



UNIwersYTET JAGIELLOŃSKI
W KRAKOWIE

75.020.56.2024

**Ordinance No. 43
by the Rector of Jagiellonian
University of 17 April 2024**

**on: rules for the submission, electronic archiving and accessibility of doctoral dissertations
at Jagiellonian University**

Pursuant to Article 23.1 of the Act of 20 July 2018: Law on Higher Education and Science (Journal of Laws of 2023, item 742 as amended) I hereby decree the following:

§ 1

Rules for the submission, electronic archiving and accessibility of dissertations at Jagiellonian University are established.

§ 2

Place of archiving and access to dissertations

1. Doctoral dissertations in proceedings for the conferment of the doctoral degree conducted at the Jagiellonian University are archived electronically.
2. Electronic archiving of doctoral dissertations at Jagiellonian University is carried out using the Internet service of the Archive of Diploma Theses, hereinafter referred to as the 'AP service', and Jagiellonian University Repository, hereinafter referred to as the 'RUJ', and, in the case of dissertations prepared at Jagiellonian University - Medical College, additionally using the Knowledge Management Portal of Jagiellonian University - Medical College.
3. The AP Service, which is a module of the University Student Support System, hereinafter referred to as the 'USOS', is administered by the USOS Department in the Integrated Systems Development Centre in accordance with the guidelines of Jagiellonian University Archives.
4. Electronic versions of doctoral dissertations and other required documents are also made available in the Public Information Bulletin of Jagiellonian University, hereinafter referred to as the "BIP UJ", and in the Integrated Information System on Higher Education and Science POL-on, hereinafter referred to as the "POL-on system", in accordance with Article 188 of the Act of 20 July 2018: Law on Higher Education and Science.

§ 3

Persons responsible for activities relating to the electronic archiving of doctoral dissertation

1. Within the scope set out in the Ordinance, activities related to the electronic archiving of dissertations, in particular the entering of data into USOS

and BIP UJ, are performed by:

- 1) staff members of doctoral schools designated by the heads of doctoral schools or staff members designated by deans to provide support for doctoral students, hereinafter referred to as the "staff members designated to provide support for doctoral students", or staff members of faculties providing administrative support for research discipline councils, hereinafter referred to as the "staff members designated to provide support for candidates";
 - 2) designated by the Director of the Research Support Centre, hereinafter referred to as the "RSC staff members" - in the case of a dissertation prepared in the field of science;
 - 3) library staff members indicated by the Director of the Medical Library - Medical College - with regard to archiving doctoral dissertation prepared at Jagiellonian University - Medical College.
2. Deans, subject to section 3, and the Director of the Research Support Centre provide the Coordinator of BIP UJ on an ongoing basis with the details of staff members (forename and surname, e-mail address in the uj.edu.pl domain and telephone number) designated to enter documents referred to in § 8 into the BIP UJ.
 3. The details of the staff members of Jagiellonian University - Medical College faculties, referred to in section 2, are provided to the coordinator of BIP UJ on an ongoing basis by the Department of Organisation and Promotion of Jagiellonian University Medical College.
 4. Staff members designated to serve doctoral students, staff members designated to serve candidates and RSC staff members are required to attend training in the use of BIP UJ and the use of USOS to the extent necessary to perform the duties set out in the Ordinance.

§ 4

Doctoral dissertation imprint

1. A candidate studying at the doctoral school of Jagiellonian University, before submitting their doctoral dissertation, shall provide the staff member designated to provide support for doctoral students with the information necessary to complete the basic data of the doctoral dissertation in USOS (a template of the doctoral dissertation imprint is attached as Appendix 1 to the Ordinance), i.e:
 - 1) forename and surname;
 - 2) a title of the doctoral dissertation;
 - 3) a field of science and a discipline of science or a field of science;
 - 4) details of a supervisor/supervisors or a supervisor and an auxiliary supervisor;
 - 5) information as to whether the subject of the dissertation is covered by legal professional privilege or whether parts of the dissertation contain confidential information.
2. A candidate applying for the conferment of the doctoral degree in the extramural mode and a candidate who has commenced doctoral studies before the academic year 2019/2020 and applies for the conferment of the doctoral degree under the rules set out in the Act of 20 July 2018 - Law on Higher Education and Science, prior to the submission of the doctoral dissertation on the dissertation imprint form, shall provide to the staff member designated to provide support for candidates, and in the case of a doctoral dissertation prepared in the field of science - to the RSC staff member, the information necessary to complete in USOS the basic data of the doctoral dissertation (the model of the dissertation imprint is attached as Appendix No. 1 to the Ordinance), i.e.:
 - 1) forename and surname, and, in the case of a candidate who has not previously been registered in USOS, also the PESEL number. If the candidate does not have a PESEL number, they shall provide information on the type, number and country of issue of the identity

- document;
 - 2) a title of the doctoral dissertation;
 - 3) a field of science and a discipline of science or a field of science;
 - 4) details of a supervisor/supervisors or a supervisor and an auxiliary supervisor;
 - 5) information as to whether the subject of the dissertation is covered by legal secrecy or whether the dissertation contains confidential information.
3. The provisions of this Ordinance concerning a candidate who has graduated from a doctoral school other than a Jagiellonian University doctoral school shall apply mutatis mutandis to a candidate applying for the conferment of a doctoral degree in an extramural mode.

§ 5

Deposition of the dissertation

1. The data referred to in § 4 is supplemented by the following information and documents in the AP service:
 - 1) the language in which the doctoral dissertation was prepared;
 - 2) the translation of the title of the doctoral dissertation in English or in Polish and English, if the language of the dissertation is different from Polish or English, as well as its short description and keywords in Polish and English;
 - 3) unprotected machine-readable PDF files containing:
 - a) the doctoral dissertation with possible attachments,
 - b) a summary of the doctoral dissertation in English, and in the case of a doctoral dissertation prepared in a foreign language also a summary in Polish,
 - c) a description of the doctoral dissertation in Polish and English, if the doctoral dissertation is not a written work;
 - 4) a copyright statement, the template of which is attached as Appendix 2 hereto.
2. The size of the deposited PDF file with the content of the doctoral dissertation and the method of its preparation must comply with the guidelines of the Regulations for the provision of electronic services for the Uniform Anti-plagiarism System service available via the website, which is posted on the website of the entity administering the system.

§ 6

Anti-plagiarism verification

1. The file with the content of the doctoral dissertation entered into the AP website is automatically verified in the Unified Anti-plagiarism System, hereinafter referred to as the "JSA".
2. The supervisor(s) shall be informed of the completion of the anti-plagiarism verification of the dissertation by e-mail. The plagiarism report is available to the supervisor(s) on the AP and JSA services. If the supervisor does not have an account on the AP and JSA services, they will request, either through the staff member designated for candidate services or the RSC staff member, the USOS Department to activate them.
3. Upon reading the final version of the doctoral dissertation and the anti-plagiarism report, the supervisor accepts the doctoral dissertation and the anti-plagiarism report on the AP service, and then enters an opinion on the doctoral dissertation to the AP service. If the candidate referred to in § 4 has prepared a dissertation under the supervision of two supervisors, the supervisors shall draw up one agreed opinion on the dissertation

and then each supervisor shall enter it into the AP service. The anti-plagiarism report is approved by one of the supervisors once a joint assessment of the report has been established. In the event that the supervisors express a difference of opinion as to the acceptance of the report in relation to the assessment of the originality of the dissertation contained therein, prior to the execution of the activity in the AP service, each supervisor presents their position in writing to the appropriate research discipline council, and in the case of a dissertation prepared in the field of science - to the Rector of Jagiellonian University through the Director of the Research Support Centre and to the candidate referred to in § 4. The research discipline council and, in the case of a dissertation prepared in the field of science, the Rector of Jagiellonian University, make the final decision as to the assessment and acceptance of the anti-plagiarism report.

4. In the event of a suspected violation by the candidate, referred to in § 4, of the provisions on copyright and related rights in a doctoral dissertation prepared in the field of science and scientific discipline, the supervisor informs the chairman of the research discipline council about the situation, and in the case of a doctoral dissertation prepared in the field of science, the – Rector of Jagiellonian University through the Director of the Research Support Centre.
5. The approved anti-plagiarism report, including an assessment of the originality of the dissertation and an opinion on the dissertation signed by the dissertation supervisor, shall be submitted by the supervisor to the candidate referred to in § 4. If the candidate referred to in § 4 has prepared the dissertation under the supervision of two supervisors, one of the supervisors shall provide the candidate with an approved anti-plagiarism report signed by each supervisor and an opinion on the dissertation signed by each supervisor. In the event that the supervisors express a different opinion as to the acceptance of the report in relation to the assessment of the originality of the dissertation contained therein, they shall agree which of them will act in the AP service and accept the report after the decision of the research discipline council or the Rector of JU, and then forward the report signed by each supervisor to the candidate referred to in § 4.
6. A candidate studying in a doctoral school and a candidate applying for the conferment of a doctoral degree in the extramural mode shall attach a copyright statement generated from the AP website, as referred to in § 5, section 1, point 4, and an anti-plagiarism report and a supervisor's opinion or an agreed supervisors' opinion to the request for initiating the proceeding for the conferment of the academic degree of *doktor*.
7. A candidate who has commenced doctoral studies before the 2019/2020 academic year shall attach the copyright statement generated from the AP website, as referred to in § 5.1.4, as well as the anti-plagiarism report and the supervisor's opinion or the supervisors' agreed opinion to the application for the appointment of examination and doctoral committees.
8. The candidate referred to in § 4 prints the dissertation downloaded from the AP service along with the checksums generated by this service. On the basis of the checksums generated on the dissertation printout, either the faculty member or the RSC staff member verifies the correspondence between the version of the dissertation archived in the AP service and the version printed from the AP service of the dissertation submitted as part of the proceedings for the conferment of the doctoral degree.

§ 7

Archiving of reviews and dissertations

1. Once the research discipline council or JU Senate has adopted resolutions on the initiation of proceedings for the conferment of the doctoral degree and on the appointment of reviewers and the appointment of the doctoral committee, the staff member designated to provide support for candidates or the RSC staff member fills in USOS with the details of the members of the doctoral committee and reviewers, along with their e-mail addresses. In the case of reviewers, the following is also introduced:

- 1) PESEL number or, if no PESEL number is available, information on the type, number and country of issue of the identity document;
 - 2) information about the place of employment;
 - 3) nationality.
2. The member of staff referred to in section 1 shall submit a hard copy of the dissertation to the reviewers for review. An electronic version of the dissertation is available to the reviewer on the AP website.
 3. Reviewers prepare reviews of the doctoral dissertation within 2 months from the date of receipt of the paper version of the doctoral dissertation. Paper reviews are submitted by reviewers to a faculty member and, in the case of proceedings for the conferment of the doctoral degree in a scientific field, to the RSC staff member, and electronic versions, in the form of unprotected machine-readable PDF files, are entered into the AP service.
 4. Reviewers who do not have permanent access to the AP service are provided with an access link to enter the review electronically. The link is generated on the AP service by either the supervisor or the designated staff member or the RSC staff member, as appropriate.
 5. If the reviewer has not entered an electronic version of the review into the AP service, they shall send electronic versions of the review in the form of unprotected machine-readable PDF files via email to the staff member designated to provide support for candidates and, in the case of proceedings for the conferment of a doctoral degree in a scientific field, to the RSC staff member. The staff member referred to in the previous sentence uploads the file to the AP service.
 6. Once all reviews have been entered and the dissertation has been approved in the AP service by either the staff member designated to provide support for candidates or the RSC staff member, respectively, the dissertation is automatically given the status 'Dissertation ready for defence'.
 7. Immediately after the doctoral committee has adopted a resolution on admission to the public defence of the doctoral dissertation, or after the chair of the research discipline council or the Rector of Jagiellonian University has admitted the dissertation to the public defence, the staff member designated to provide support for candidates or the RSC staff member enters the planned date of the dissertation defence into USOS. The date of the dissertation defence may not be set less than 40 days from the date of admission to the public defence of the dissertation. If the subject of the dissertation is covered by legally protected secrecy or the dissertation contains confidential information, the staff member designated to provide support for candidates or the RSC staff member shall note in USOS the status of "Subject of dissertation covered by legally protected secrecy" or "Doctoral dissertation contains confidential information", respectively, assigned to the dissertation by a resolution of the research discipline council or the Senate of Jagiellonian University, and inform Jagiellonian University Archives of the status of the dissertation.
 8. If the research discipline council or the Senate of Jagiellonian University adopts a resolution that the doctoral dissertation contains confidential information, the candidate referred to in § 4 prepares and submits to the research discipline council or the Senate of Jagiellonian University via the Research Support Centre unsecured files in machine-readable PDF format:
 - 1) a version of the dissertation with anonymised sections containing confidential information,
 - 2) a summary of the doctoral dissertation in English, and, in the case of a doctoral dissertation prepared in a foreign language, also a summary in Polish, with anonymised sections containing confidential information,
 - 3) Polish and English versions of the dissertation description, with anonymised excerpts containing confidential information if the dissertation is not a written work

which are sent by the staff member designated to provide support for candidates or the RSC staff member, as appropriate, to Jagiellonian University Archives, and in the case of Jagiellonian University - Medical College/Doctoral School of Medical and Health Sciences - additionally to the Medical Library of Medical College.

9. In the event that the research discipline council or Jagiellonian University Senate adopts a resolution that the subject of the doctoral dissertation is covered by legally protected secrecy, the staff member designated to provide support for candidates or the RSC staff member, as appropriate, sends to Jagiellonian University Archives an unprotected file in a machine-readable PDF format with the following content: "The subject matter of the dissertation is covered by legally protected secrecy. Pursuant to Article 188.2 of the Act of 20 July 2018, Law on Higher Education and Science, in the case of a doctoral dissertation, the subject of which is covered by legally protected secrecy, only reviews shall be made available, excluding the content covered by this secrecy."
10. If the research discipline council or JU Senate adopts a resolution that the doctoral dissertation contains confidential information or a resolution that the subject of the doctoral dissertation is covered by a legally protected secret, the reviewer prepares and submits to the research discipline council or JU Senate through the Research Support Centre a version of the review with anonymised excerpts containing confidential information or covered by a legally protected secret, if the review entered in the AP contains confidential information or covered by a legally protected secret. This version is forwarded to Jagiellonian University Archives by either the staff member designated to provide support for candidates or the RSC staff member.

§ 8

Making doctoral dissertations available

1. No later than 30 days before the appointed day of the defence of the doctoral dissertation, the staff member referred to in § 3.2 and 3 shall make available the dissertation being a written work, together with its abstract or abstracts, or the description of the dissertation which is not a written work, and the reviews, in BIP UJ via RUJ, subject to sections 2 and 3.
2. In the case of a doctoral dissertation whose subject matter is covered by a legally protected secret, reviews shall be made available at the BIP UJ via RUJ, with the exception of the content covered by this secrecy, and the file referred to in § 7.9, instead of the doctoral dissertation which is a written work and its abstract or abstracts, or instead of the description of a doctoral dissertation which is not a written work.
3. In the case of a doctoral dissertation containing confidential information, versions of the doctoral dissertation which is a written work, an abstract or abstracts or a description of a doctoral dissertation which is not a written work with anonymised excerpts containing confidential information and versions of reviews with anonymised fragments containing confidential information are made available at BIP UJ via RUJ.
4. The documents referred to in sections 1-3 shall be uploaded to the POL-on system as soon as they are available in BIP UJ. The RSC staff are responsible for uploading documents to the POL-on system on the basis of information provided by the staff designated to provide support for candidates.

§ 9

Copyrights

1. Jagiellonian University Archives shall only keep an electronic version

- of the dissertation in unaltered form and with respect for personal and property copyrights.
2. The candidate referred to in § 4 shall submit a declaration according to the specimen constituting Appendix No. 2 to the Ordinance.
 3. The candidate referred to in § 4, who has completed their training at the Doctoral School of Medical and Health Sciences, shall additionally submit to the Medical Library of the Medical College a description of the doctoral dissertation and a licence agreement according to the templates set out in separate regulations in force at Jagiellonian University - Medical College and an electronic version of the doctoral dissertation.

§ 10

Rules for archiving dissertations in doctoral conferment procedure

1. The Ordinance shall apply to the archiving of doctoral dissertations constituting the basis for applying for the degree of doctor in proceedings conducted on the basis of the Act of 20 July 2018 - Law on Higher Education and Science.
2. The following rules shall apply to the archiving of dissertations in doctoral conferment procedure providing the basis for the application for the doctoral degree conducted on the basis of the Act of 14 March 2003 on Scientific Degrees and Academic Title and on Degrees and Title in Art (Journal of Laws of 2017, item 1789):
 - 1) The place of storage of the paper copy of the dissertation and its electronic version is Jagiellonian University Archives;
 - 2) upon completion of the dissertation prepared within doctoral conferment procedure, a candidate for the degree of doctor shall submit to the staff member designated to provide support for candidates, together with the required documents, a paper copy, an electronic version of the dissertation saved in a single file in PDF format on a data carrier, and written declaration that the electronic version is consistent with the hard copy of the dissertation according to the template constituting Appendix No. 3 to the Ordinance;
 - 3) each electronic work should be described. The description, together with an electronic version of the dissertation, is submitted to Jagiellonian University Archives and a copy of the description remains in the conductor's file. The author provides data to mark the work:
 - a) Forename and surname of the author,
 - b) Forename and surname of the supervisor,
 - c) the title of the dissertation in Polish or in the source language and in Polish,
 - d) the body conducting the doctoral conferment procedure,
 - e) the name of the field of science and discipline of science of the doctoral dissertation,
 - f) keywords in Polish or in English and in Polish;
 - 4) by submitting an electronic version of a work, the author grants Jagiellonian University a written, royalty-free, non-exclusive licence to place the electronic version of the work in the database and to reproduce it and make it available in electronic form to the extent necessary to verify the authorship of the work and to protect it against misappropriation. A model declaration is attached as Appendix 4 hereto;
 - 5) Jagiellonian University undertakes to preserve the work unaltered and with respect for the author's moral rights.
3. In the case of a doctoral dissertation prepared at Jagiellonian University - Medical College, a candidate for the degree of doctor shall additionally submit to the Medical Library of Medical College a description of the doctoral dissertation and a licence agreement according to the templates specified in separate regulations in force at Jagiellonian University - Medical College, as well as an electronic version of the doctoral dissertation.

Final Provisions

§ 11

Ordinance No. 155 of the Rector of Jagiellonian University dated 28 December 2020 on the electronic archiving of doctoral dissertations at Jagiellonian University is repealed.

§ 12

The Ordinance shall enter into force on the date of signature.

Rector

Prof. dr hab. Jacek Popiel

Doctoral dissertation imprint

Forename and surname of the candidate* (in the case of a candidate who has not previously been registered in USOS, also the PESEL number or, if there is no PESEL number, date of birth and information on the type, number and country of issue of the identity document, e.g. passport, identity card):

.....

Title of the doctoral dissertation:

.....
.....

Field of science and discipline of science or field of science:

.....

Title/academic degree, forename and surname of the supervisor/supervisors or the supervisor and auxiliary supervisor:

.....
.....
.....

Is the subject of the doctoral dissertation covered by legally protected secrecy? YES/NO*

Does the doctoral dissertation contain confidential information: YES/NO*

.....

(place, date)

.....

(signature)

* Please mark as appropriate.

COPYRIGHT STATEMENT

I, the undersigned, declare that:

- 1) the electronic version of the submitted dissertation entitled.....
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.....
. under the number has been prepared independently and is the final version presented in the proceeding for the conferment of the doctoral degree conducted at Jagiellonian University;
- 2) I grant to Jagiellonian University, free of charge, a licence to make the foregoing dissertation available in the Archive of Diploma Theses service and Jagiellonian University Repository and to reproduce and make this dissertation available to the extent indispensable to protect my authorship or the rights of third parties, including in anti-plagiarism systems,
- 3) the subject of the doctoral dissertation is covered by legally protected secrecy: YES/NO*;
- 4) the doctoral dissertation contains confidential information: YES/NO*;
- 5) I am aware of the content of Jagiellonian University internal legal acts concerning the policy of open access to scientific publications and research data of staff, doctoral students and students of Jagiellonian University**.

.....
(place, date)

.....
(signature)

* Please mark as appropriate.

** Jagiellonian University's open access policy acts for scientific publications and research data are available at <https://pod.uj.edu.pl/polityka-otwartosci-uj>

STATEMENT

(on the dissertation prepared within doctoral conferment procedure)

Forename and surname of the author of the dissertation:

.....

.....

I declare that the text of the doctoral dissertation entitled

.....

.....

reproduced on the attached electronic medium is consistent with the text of the printed version.

The untruthfulness of this declaration may give rise to criminal liability under Article 272 of the Criminal Code, i.e. for the offence of false certification.

.....

(place, date)

.....

(signature)

DECLARATION OF LICENCE
(on the dissertation prepared within doctoral conferment procedure)

Forename and surname of the author of the dissertation:

.....

Forename and surname of the supervisor(s) of the dissertation:

Forename and surname of the auxiliary supervisor:

.....

Forename and surname of the copromoter:

.....

Title of the doctoral dissertation:

.....

The body conducting the doctoral conferment procedure:

.....

I hereby declare that:

1) I grant to Jagiellonian University, free of charge, a non-exclusive licence to store the indicated dissertation in the electronic internal database of Jagiellonian University Archives, and I authorise Jagiellonian University to store and archive the dissertation to the extent of entering it into computer memory and to reproduce and make it available in electronic form to the extent necessary to ensure protection of authorship rights;

2) I grant, free of charge, to Jagiellonian University a non-exclusive licence to use the work without time and territorial restrictions in the following fields of exploitation (please mark an 'X' in the appropriate boxes):8

in the scope of circulation of the original or copies on which the dissertation has been recorded by placing on the market, lending or renting copies in electronic form,

in the scope of dissemination of the work by making the work available to the public in such a way that anyone can access it from a place and at a time of their own choosing, in particular via the Internet;

3) I limit the licence to use the work by Jagiellonian University under the conditions specified in point 2 as follows:

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.....

(place, date)

.....

(signature)