

Proceedings started after September 30, 2019

## **Q&A for those who started their doctoral studies before the academic year 2019/2020 and are applying for the award of the doctoral degree under the terms of the Act of 20 July 2018 – Law on Higher Education and Science**

### **Where can I find information on the procedure to confer a doctoral degree?**

The procedure for the award of a doctoral degree initiated after September 30, 2019 by persons who started doctoral studies before the academic year 2019/2020 is carried out on the basis of:

- [Act of 20 July 2018 – Law on Higher Education and Science \(Journal of Laws of 2022, item 742, as amended\)](#);
- [Resolution No. 157 of the Senate of the University of Warsaw of 29 June 2022 on determining the procedure for the award of a doctoral degree and a habilitated doctor degree at the University of Warsaw \(Monitor UW of 2022, item 159\)](#).

### **Where can I get help with administrative matters?**

The Scientific Councils Office (Biuro Rad Naukowych – BRN) provides administrative support for the procedure for the award of a doctoral degree. We encourage you to contact the coordinator of the relevant Academic Council.

In matters relating to a study programme, doctoral scholarships, obtaining funds for research, as well as in social matters (health insurance, accommodation in student dormitories, student loans) please contact the Student Welfare and Support Office ([Biuro ds. Pomocy Materialnej](#)).

### **Who awards a doctoral degree?**

The bodies authorized to award the degree of doctor are the Academic Councils of Disciplines (or the Academic Council of the Areas of Study). There are 22 Academic Councils of Disciplines at the University of Warsaw in the fields of humanities, social sciences, exact and natural sciences, and the Academic Council of the Areas of Study.

### **Which Council will award me a degree?**

The Academic Councils of Disciplines award degrees in accordance with the new classification of scientific fields and disciplines. Link to the Regulation of the Minister of Education and Science of October 11, 2022 on the fields of science and scientific disciplines and artistic disciplines:

<https://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20220002202> .

If the doctoral dissertation covers scientific issues from more than one scientific discipline within a given field of science and it is not possible to indicate one discipline in which the degree is awarded, the degree is awarded in the field by the Academic Council of the Areas of Study).

### **What decisions are made by the Academic Councils in the course of doctoral proceedings?**

The competencies of the Councils include, in particular:

- appointing and changing the supervisor,
- appointment and change of reviewers of the doctoral dissertation,
- establishing guidelines for doctoral examinations,
- appointment of a doctoral commission,
- changing the topic of the doctoral dissertation,

- awarding or refusing to award a degree,
- closing/discontinuation of proceedings.

### **Where are the decisions of the Academic Councils published?**

Decisions of the Academic Councils are made in the form of resolutions. Resolutions are published in the Journal of the University of Warsaw ([Dziennik UW](#)).

### **What publications should the candidate have in order to be able to initiate proceedings for the award of a doctoral degree?**

Proceedings for the award of a doctoral degree initiated after September 30, 2019 are conducted on the basis of the provisions of the Act of July 20, 2018 - Law on Higher Education and Science. The requirements for achievements and publications are specified in Art. 186 Section 1 point 3 of the Act.

However, in the proceedings initiated by December 31, 2021 the achievements referred to in Art. 186 section 1 point 3 lit. A of the Act also include publications described in detail in Art. 179 Section 6 point 1 of the Act of July 3, 2018 Provisions implementing the Act - Law on Higher Education and Science.

### **How does the procedure for the award of a doctoral degree begin?**

In order to initiate the procedure for awarding a doctoral degree, an application for the appointment of a supervisor/supervisors, or a supervisor and subsidiary supervisor, should be submitted to the Chairperson of the relevant Academic Council of Discipline or the Academic Council of the Areas of Study. (Article 179 Section 7 of the Act of July 3, 2018 Provisions introducing the Act - Law on Higher Education and Science).

You can download the application form on the BRN website: <https://radynaukowe.uw.edu.pl/wzory-wnioskow/>.

Attachments to the application:

1. a statement by the proposed supervisor of willingness to supervise the candidate,
2. a statement by the proposed subsidiary supervisor of willingness to perform the function (if applicable),
3. an outline of the doctoral dissertation in paper version.

The application with attachments should be submitted to the Scientific Councils Office in person or sent by post. Within two months from the date of submission of the application, the Academic Council shall appoint a supervisor/supervisors.

In order to carry out further steps in the proceedings, the documents referred to in § 12 section 2 of the Annex 1 of Resolution No. 157 of the Senate of the University of Warsaw of 29 June 2022 on determining the procedure for the award of a doctoral degree and a habilitated doctor degree at the University of Warsaw (Monitor UW of 2022, item 159).

### **Where should the doctoral dissertation be submitted?**

The doctoral dissertation should be submitted to the Scientific Councils Office in at least one printed copy (after prior arrangement with the coordinator of the Council) and an electronic version in PDF format. The dissertation should be accompanied by its summary in English, and if it was written in a foreign language, also an abstract in Polish.

Before submitting the dissertation, it is necessary to check whether the Academic Council that conducts the proceedings has defined detailed requirements for the preparation of the abstract and description of the dissertation and their length.

**Do I have to take a foreign language exam?**

For those who started their doctoral studies before the academic year 2019/2020 and are applying for the award of the doctoral degree under the terms of the Act, learning outcomes referring to the knowledge of a modern foreign language are confirmed on the existing basis.

The rules for organizing foreign language exams at the University of Warsaw are set out in Resolution No. 156 of the Rector of the University of Warsaw of 22 December 2021 on the rules for organizing foreign language teaching and certification of language proficiency at the University of Warsaw.

In the absence of a certificate or diploma, the foreign language exam may be conducted by a committee appointed by the Chairman of the scientific council of the discipline.