SD.0101.6.2024

**Order No. 4.2024**

**Director of the Doctoral School**

**University of the National Commission Education, Krakow**

**of 16th September 2024**

**on: rules for the submission and archiving of the dissertation at the end of training in the Doctoral School**

Pursuant to: § 4(1)(2) Regulation No R/Z.0201-6/2019 of the Rector of the Pedagogical University of Krakow of 22 March 2019 on establishing the Doctoral School at the Pedagogical University of Krakow and § 4(1)(3), § 28(3) and the Regulations of the Doctoral School of the Pedagogical University named after the Commission of National Education in Krakow, I order:

§ 1

1. In order to complete training at the Doctoral School, the doctoral student shall submit to the Office of the Doctoral School one hard copy and one copy of the electronic version of the doctoral dissertation prepared in accordance with the Individual Research Plan (IPB) together with a positive opinion/ opinions of the supervisor/ supervisors / supervisor and assistant supervisor.
2. The doctoral dissertation should be prepared in Polish or in English.
3. A hard copy and an electronic copy of the doctoral dissertation shall be included in the personal file of the doctoral student and archived in accordance with archival regulations.
4. The hard copy of the dissertation should be prepared in accordance with the requirements of § 2. in accordance with the requirements of § 2, and the electronic version in accordance with the requirements specified in § 3 of this Regulation.

§ 2

1. The computer printout of the dissertation should include all the appendices, and should be prepared in accordance with the requirements listed below:
	* publisher's standard font Times New Roman,
	* font size 12 pt, spacing 1.5,
	* A4 format,
	* double-sided print, paginated and unframed in a paper (unvarnished) bound folder described according to the model specified in paragraph 3. 2.
2. The first title page should be in Polish if the dissertation has been prepared in Polish.

The parallel version of the title page in English constitutes page two of the dissertation. In the case of a dissertation prepared in English, the first title page should be in English, and the parallel version of the title page in Polish. 3.

1. The title page should include the following elements in order (specimen in appendix 2)
	* the name of the University,
	* the name "Doctoral School",
	* name of the author of the dissertation
	* title of dissertation
	* discipline(s),
	* term "dissertation",
	* name of supervisor(s)/assistant supervisor,
	* place and year of preparation of the dissertation.
2. The following pages of the printout of the dissertation shall constitute the abstract of the dissertation in Polish and in English.
3. In printouts of the doctoral dissertation, the author is obliged to place after the last page of the dissertation:
	* a declaration that he/she has prepared the dissertation independently and that he/she has not infringed the Act on copyright and related rights (model appendix no. 2);
	* a statement of the author of the dissertation on the consistency of the recording on an electronic carrier the correspondence of the electronic version of the dissertation with the printed version (model appendix no. 3);
	* consent for sharing the dissertation (model appendix no. 4);
4. The following pages are paginated: title pages, dissertation summaries and subsequent chapters of the dissertation. Declarations referred to in paragraph 5 § 2 are not paginated.

§ 3

The electronic version of the dissertation should be saved in one file (PDF format) on an electronic medium (CD/DVD) labelled with the author's name, album number, discipline and the year of completion of training at the Doctoral School.

§ 4

This regulation shall enter into force on the 1st of October 2024.

appendix no.1 to the Order No. 4.2024

Director of the Doctoral School

**UNIVERSITY**

**OF THE NATIONAL**

**EDUCATION COMMISSION, KRAKOW**

**DOCTORAL SCHOOL**

**DISCIPLINE: …………**

**name of the author of the dissertation**

**title of dissertation**

 **Supervisor: title, first and last name**

**Associate supervisor: name and surname**

**Place, year**

appendix no.2 to the Order No. 4.2024

Director of the Doctoral School

…………………………… Kraków, dnia/date..……………

imię, nazwisko/ name

**OŚWIADCZENIE/ DECLARATION**

Świadomy/a odpowiedzialności oświadczam, że przedłożona rozprawa doktorska pt.:

Aware of my responsibility, I declare that the submitted dissertation entitled:

**………………………………………………………………………………………………**

jest mojego autorstwa.

is my own creation.

Jednocześnie oświadczam, że w/w rozprawa nie narusza praw autorskich w rozumieniu Ustawy z dnia 4 lutego 1994 roku o prawie autorskim i prawach pokrewnych (Dz.U. z 2021 r. poz. 1062 z późn. zmianami) oraz dóbr osobistych chronionych prawem cywilnym.

At the same time, I declare that the aforementioned dissertation does not infringe upon copyrights within the meaning of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2021, item 1062, as amended) and personal rights protected by civil law.

Przedłożona praca nie zawiera danych empirycznych ani też informacji, które uzyskałem/am w sposób niedozwolony.

The submitted work does not contain empirical data or information that I have obtained by unauthorised means.

Stwierdzam, iż przedstawiona praca w całości ani też w części nie była wcześniej podstawą żadnej innej urzędowej procedury związanej z zakończeniem kształcenia w szkole doktorskiej.

I certify that the submitted work, in whole or in part, has not previously formed the basis of any other official procedure relating to the completion of training in doctoral school.

……………………… …………..........………………….…………

*Data/date Podpis doktoranta/ PhD student’s signature*

appendix no.3 to the Order No. 4.2024

Director of the Doctoral School

…………………………… Kraków, dnia/date..……………

imię, nazwisko/ name

**OŚWIADCZENIE /** **DECLARATION**

**o zgodności wersji elektronicznej z wydrukiem**

**on the conformity of the electronic version with the hard copy**

Ja niżej podpisany/podpisana\* oświadczam, że wersja elektroniczna jest zgodna z wersją papierową rozprawy doktorskiej.

I, the undersigned\*, declare that the electronic version is compatible with the paper version of the dissertation.

……………………… …………..........………………….…………

*Data/date Podpis doktoranta/ PhD student’s signature*

\*Niewłaściwe skreślić/Delete as appropriate

appendix no.4 to the Order No. 4.2024

Director of the Doctoral School

…………………………… Kraków, dnia/date..……………

imię, nazwisko/ name

**OŚWIADCZENIE / DECLARATION**

Ja niżej podpisany/podpisana\* wyrażam zgodę/nie wyrażam zgody\* na udostępnianie mojej rozprawy doktorskiej w wersji papierowej i elektronicznej dla celów naukowych i dydaktycznych.

I, the undersigned, consent/do not consent\* to my dissertation being made available in hard copy and electronic format for research and teaching purposes.

……………………… …………..........………………….…………

*Data/date Podpis doktoranta/ PhD student’s signature*

\*Niewłaściwe skreślić/Delete as appropriate