



UNIwersytet Jagielloński
w Krakowie

75.0200.138.2020

Ordinance No. 155
by the Rector of Jagiellonian
University of 28 December 2020

on: electronic archiving 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 2020, item 85 as amended) I hereby decree the following:

§ 1

1. Electronic archiving of doctoral dissertations at Jagiellonian University is carried out using the website of the Archive of Diploma Theses, hereinafter referred to as the "AP website", and Jagiellonian University Repository, hereinafter referred to as the "RUJ".
2. The AP website, which is a USOS module, is administered by the Section of Electronic System for Study Support, in accordance with the guidelines of Jagiellonian University Archives.
3. 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.

§ 2

1. To the extent specified in the ordinance, activities related to the electronic archiving of doctoral dissertations, in particular entering data into the USOS and BIP UJ, are performed by employees of faculties, designated by deans, providing administrative services to individual research discipline councils, hereinafter referred to as the "employees of faculties", or employees appointed by the directors of doctoral schools, who provide administrative services to these schools, hereinafter referred to as the "employees of doctoral schools".
2. Deans, with the reservation of section 3, shall provide the coordinator of the BIP UJ on an ongoing basis with the data of the employees of faculties (forename and surname, email address in the uj.edu.pl domain and telephone number) designated to enter the documents referred to in § 7 into the BIP UJ.
3. The details of the employees of JU MC faculties, referred to in section 2, are provided to the BIP UJ coordinator on an ongoing basis by the Department of Organisation and Promotion of Jagiellonian University Medical College.
4. The employees of faculties and the employees of doctoral schools are obliged to participate in training in the use of BIP UJ and USOS to the extent necessary to perform the duties specified in the ordinance.

§ 3

1. A doctoral student studying at a doctoral school, before submitting a doctoral dissertation, provides the employee of the doctoral school with the information necessary to complete the basic data of the doctoral dissertation in the USOS (Appendix 1 to the ordinance)
 - 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 if the subject of the doctoral dissertation is covered by legally protected secrecy.
2. A person applying for the conferment of a doctoral degree in an external mode, hereinafter referred to as the "candidate", while submitting an application to initiate proceedings for the conferment of a doctoral degree, and a doctoral student who started doctoral studies before the academic year 2019/2020, before submitting the doctoral dissertation, shall provide an employee of the faculty with the information necessary to complete the basic data of the doctoral dissertation in the USOS (appendix 1 to the ordinance):
 - 1) forename and surname, and in the case of persons who have not been previously registered in the USOS also PESEL number or date of birth and passport number of the foreigner;
 - 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 in the event that the subject of the doctoral dissertation is covered by legally protected secrecy.

§ 4

1. The data referred to in § 3 shall be supplemented by the doctoral student or candidate on the AP website with the following information and documents:
 - 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 the language of the work and 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 <https://jsa.opi.org.pl/centrum-pomocy/regulamin> website.

§ 5

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 receives information about the completion of the anti-plagiarism verification of the doctoral dissertation in the form of an e-mail. The plagiarism report is available to the promoter on the AP and JSA websites. If the promoter does not have the AP and JSA accounts, he/she should ask the Section of Electronic System for Study Support 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 website, and then enters an opinion on the doctoral dissertation.
4. In the case of suspicion of violation by the doctoral student or candidate of the provisions on copyright and related rights in the doctoral dissertation, the supervisor informs the chairman of the research discipline council or the Rector of Jagiellonian University about the situation.
5. The approved anti-plagiarism report and opinion on the doctoral dissertation are forwarded by the supervisor to the doctoral student or candidate.
6. A doctoral student who has completed education at a doctoral school or a candidate attaches a copyright statement generated from the AP website, an anti-plagiarism report and the supervisor's opinion to the application for initiating proceedings for conferring a doctoral degree.
7. A doctoral student who started doctoral studies before the academic year 2019/2020 attaches a copyright statement generated from the AP website, an anti-plagiarism report and the supervisor's opinion to the application for the appointment of an examination committee and a doctoral committee.

§ 6

1. After the research discipline council adopts a resolution on initiating proceedings for conferring a doctoral degree, an employee of the faculty completes the data of the members of the doctoral committee and reviewers along with their e-mail addresses in USOS and submits the doctoral dissertation to the reviewers for review.
2. Reviewers who are not employees of Jagiellonian University and do not have permanent access to the AP website shall obtain an access link to enter the review in an electronic version. The link is generated by the supervisor or faculty member of the research discipline council 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. Reviews in paper version are provided by reviewers to the employee of the faculty, and electronic versions, in the form of unprotected PDF files with the possibility of machine readability, are entered into the AP website. After approval of the last review, the doctoral dissertation automatically receives the 'ready to defend' status.
4. If the reviewer does not enter the electronic version of the review to the AP website, the employee of the faculty scans the received paper version into an unprotected PDF file with the possibility of machine reading and uploads it to the AP website.
5. Once the doctoral committee or research discipline council adopts a resolution on the admission of the doctoral dissertation to public defence or once the doctoral dissertation is admitted to public defence by the chairman of the research discipline council, the employee of the faculty completes the planned date of defence in USOS forthwith. The date of the defence may not be set within a period shorter than 40 days from the date of admission to public defence of the doctoral dissertation.

§ 7

1. No later than 30 days before the scheduled day of the doctoral dissertation defence, the employee of the faculty makes available in the BIP UJ through the RUJ a doctoral dissertation constituting a written work along with its summary, or a description of the doctoral dissertation which is not a written work, and reviews.
2. When it comes to a doctoral dissertation the subject of which constitutes legally protected secret, only the reviews without the content declared as secret are made available.
3. The documents referred to in section 1 shall be uploaded to the POL-on system immediately after they are made available. Documents are submitted under the responsibility of faculty coordinators for conferred degrees.

§ 8

1. Jagiellonian University Archives stores only the electronic version of the doctoral dissertation in an unchanged form and respecting the economic and moral rights
2. The doctoral student or candidate submits a statement that the doctoral dissertation prepared by him/her does not contain information subject to protection under the provisions on the protection of classified information.

§ 9

Ordinance No. 45 by the Rector of Jagiellonian University of 12 June 2006 on the electronic database of diploma theses and doctoral dissertations (as amended) shall cease to be valid.

§ 10

This Ordinance shall enter into force on the date of its signing.

Rector

Prof. dr hab. Jacek Popiel

Doctoral dissertation imprint

Forename and surname of the doctoral student/candidate* (in the case of persons who have not been previously registered in the USOS also PESEL number or date of birth and passport number of the foreigner):

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Title of the doctoral dissertation:

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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:

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The subject of the doctoral dissertation is covered by legally protected secrecy YES/NO*

* please mark as appropriate

COPYRIGHT STATEMENT

I, the undersigned, the doctoral student/candidate, state that:

- 1) the electronic version of the submitted doctoral dissertation titled:
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.....
number: was prepared independently and constitutes the final version presented in the procedure for the conferment of the doctoral degree conducted at Jagiellonian University;
- 2) the submitted doctoral dissertation has not been the subject of any other procedure for the conferment of the doctoral degree, nor are there pending proceedings for conferring the degree in the same discipline;
- 3) I grant Jagiellonian University a license free of charge to place the aforementioned doctoral dissertation in the Archive of Diploma Theses and Jagiellonian University Repository and to reproduce and make available this dissertation to the extent indispensable to protect my right to authorship or the rights of third parties, including anti-plagiarism systems;
- 4) the doctoral dissertation does not contain information subject to protection under the provisions on the protection of classified information
YES/NO*;
- 5) I am aware of the content of Ordinance No. 109 of the Rector of Jagiellonian University of 20 December 2019 on the Policy of open access to scientific publications and research data of employees and doctoral students of Jagiellonian University.

.....
(place, date)

.....
(signature)

* please mark as appropriate