

## **Circular letter no. 1**

**of the Dean of the International Environmental Doctoral School (IEDS) associated with the Centre for Polar Studies at the University of Silesia in Katowice of 3<sup>rd</sup> July 2023 on defining the procedure for the completion of education at IEDS and the initiation of the procedure for granting a doctoral degree at IEDS Entities at the request of an IEDS participant.**

Pursuant to § 20(3) of the *Organisational Rules and Regulations of the University of Silesia in Katowice* (uniform text, Annex to the notice of the Rector of the University of Silesia of 3<sup>rd</sup> April 2023) in connection with § 63(3) of the *Statute of the University of Silesia in Katowice* (uniform text, Annex to the notice of the Rector of the University of Silesia of 1<sup>st</sup> July 2021) and § 2(1) of *circular letter no. 8* of the Rector of the University of Silesia in Katowice of 26<sup>th</sup> June 2023 *on defining the procedure for the completion of education at doctoral schools of the University of Silesia in Katowice and the initiation of the procedure for granting a doctoral degree at the request of a participant of the doctoral school at the University of Silesia in Katowice*, I hereby determine as follows:

### **§ 1**

#### **[glossary]**

The terms used in the following provisions shall mean:

- 1) the Act - the Act of 20<sup>th</sup> July 2018 - Law on higher education and science;
- 2) US - the University of Silesia in Katowice;
- 3) IEDS - the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice;
- 4) IEDS Entities - the entities conducting jointly IEDS, i.e. the University of Silesia in Katowice, the Institute of Geophysics of the Polish Academy of Sciences, the Institute of Mathematics of the Polish Academy of Sciences and the Institute of Oceanology of the Polish Academy of Sciences;
- 5) Agreement - agreement of the IEDS Entities on the principles of functioning and financing of IEDS associated with the Centre for Polar Studies at the University of Silesia;
- 6) interdisciplinary committee - the Interdisciplinary Committee for Degrees in Arts and Sciences referred to in title II, chapter 6 of the statute of the University of Silesia in Katowice;

- 7) competent body - the scientific council of the institute of the University of Silesia competent for the discipline of science in which a doctoral degree is to be granted, or the interdisciplinary committee of the University of Silesia when a doctoral degree is to be granted in a field of science or when the interdisciplinary committee is competent for the conferment of a doctoral degree in a discipline of science instead of the scientific council of the institute which has fewer than 5 members employed as professors or associate professors; or the competent body for granting a doctoral degree of the IEDS Entity other than the University of Silesia;
- 8) competent body office - the office for evaluation and service of institute of the scientific council of the US institute competent for the discipline of science in which a doctoral degree is to be granted, or the Scientific Excellence Office (a unit of the US Science Department) when the interdisciplinary committee is the competent body for granting the doctoral degree, or the unit competent for administrative service of the competent bodies for conferring the degree in IEDS Entities other than US;
- 9) IEDS office - the office of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice;
- 10) doctoral student - a person undergoing education at IEDS;
- 11) applicant - a person who has applied to a competent body or the IEDS Entity other than US for granting a doctoral degree after completing education at IEDS;
- 12) PQF - the Polish Qualification Framework as referred to in the Act of 22<sup>nd</sup> December 2015 on the Integrated Qualification System;
- 13) US USOS system - the IT system for handling the course of studies at the University of Silesia in Katowice together with associated applications;
- 14) IRP - Individual Research Plan

## § 2

### **[Completion of education at IEDS]**

1. The procedure for the completion of education of an applicant who has been educated at IEDS and intends to obtain a doctoral degree through joint doctoral procedure shall be carried out on the basis of the provisions of the Act, the resolution of the Senate of the University of Silesia on determination of the Rules and Regulations of IEDS in force at the University of Silesia issued pursuant to Article 205 of the Act with due regard to the procedure specified below in sub-s. 3 - 5 and the written agreement concluded between the entities intending to confer a doctoral degree jointly.

2. The procedure for the completion of education of a person who has been educated at IEDS shall be carried out on the basis of the provisions of the Act and the resolution of the Senate of the University of Silesia on determination of the Rules and Regulations of IEDS in force at the University of Silesia issued pursuant to Article 205 of the Act with regard to the procedure specified below in sub-s. 3 - 5.

3. The education of a doctoral student at IEDS shall be completed with:

1) obtaining all credits required in their curriculum with the effect of obtaining learning outcomes for qualifications at PQF level 8;

2) the collection of publication achievements corresponding to the requirements specified in the IEDS Rules and Regulations applicable to them and in the Act for the initiation of the procedure for granting a doctoral degree;

3) submission to the IEDS Council in two copies and in a digital version of the doctoral dissertation together with a positive opinion of the supervisor(s) within the time limit specified in the IRP;

4) acceptance of the doctoral dissertation by the IEDS Council.

4. In the account of a doctoral student in the US USOS system, who has fulfilled all the requirements specified in sub-s. 3, the IEDS office shall annotate in the comments tab:

1) a doctoral student has completed the IEDS curriculum applicable to them with the effect of obtaining learning outcomes for qualifications at PQF level 8;

2) a doctoral student has submitted the doctoral dissertation within the deadline specified in the IRP;

3) the doctoral dissertation has been accepted by the IEDS Council.

5. The IEDS office shall issue to a doctoral student who has fulfilled all the requirements specified in sub-s. 3:

1) a certificate confirming the completion of education at IEDS with obtaining the learning outcomes for qualifications at PQF level 8;

2) one copy of the submitted doctoral dissertation, including annotations of acceptance of the dissertation by the IEDS Council;

3) a copy of the certificate of appointment for a doctoral student of a supervisor or supervisors or a supervisor and an auxiliary supervisor certified by the IEDS office as a true copy of the original.

6. A sample of the certificate referred to in sub-s. (5)(1) is annexed to this circular letter.

7. A doctoral student who submits the doctoral dissertation to the IEDS Council during education at IEDS shall not be charged for the costs of the procedure for granting a doctoral

degree. Under the Agreement, the costs of the procedure for granting a doctoral degree shall be paid by the IEDS Entity to which a doctoral student is affiliated.

### § 3

#### **[Initiation of the procedure for granting a doctoral degree at IEDS Entities]**

1. Once the documents referred to in § 2 (5) have been issued, a doctoral student shall be entitled to initiate the procedure for granting a doctoral degree in one of the IEDS Entities. A doctoral student shall initiate the procedure referred to in the first sentence without undue delay.
2. Procedure for granting a doctoral degree in the IEDS Entity other than US shall be initiated by an application of a person applying for the initiation of such procedure which meets the formal requirements specified in the Act and in the regulations on the detailed procedure for granting a doctoral degree in force in the IEDS Entity issued pursuant to Article 192(2) of the Act.
3. Procedure for granting a doctoral degree at US shall be initiated by an application of a person applying for the initiation of such procedure which meets the formal requirements specified in the Act and in the regulations on the detailed procedure for granting a doctoral degree in force at US, issued pursuant to Article 192 (2) of the Act, taking into account the procedure specified in sub-s. 4 - 7 below.
4. A doctoral student shall submit the dissertation referred to in § 2 (5) (2) and the positive opinion of a supervisor or the positive opinions of the supervisors to the office of the competent body together with the application for the initiation of the procedure for granting a doctoral degree. The submission of the doctoral dissertation and the opinion of a supervisor or supervisors takes place according to the rules and procedure specified in the regulations on the introduction of the procedure for the submission of doctoral dissertations and verification of their independent preparation in force at US issued pursuant to Article 188 (4) of the Act.
5. In the case of an applicant for granting a doctoral degree who does not possess the relevant certificate or diploma of graduation, the competent body shall conduct an exam confirming knowledge of a modern foreign language at the B2 language proficiency level.
6. The competent body shall refuse to initiate the procedure for granting a doctoral degree if the person who has applied for the initiation of procedure does not meet the requirements set out in Article 186 (1) (1-3) or (2) of the Act or the requirement referred to in the second sentence of Article 189 (1) of the Act. The decision to refuse to initiate the procedure may be appealed against to the Scientific Excellence Council.

7. When the interdisciplinary committee is competent to grant a doctoral degree, once the procedure for granting a doctoral degree has been initiated, the chair of that committee shall indicate the faculty competent to provide administrative support for this procedure.

#### § 4

The circular letter enters into force on the day of signature.

DEAN OF IEDS

Mariusz Grabiec, PhD, DSc, Associate Professor

Annex to circular letter no. 1 of the Dean of the International Environmental Doctoral School  
associated with the Centre for Polar Studies at the University of Silesia in Katowice of 3<sup>rd</sup>  
July 2023.

**Certificate of completion of education at the International Environmental Doctoral  
School associated with the Centre for Polar Studies at the University of Silesia in  
Katowice**

Mr./Mrs.

.....

Born on .....

Studied in the period from ..... to .....

and completed education at the International Environmental Doctoral School associated with  
the Centre for Polar Studies at the University of Silesia in Katowice

in the scope of discipline/field.....

*/field-discipline/*

Mr./Mrs. .... completed the applicable IEDS curriculum with the effect of obtaining  
learning outcomes for qualifications at PQF level 8.

a place for a stamp

**Sosnowiec, .....**

*/place, date/*