

**Procedure for completion of education and submission of a dissertation thesis  
at the Doctoral Schools of the UMCS**

- 1.** At least 14 days prior to the scheduled completion of education, the doctoral student shall submit the title of the doctoral dissertation in Polish and English to the office of the Doctoral School.
- 2.** Doctoral Schools' Office employee enters the doctoral dissertation title, confirmed by the doctoral student, into the University's Student Support System (USOS) in Polish and English language.
- 3.** The doctoral student uploads the electronic version of the doctoral dissertation to the Doctoral Dissertation Archive (APD).
- 4.** The doctoral student submits to the Doctoral School Office:
  - (a) one copy of the doctoral dissertation, checked with the anti-plagiarism system, thermobinded in double-sided printing; a template of the title page is attached to the to the procedure;
  - (b) a printout from the anti-plagiarism report, accepted and signed by the supervisor(s)/assistant supervisor;
  - (c) a written opinion of the supervisor(s), on the submitted doctoral dissertation, together with an indication of whether the dissertation meets the requirements specified in § 13 and 14 of the Regulations for the Conduct of Proceedings for the Award of a Doctoral Degree at the Maria Curie Skłodowska University in Lublin, which is submitted to the Director of the Doctoral School.
- 5.** Achievement of learning outcomes for qualifications at level 8 of the Polish Qualification Framework shall be confirmed by a certificate issued by the Doctoral School.
- 6.** In order to receive a certificate of completion of the Doctoral School, it is necessary to submit the documents referred to in section 4, a doctoral student's card and a completed circulation card.
- 7.** A certificate of completion of the Doctoral School, together with a supplement confirming the achievement of learning outcomes for qualifications at level 8 of the Polish Qualification Framework, shall be issued within 30 days from the date of submission of the documents indicated in points 4 and 6. The specimen of the certificate shall be specified by an ordinance of the Rector of UMCS.
- 8.** Upon receipt of the certificate of completion of the doctoral school, the Doctoral Student shall submit the required number of copies to the appropriate Scientific Council of the Institute .