarding the degree of a doctor, the scientific council, by way of a resolution, appoints three reviewers.
2. A candidate for reviewer may be proposed by any member of the scientific council holding the academic title of professor or the academic with post-doctoral degree.
3. Reviewers are appointed no later than within six weeks from the date of initiation of the procedure. If this deadline falls in July or August, then the reviewers are appointed at the next meeting of the scientific council.
4. Prior to appointing reviewers, a designated UMCS employee verifies whether candidates for reviewers meet the requirements described in § 19.
5. Having appointed a reviewer, the chairperson of the scientific council shall immediately conclude a contract with the reviewer. The agreement specifies in particular:
 - 1) the deadline for the review, indicated in § 21 sec. 1;
 - 2) the value of remuneration;
 - 3) contractual penalties for failure to meet its conditions.

§ 21. [Completion of a review]

1. Reviewers prepare reviews of the doctoral dissertation within two months from the date of delivery of the dissertation to them.
2. The review includes a detailed, justified assessment whether the submitted work meets or does not meet the conditions presented in § 13 and § 14.
3. The review should be complete, reliable, accurate, and objective, and its content and conclusion must be substantively consistent. The conclusion of the review can only be positive or negative.
4. If the doctoral dissertation is an independent and separate part of a collective work, the review shall include an assessment of the candidate's individual contribution to the work.
5. If the review takes into account the request for the doctoral dissertation to be distinguished, the request must be justified. Detailed rules for awarding distinctions to doctoral dissertations are determined by the Rector in a Resolution.
6. The reviewers shall immediately submit their written reviews to the chairperson of the scientific council.

Chapter 7. Doctoral committee

§ 22. [Tasks and composition of the doctoral committee]

1. For the initiated procedure, the scientific council may appoint a doctoral committee, which receives the powers to:
 - 1) verify the candidate's compliance with the requirements referred to in Art. 191 sec. 1 of the Act;
 - 2) issue a decision allowing the doctoral dissertation to public defence and setting its date;
 - 3) defence of the doctoral dissertation;

- 4) issue a decision on accepting the defence of the doctoral dissertation;
- 5) submit a request for the award of the degree to the scientific council, containing factual and legal justification for the award of the degree.
2. The doctoral committee may be appointed for each procedure or for the term of an office of the scientific council.
3. If a doctoral commission is appointed in the procedure, the provisions of § 27 and § 29-30 relating to the scientific council shall apply accordingly to the doctoral commission.
4. The doctoral commission consists of nine members, including:
 - 1) supervisor or supervisors;
 - 2) reviewers;
 - 3) members of the scientific council who hold at least the post-doctoral degree in the discipline in which the candidate applies for the degree of a doctor, or who have powers equivalent to those resulting from holding the post-doctoral degree in that discipline.
5. The scientific council appoints the chairperson and the secretary of the doctoral commission from among its members referred to in sec. 4 point 3.
6. The assistant supervisor may participate in the meetings of the doctoral commission without the right to vote. The participation includes the secret part of the defence of the doctoral dissertation. The assistant supervisor referred to in § 9 sec. 6 cannot be a member of the doctoral commission.
7. The decisions of the doctoral commission issued in the procedure are signed by the chairperson of this commission.

§ 23. [The doctoral committee mode of operation]

1. The doctoral committee issues decisions as per the regulations, which are made in an open vote by an absolute majority of votes in the presence of at least half of the committee members. The committee cannot decide in the absence of the chairperson or the secretary. At the request of a member of the doctoral commission, voting is conducted secretly.
2. The meetings of the doctoral commission are convened and chaired by the chairperson of this commission.
3. The secretary of the doctoral commission is responsible for properly documenting the course of activities undertaken by the doctoral commission.
4. In particularly justified cases, participation in the work of the doctoral commission may take place using technical devices enabling simultaneous and direct transmission of image and sound.

Chapter 8. Doctoral exams

§ 24. [Doctoral exams]

1. The condition for admission to the defence of a doctoral dissertation within a given discipline is positive results of the doctoral examinations, if the scientific council so decides.
2. The scientific council decides on the introduction of the requirement to pass doctoral examinations by way of a resolution adopted by an absolute majority of votes. The resolution referred to in the previous sentence or its amendments shall enter into force at the beginning of the next academic year.

3. If the requirement referred to in par. 1 holds, the candidate takes the doctoral examinations before defending the doctoral dissertation.
4. Doctoral examinations are conducted in:
 - 1) the basic discipline within which he/she applies for the degree of a doctor,
 - 2) selected additional discipline.
5. The list of additional disciplines of choice shall be determined by the scientific council in the resolution referred to in sec. 2.
6. The selection of an additional discipline is made by the candidate as part of the declaration submitted together with the request to initiate the procedure. The template of the declaration is presented in Appendix No. 9.

§ 25. [Exam committees]

1. In the case referred to in § 24 sec. 1, for each procedure, the scientific council shall appoint committees conducting doctoral examinations in the scope of:
 - 1) basic discipline - composed of:
 - a) at least three persons holding the title of the professor in the field of science within the scientific discipline, the post-doctoral degree in the field of the scientific discipline, or persons who have acquired rights equivalent to those resulting from holding the post-doctoral degree in this discipline, and
 - (b) the supervisor or supervisors;
 - 2) additional discipline - composed of at least three persons, where as a minimum one holds the title of a professor in the field of science within the scientific discipline of the dissertation, the post-doctoral degree in the field of the scientific discipline, or has acquired powers equivalent to those resulting from holding the post-doctoral degree in this discipline.
2. From among the members of the committee referred to in para. 1 items 1-2, the scientific council shall appoint the chairperson of these committees.
3. The assistant supervisor may participate without the right to vote in the meetings of the committees conducting doctoral examinations.

§ 26. [Conducting the exams]

1. The dates and form of doctoral examinations shall be determined by the chairperson of the scientific council in consultation with the committees referred to in § 25 sec. 1 point 1-2.
2. The result of the exam may be positive or negative.
3. In the event of a negative result of one of the doctoral examinations, the scientific council, may agree to retake the examination, at the candidate's request, however, not earlier than three months from the date of taking the examination for the first time and only once.

Chapter 9. Dissertation defence, degree award and appeals

§ 27. [Admission to public defence]

1. The scientific council, after getting acquainted with the doctoral dissertation, opinions of supervisors and reviews, issues a decision on admitting the candidate to the defence of the doctoral dissertation.
2. A person with positive reviews from at least two reviewers and positive results of doctoral examinations - if required within the discipline in which the candidate applies for the degree – may be admitted to the defence of the doctoral dissertation.
3. The decision to refuse admission to the defence of a doctoral dissertation may be appealed against to the Council of Scientific Excellence, submitted via the scientific council within seven days from the date of delivery of the decision.

§ 28. [Dissemination of the doctoral dissertation]

1. A designated UMCS employee shall make the following available in the Public Information Bulletin on the UMCS website, not later than 30 days before the date of the defence of the doctoral dissertation:
 - 1) a doctoral dissertation which is a written thesis together with its summary or a description of a doctoral dissertation which is not a written thesis,
 - 2) reviews.
2. In the case of a doctoral dissertation, the subject of which is confidential and legally protected by the law, only reviews are made available, excluding the content covered by the confidentiality. The statement of compliance of the dissertation with the requirement referred to in the previous sentence shall be made by the scientific council at the request of its chairperson, on the basis of the request to initiate the proceedings referred to in § 17.
3. The documents referred to in par. 1 shall be placed in the "POL-on (The Integrated System of Information on Science and Higher Education)" system, referred to in Art. 342 sec. 1 of the Act.

§ 29. [The course of the defence]

1. The defence of a doctoral dissertation takes place at an open meeting of the scientific council or at a meeting of the doctoral committee, if it has been established. In the case of a hearing referred to in § 28 sec. 2, the defence takes place at a closed meeting of the scientific council, or the doctoral committee, without the participation of the audience.
2. The presence of:
 - 1) candidate,
 - 2) supervisor or supervisors;
 - 3) at least two reviewers, and
 - 4) at least half of the members of the scientific council or at least half of the members of the doctoral committee indicated in § 22 sec. 3 point 3.
3. The defence may be carried out with the use of technical devices enabling it to be conducted at a distance with simultaneous direct transmission of image and sound.

4. The framework course of the defence of the doctoral dissertation is presented in Appendix 10.

§ 30. [Voting]

1. Having completed the open part of the defence of the doctoral dissertation, within the classified part, the scientific council, after conducting a discussion, issues a decision on accepting this defence.
2. Having reached the decision referred to in par. 1, the chairperson of the scientific council shall provide the candidate with the result of the vote on acceptance of the defence, and in the case of acceptance of the defence, also information on the field and discipline in which the candidate is to obtain a doctoral degree.
3. If the defence of the doctoral dissertation took place before the doctoral committee:
 - 1) if the defence is accepted:
 - a) the committee prepares a request to the scientific council for the award of a degree, containing factual and legal justification of the case,
 - b) the chairperson of the doctoral committee informs the candidate about the field and discipline in which the candidate is to obtain a doctoral degree and informs them about the submission to the scientific council of a draft decision on awarding a doctoral degree on the candidate;
 - 2) if the defence is not accepted, the chairperson of the doctoral committee informs the candidate that the defence of the doctoral dissertation has not been accepted by the committee and informs the scientific council about the submission to the scientific council of a request for refusal to award the degree, containing factual and legal justification of the case;
 - 3) once the defence of the doctoral dissertation is completed, the chairperson of the doctoral committee shall immediately submit all documentation of the proceedings to the chairperson of the scientific council.

§ 31. [The scientific council decision issuing]

1. The scientific council shall award the degree of a doctor or refuse to award it by way of an administrative decision signed by the chairperson of the council.
2. On the basis of the decision referred to in § 30 sec. 1, and in the case referred to in § 30 sec. 3 also on the basis of the request referred to in § 30 sec. 3 point 1, the scientific council shall issue a decision on awarding the degree of a doctor to the candidate. The scientific council is not bound by the content of the request referred to in the previous sentence.
3. The decision referred to in par. 2 shall be issued by the scientific council immediately after positive result of the doctoral defence, and in the case referred to in § 30 sec. 3, within 30 days from the date of the defence.
4. Before issuing a decision, the scientific council may request the chairperson or secretary of the doctoral committee to present the course of the proceedings and the public defence of the doctoral dissertation.

5. Members of the scientific council holding the title of professor or the academic post-doctoral degree shall take part in voting on the award of the degree of a doctor. Decisions are taken in a secret ballot by an absolute majority of votes in the presence of at least half of those entitled to vote.

§ 32. [Appeal submission mode]

1. The decision to refuse the degree of a doctor may be appealed against to the Council of Scientific Excellence through the scientific council that issued the decision.
2. The deadline for lodging an appeal is 30 days from the date of delivery of the decision.
3. After the appeal has been lodged, the chairperson of the scientific council shall instruct the doctoral committee or at least three members of this council to prepare an opinion on the legitimacy of the appeal within a period not longer than two months from the date of lodging the appeal.
4. On the basis of the opinion referred to in par. 3, the scientific council:
 - 1) may repeal or amend the contested decision - if it considers that the appeal deserves to be considered in its entirety, in particular in the case of obvious formal and legal errors of the issued decision, or
 - 2) adopts the opinion referred to in par. 3, by way of a resolution and submits the appeal to the Scientific Excellence Council together with its opinion and case files
- within three months from the date of submitting the appeal.

Chapter 10. Fees

§ 33. [Rules for determining the costs of proceedings]

1. A candidate who is not an academic teacher employed at UMCS pays a fee for conducting the procedure for awarding a doctoral degree, subject to § 34 sec. 3. The fee is paid to UMCS.
2. The amount of the fee indicated in sec. 1 may not exceed the costs of the proceedings, which include the costs of remuneration and the costs of administrative services for the proceedings.
3. The remuneration costs include the following remuneration rates:
 - 1) each supervisor appointed in the procedure - 83% of the professor's remuneration;
 - 2) assistant supervisor - 50% of the professor's remuneration;
 - 3) each reviewer appointed in the procedure - 27% of the professor's remuneration.
4. The supervisor's and assistant supervisor's remuneration shall be paid after the completion of the procedure for awarding the degree of a doctor, as a result of which it was completed.
5. The reviewer's remuneration is paid after a review that meets the requirements referred to in § 21 has been prepared and submitted to UMCS.
6. The scope and amount of the administrative costs of the proceedings are determined by the Rector by way of an Resolution.
7. The final amount of the costs of the proceedings is determined by the date of completion of the proceedings.
8. A professor's salary is understood as the amount of the professor's minimum salary specified in the regulation issued on the basis of art. 137 sec. 2 of the Act.

9. Prior to the initiation of the procedure, an agreement is concluded with a candidate who is not an employee of UMCS and prepares a dissertation on an extramural basis, specifying the rules of payment for conducting the procedure for awarding a doctoral degree at UMCS.

§ 34. [Fee waivers]

1. The fee does not refer to a person applying for a doctoral degree who has completed education at a doctoral school and doctoral students who started doctoral studies before the academic year 2019/2020.
2. In the case of an academic teacher or a researcher employed at UMCS, the costs of the proceedings shall be borne by UMCS, on the terms specified in the Rector's Resolution.
3. If the candidate is an academic teacher or a researcher who is not an employee of UMCS, the cost of the procedure shall be borne by the university employing them, the institute of the Polish Academy of Sciences, a research institute or an international institute.
4. In justified cases dictated in particular by a difficult financial situation, at the request of the candidate, the Rector may exempt the candidate from paying the fee in whole or in part.

Chapter 11. Special and Final Provisions

§ 35. [Joint degree awarding]

1. The degree of a doctor in a given discipline may also be awarded jointly by UMCS and another university, an institute of the Polish Academy of Sciences, a research institute, or an international institute in the discipline, provided that each of the units cooperating in this field has a scientific category of A+, A or B+ in a given discipline, including the participation of foreign entities authorized to award doctoral degrees in the discipline in which the degree is awarded.
2. The rules of cooperation are specified in a written agreement, which in particular indicates the entity responsible for entering data into the system referred to in Art. 342 sec. 1 of the Act.

§ 36. [Interdisciplinary dissertation]

1. If the doctoral dissertation covers scientific or artistic issues from more than one scientific or artistic discipline, before initiating the procedure for awarding a doctoral degree, the Rector, at the request of the supervisor, appoints an evaluation team to indicate the discipline that prevails within the scientific issues covered by the doctoral dissertation.
2. The evaluation team consists of at least three academic teachers employed at UMCS who hold the title of professor or the post-doctoral degree. The evaluation team settles the matter by way of a resolution adopted by a simple majority of votes.
3. Subject to sec. 4, the request for the initiation of the procedure for the award of the degree of a doctor should be submitted to the scientific council competent for the prevailing discipline referred to in sec. 1.
4. In the case referred to in par. 1, if the doctoral dissertation covers scientific issues from more than one scientific discipline within a given field of science and it is not possible to indicate

the prevailing discipline, the degree of a doctor shall be awarded in the field of science, subject to sec. 5.

5. In the case referred to in par. 4, the degree of a doctor may be awarded in a field of science if UMCS has a scientific category of A+, A or B+ in more than half of the disciplines included in that field.
6. In the case referred to in par. 4, the UMCS body competent to award the degree of a doctor in the field is the Senate, to which the provisions of the regulations on the scientific council shall apply accordingly.

§ 37. [Transition period]

1. In the case of persons who started their doctoral studies before the academic year 2019/2020 and apply for a doctoral degree on the terms established in the Act, the procedure for awarding a doctoral degree shall be initiated by submitting a request for the appointment of a supervisor or supervisors. In the case referred to in the previous sentence, the provisions of § 11 shall apply accordingly, however, the certificate referred to in § 7 sec. 3 is not required.
 - 1a. Regarding candidates who started doctoral studies before the academic year 2019/2020 and applied for a doctoral degree on the terms described in the Act, provision § 18 sec. 1, sec. 2 sentence 1 para. 3-4 does not apply.
2. In the case of persons who started their doctoral studies before the academic year 2019/2020 and have applied for a doctoral degree on terms described in the Act, the learning outcomes in the field of modern foreign language knowledge are confirmed on the terms applicable before the date of entry into force of the regulations.
3. In proceedings initiated by December 31, 2020, the achievements referred to in § 4 sec. 1 point 3, also include:
4. 1) scientific articles published:
 - a) in scientific journals or peer-reviewed materials from international conferences, included in the list drawn up in accordance with the provisions issued on the basis of Art. 267 sec. 2 point 2 lit. b of the Act, before the date of publication of this list,
 - b) before January 1, 2019 in scientific journals that were included in part A or C of the list of scientific journals established on the basis of regulations issued pursuant to Art. 44 sec. 2 of the Act of April 30, 2010 regarding financing of science (Journal of Laws of 2018, item 87, as amended) and announced in the announcement of the Minister of Science and Higher Education of January 25, 2017, or were included in part B of the list, with at least 10 points for scientific articles published therein;
- 3) scientific monographs published by:
 - a) a publishing house included in the list drawn up in accordance with the provisions issued on the basis of art. 267 sec. 2 point 2 lit. and of the Act, before the date of publication of this list,
 - b) an organizational unit of the entity whose publishing house is included in the list drawn up in accordance with the provisions issued on the basis of Art. 267 sec. 2 point 2 lit. and the Act.

§ 38. [Request of the KPA]

The provisions of the Code of Administrative Procedure (KPA) shall apply accordingly in the proceedings for the award of the degree of a doctor to the extent not regulated in the Act.

§ 39. [Personal data]

UMCS provides the candidate with information on the processing of personal data referred to in art. 13 sec. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Regulation on data protection).

§ 40. [Entry into force]

The Regulations come into force on October 1, 2019 and apply to proceedings for the award of a doctoral degree initiated from that date.

Załącznik nr 1 – Wzór wniosku o przeprowadzenie weryfikacji efektów uczenia się

Lublin, dnia [data]

[Imię i nazwisko kandydata]

[Nr PESEL]

[Adres do korespondencji]

[Nr telefonu]

[E-mail]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Wniosek o przeprowadzenie weryfikacji efektów uczenia się dla kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji

Zwracam się z wnioskiem o przeprowadzenie weryfikacji efektów uczenia się dla kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji, w związku z planowanym wszczęciem postępowania o nadanie stopnia doktora w dyscyplinie [nazwa dyscypliny].

Oświadczam, że zapoznałem się z klauzulą informacyjną, o której mowa w § 39 Regulaminu przeprowadzania postępowań w sprawie nadania stopnia doktora w Uniwersytecie Marii Curie-Skłodowskiej w Lublinie.

.....
Podpis kandydata

Załączniki:

- 1) Poświadczona przez UMCS za zgodność z oryginałem kopia dyplomu potwierdzającego posiadanie tytułu zawodowego magistra lub równorzędnego;
- 2) [Inne]

Załącznik nr 2 – Wzór zaświadczenia o uzyskaniu kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji

Lublin, dnia [data]

[Imię i nazwisko kandydata]

[Nr PESEL]

[Adres do korespondencji]

ZAŚWIADCZENIE

W związku z wnioskiem [Imię i nazwisko kandydata] z dnia [Data złożenia wniosku] o przeprowadzenie weryfikacji efektów uczenia się dla kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji, Komisja egzaminacyjna w składzie [stopnie, imiona i nazwiska członków komisji], powołana przez Przewodniczącego rady naukowej [nazwa] UMCS w dniu [Data powołania], działając na podstawie § 6 Regulaminu przeprowadzania postępowań w sprawie nadania stopnia doktora w UMCS, po przeprowadzeniu weryfikacji:

potwierdza, że [Pan/Pani] [imię i nazwisko] [uzyskał/a] efekty uczenia się dla kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji, uprawniające [go/ją] do ubiegania się o nadanie stopnia doktora.

Zaświadczenie jest ważne wyłącznie w UMCS i przez okres 3 lat od dnia wydania.

.....

Przewodniczący Komisji egzaminacyjnej

Załącznik nr 3 – Wzór wniosku o wyznaczenie promotora

Lublin, dnia [data]

[Imię i nazwisko kandydata]
[Nr PESEL]
[Adres do korespondencji]
[Nr telefonu]
[E-mail]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Wniosek o wyznaczenie promotora/promotorów/promotora i promotora pomocniczego¹

Zwracam się z wnioskiem o wyznaczenie promotora/promotorów/promotora i promotora pomocniczego². Wobec wniosku proponuję następujące osoby:

1. [Stopień/tytuł] [Imię i nazwisko] – do pełnienia funkcji promotora
2. [Stopień/tytuł] [Imię i nazwisko] – do pełnienia funkcji promotora
3. Dr [Imię i nazwisko] – do pełnienia funkcji promotora pomocniczego³

Uzasadnienie wyboru wskazanych wyżej kandydatów⁴:

[Uzasadnienie]

Oświadczam, że zapoznałem się z klauzulą informacyjną, o której mowa w § 39 Regulaminu przeprowadzania postępowań w sprawie nadania stopnia doktora w Uniwersytecie Marii Curie-Skłodowskiej w Lublinie.

.....
Podpis kandydata

Załączniki:

- 1) Koncepcja rozprawy doktorskiej obejmująca temat pracy i uzasadnienie jego wyboru, główne założenia badawcze, cel rozprawy, przewidywane metody badawcze i przewidywany termin złożenia rozprawy;
- 2) Dorobek naukowy kandydata na promotora – w przypadku kandydata niezatrudnionego w UMCS;
- 3) Oświadczenie kandydata na promotora o spełnianiu wymagań do pełnienia funkcji promotora;
- 4) Zaświadczenie o pozytywnej weryfikacji efektów uczenia się dla kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji wydane w UMCS;
- 5) Pisemne zgody kandydatów na promotora lub promotora pomocniczego;
- 6) [Inne załączniki]

¹ Niepotrzebne skreślić.

² Niepotrzebne skreślić.

³ Należy wskazać odpowiednio jednego kandydata na promotora albo kilku kandydatów na promotorów albo jednego kandydata na promotora i jednego kandydata na promotora pomocniczego.

⁴ Należy podać uzasadnienie dla każdego ze wskazanych kandydatów, z uwzględnieniem ich dotychczasowego dorobku naukowego i doświadczenia w zakresie pełnienia funkcji promotora lub promotora pomocniczego.

Załącznik nr 4 – Oświadczenie kandydata na promotora

Lublin, dnia [data]

[Tytuł/stopień, imię i nazwisko kandydata na promotora]

[Nazwa jednostki zatrudniającej kandydata na promotora]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Oświadczenie kandydata na promotora

Niniejszym oświadczam, że spełniam wymogi do pełnienia funkcji promotora określone w art. 190 ust. 4 lub 5 Ustawy z dnia 20 lipca 2018 roku – Prawo o szkolnictwie wyższym i nauce (Dz.U. z 2018 roku poz. 1668 z późn. zm.) oraz w Regulaminie przeprowadzania postępowań w sprawie nadania stopnia doktora w Uniwersytecie Marii Curie-Skłodowskiej w Lublinie, a w szczególności w okresie ostatnich 5 lat:

- 1) nie byłem promotorem 4 doktorantów, którzy zostali skreśleni z listy doktorantów z powodu negatywnego wyniku oceny śródkresowej;
- 2) nie sprawowałem opieki nad przygotowaniem rozprawy przez co najmniej 2 osoby ubiegające się o stopień doktora, które nie uzyskały pozytywnych recenzji, o których mowa w art. 191 ust. 1 ustawy.

Ponadto oświadczam, że nie zostałem ukarany karą dyscyplinarną pozbawienia prawa do wykonywania zadań promotora, o której mowa w art. 276 ust. 1 pkt 4 ustawy / byłem ukarany karą dyscyplinarną pozbawienia prawa do wykonywania zadań promotora, o której mowa w art. 276 ust. 1 pkt 4 ustawy, ale okres jej trwania zakończył się z dniem [data zakończenia kary]. ^(niepotrzebne skreślić)

.....
Podpis

Załącznik nr 5 – Oświadczenie o współautorstwie

Lublin, dnia [data]

[Imię i nazwisko kandydata lub współautora pracy]

[Nr PESEL]

[Adres do korespondencji]

[Nr telefonu]

[E-mail]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Oświadczenie o współautorstwie

Niniejszym oświadczam, że w pracy [autorzy, rok wydania, tytuł, czasopismo lub wydawca, tom, strony] mój udział polegał na [szczegółowy opis wkładu kandydata lub współautora w powstawaniu pracy].

.....

Podpis

Załącznik nr 6 – Wzór wniosku o wszczęcie postępowania w sprawie nadania stopnia doktora

Lublin, dn. [data]

[Imię i nazwisko kandydata]

[Nr PESEL]

[Adres do korespondencji]

[Nr telefonu]

[E-mail]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Wniosek o wszczęcie postępowania w sprawie nadania stopnia doktora

Zwracam się z wnioskiem o wszczęcie postępowania w sprawie nadania mi stopnia doktora w dziedzinie [nazwa dziedziny] i dyscyplinie [nazwa dyscypliny]. Jednocześnie oświadczam, że przedmiot mojej rozprawy doktorskiej stanowi tajemnicę prawnie chronioną, o której mowa w art. 188 ust. 2 ustawy. (w przypadku ubiegania się o nadanie stopnia w dziedzinie należy wskazać samą dziedzinę. Jeżeli nie dotyczy, zdanie drugie należy pominąć.)

Oświadczam, że zapoznałem się z klauzulą informacyjną, o której mowa w § 39 Regulaminu przeprowadzania postępowań w sprawie nadania stopnia doktora w Uniwersytecie Marii Curie-Skłodowskiej w Lublinie.

.....
Podpis kandydata

Załączniki:

- 1) Rozprawa doktorska wraz z załącznikami, o których mowa w § 15 Regulaminu;
- 2) Pozytywna opinię promotora lub pozytywne opinie promotorów, o których mowa w § 16 Regulaminu;
- 3) Życiorys naukowy kandydata;
- 4) Kopia dokumentu potwierdzającego posiadanie tytułu zawodowego magistra, magistra inżyniera albo równorzędnego lub kopię dyplomu, o którym mowa w art. 326 ust. 2 pkt 2 lub art. 327 ust. 2 ustawy, dającego prawo do ubiegania się o nadanie stopnia doktora w państwie, w którego systemie szkolnictwa wyższego działa uczelnia, która go wydała (oryginał do wglądu);
- 5) Kopia suplementu do dyplomu, o którym mowa w pkt 4 – jeżeli został wydany (oryginał do wglądu);
- 6) Oświadczenie o braku suplementu – jeżeli suplement nie został wydany;
- 7) Wykaz prac naukowych i twórczych prac zawodowych oraz informacja o działalności popularyzującej naukę;
- 8) Informację o przebiegu przewodu doktorskiego lub innego postępowania w sprawie nadania stopnia doktora - jeżeli kandydat ubiegał się uprzednio o nadanie stopnia doktora;
- 9) Zaświadczenie o uzyskaniu przez kandydata efektów uczenia się dla kwalifikacji na poziomie 8. Polskiej Ramy Kwalifikacji, o którym mowa w § 7 ust. 5 – w przypadku kandydatów przygotowujących rozprawę doktorską w trybie eksternistycznym;
- 10) Nośnik elektroniczny zawierający elektroniczne wersje wszystkich załączników;

Załącznik nr 7 – Oświadczenie o braku suplementu do dyplomu

Lublin, dn. [data]

[Imię i nazwisko kandydata]

[Nr PESEL]

[Adres do korespondencji]

[Nr telefonu]

[E-mail]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Oświadczenie o braku suplementu do dyplomu

Niniejszym oświadczam, że nie został mi wydany suplement do dyplomu potwierdzającego posiadanie tytułu zawodowego magistra, magistra inżyniera albo równorzędnego.

.....
Podpis kandydata

Załącznik nr 8 - Wykaz certyfikatów potwierdzających znajomość nowożytnego języka obcego

1. Certyfikat potwierdzający znajomość języka obcego wydany przez Krajową Szkołę Administracji Publicznej w wyniku lingwistycznego postępowania sprawdzającego.
2. Certyfikaty potwierdzające znajomość języków obcych co najmniej na poziomie B2 w skali globalnej biegłości językowej według „Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) – Europejski system opisu kształcenia językowego: uczenie się, nauczanie, ocenianie (ESOKJ)”:
 - 1) certyfikaty wydane przez instytucje stowarzyszone w Association of Language Testers in Europe (ALTE) – poziomy ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), w szczególności:
 - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – co najmniej Pass, 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), poziomy 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) Certyfikat znajomości języka słoweńskiego na poziomie średniozaawansowanym/Certificate of Slovene on the Intermediate Level (B2), Certyfikat znajomości języka słoweńskiego na poziomie zaawansowanym/Certificate of Slovene on the Advanced Level (C1);
- 2) certyfikaty następujących instytucji:
- a) Educational Testing Service (ETS) – w szczególności certyfikaty: Test of English as a Foreign Language (TOEFL) – co najmniej 87 pkt w wersji Internet-Based Test (iBT); Test of English as a Foreign Language (TOEFL) – co najmniej 180 pkt w wersji Computer-Based Test (CBT) uzupełnione o co najmniej 50 pkt z Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – co najmniej 510 pkt w wersji Paper-Based Test (PBT) uzupełnione o co najmniej 3,5 pkt z Test of Written English (TWE) oraz o co najmniej 50 pkt z Test of Spoken English (TSE); Test of English for International Communication (TOEIC) – co najmniej 700 pkt; Test de Français International (TFI) – co najmniej 605 pkt,
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – w szczególności certyfikaty: 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) – poziom „Communicator”, poziom „Expert”, poziom „Mastery”; 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; Spoken English Test (SET) for Business – Stage B poziom „Communicator”, Stage C poziom „Expert”, Stage C poziom „Mastery”; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
 - d) Edexcel, Pearson Language Tests, Pearson Language Assessments – w szczególności certyfikaty: 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),
 - e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – w szczególności certyfikaty: 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 – poziom „Pass with Credit”, poziom „Pass with Distinction”,
 - f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – w szczególności certyfikaty: International English Language Testing System IELTS – powyżej 6 pkt,
 - g) Chambre de commerce et d'industrie de Paris (CCIP) – w szczególności certyfikaty: 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,
 - h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – w szczególności certyfikat Prüfung Wirtschaftsdeutsch International (PWD) (C1),

- i) Kultusministerkonferenz (KMK) – w szczególności certyfikat Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
 - j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) – w szczególności certyfikaty: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) – B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
 - k) Hochschulrektorenkonferenz (HRK),
 - l) Società Dante Alighieri – w szczególności certyfikaty: PLIDA B2, PLIDA C1, PLIDA C2,
 - m) Università degli Studi Roma Tre – w szczególności certyfikaty: Int.It (B2), IT (C2),
 - n) Università per Stranieri di Siena – w szczególności certyfikaty: 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,
 - o) Państwowy Instytut Języka Rosyjskiego im. A. S. Puszkina,
 - p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
 - q) Univerzita Karlova v Praze,
 - r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca – centrum pre slovenčinu ako cudzí jazyk,
 - s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
 - t) Rada Koordynacyjna do spraw Certyfikacji Biegłości Językowej Uniwersytetu Warszawskiego;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – w szczególności certyfikaty: 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.
3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) – poziom HSK (Advance).
4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate – poziom 1 (Advance).
5. Dyplomy ukończenia:
- 1) studiów wyższych w zakresie filologii obcych lub lingwistyki stosowanej;
 - 2) nauczycielskiego kolegium języków obcych;
 - 3) Krajowej Szkoły Administracji Publicznej.
6. Wydany za granicą dokument potwierdzający uzyskanie stopnia lub tytułu naukowego albo stopnia lub tytułu w zakresie sztuki – uznaje się język wykładowy instytucji prowadzącej kształcenie.
7. Dokument potwierdzający ukończenie studiów wyższych lub studiów podyplomowych za granicą lub w Rzeczypospolitej Polskiej – uznaje się język wykładowy, jeżeli językiem wykładowym był wyłącznie język obcy.
8. Wydany za granicą dokument uznany za równoważny świadectwu dojrzałości – uznaje się język wykładowy.
9. Dyplom Matury Międzynarodowej (International Baccalaureate Diploma).

10. Dyplom Matury Europejskiej (European Baccalaureate).
11. Zaświadczenie o zdany egzaminie resortowym w:
- 1) Ministerstwie Spraw Zagranicznych;
 - 2) urzędzie obsługującym ministra właściwego do spraw gospodarki, Ministerstwie Współpracy Gospodarczej z Zagranicą, Ministerstwie Handlu Zagranicznego oraz Ministerstwie Handlu Zagranicznego i Gospodarki Morskiej;
 - 3) Ministerstwie Obrony Narodowej – poziom 3333, poziom 4444 według STANAG 6001.
12. Wydane przez Krajową Szkołę Administracji Publicznej świadectwo potwierdzające kwalifikacje do pracy na wysokim stanowisku państwowym.
13. Dokument potwierdzający wpis na listę tłumaczy przysięgłych w Rzeczypospolitej Polskiej lub dokument potwierdzający posiadanie uprawnień tłumacza przysięgłego w innym państwie członkowskim Unii Europejskiej, państwie członkowskim Europejskiego Porozumienia o Wolnym Handlu (EFTA) – strony umowy o Europejskim Obszarze Gospodarczym lub w Konfederacji Szwajcarskiej.
14. Certyfikat znajomości języka obcego nowożytnego na poziomie B2 wydany przez jednostkę organizacyjną UMCS prowadzącą kształcenie w zakresie języków obcych, po przeprowadzeniu egzaminu przed komisją egzaminacyjną składającą się z co najmniej trzech osób nauczających języka obcego w szkole wyższej, w tym co najmniej jednej posiadającej stopień doktora.

Załącznik nr 9 – Oświadczenie o wyborze dyscypliny dodatkowej

Lublin, dn. [data]

[Imię i nazwisko kandydata]

[Nr PESEL]

[Adres do korespondencji]

[Nr telefonu]

[E-mail]

**Rada naukowa Instytutu [nazwa]
Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie**

Oświadczenie o wyborze dyscypliny dodatkowej

Niniejszym oświadczam, że w celu przeprowadzenia egzaminu doktorskiego z dyscypliny dodatkowej wybieram dyscyplinę [nazwa dyscypliny].

.....
Podpis kandydata

Załącznik nr 10 – Ramowy przebieg obrony rozprawy doktorskiej

Obrona dzieli się na trzy następujące części:

1) Pierwsza część jawna:

- a) promotor przedstawia życiorys naukowy kandydata,
- b) kandydat prezentuje główne tezy rozprawy doktorskiej,
- c) recenzenci przedstawiają recenzje rozprawy doktorskiej,
- d) w przypadku nieobecności recenzenta, przewodniczący rady naukowej lub inna osoba wskazana przez przewodniczącego odczytuje recenzję,
- e) kandydat udziela odpowiedzi na pytania recenzentów,
- f) członkowie rady naukowej kierują pytania do kandydata,
- g) kandydat udziela odpowiedzi na pytania członków rady naukowej,
- h) pozostałe osoby obecne na obronie mogą skierować pytania do kandydata,
- i) kandydat udziela odpowiedzi na postawione pytania;

2) Część niejawna:

- a) rada naukowa przeprowadza dyskusję nad publiczną obroną,
- b) członkowie rady naukowej dokonują głosowania w sprawie przyjęcia publicznej obrony,
- c) sekretarz liczy głosy i przekazuje przewodniczącemu rady informację o wyniku głosowania,
- d) komisja doktorska przygotowuje wniosek do rady naukowej w sprawie nadania stopnia doktora (jeżeli powołano komisję doktorską),
- e) na zgodny wniosek dwóch recenzentów, o którym mowa w § 21 ust. 5 regulaminu, rada naukowa podejmuje w głosowaniu tajnym, bezwzględną większością głosów, uchwałę o wystąpieniu z wnioskiem o przyznanie przez rektora wyróżnienia za szczególnie wysoki poziom naukowy rozprawy doktorskiej;

3) Druga część jawna:

- a) przewodniczący rady naukowej ogłasza wynik głosowania,
- b) w przypadku przyjęcia obrony przewodniczący rady naukowej informuje także kandydata o dziedzinie i dyscyplinie, w której kandydat ma uzyskać stopień doktora (jeżeli powołano komisję doktorską, jej przewodniczący dodatkowo informuje kandydata o przedstawieniu radzie naukowej projektu decyzji o nadaniu stopnia doktora),
- c) w przypadku nieprzyjęcia obrony przewodniczący rady naukowej informuje kandydata o nieprzyjęciu obrony rozprawy doktorskiej (jeżeli powołano komisję doktorską, jej przewodniczący dodatkowo informuje kandydata o przedstawieniu radzie naukowej projektu decyzji o odmowie nadaniu stopnia doktora).

W przypadku powołania komisji doktorskiej w postępowaniu, powyższe czynności w trakcie obrony rozprawy doktorskiej odnoszące się do rady naukowej stosuje się odpowiednio do komisji doktorskiej.