

**Uchwały Senatu Nr 121.2023**  
**Uniwersytetu Jana Długosza w Częstochowie**  
**z dnia 28 czerwca 2023 r.**  
**w sprawie zatwierdzenia anglojęzycznej wersji Regulaminu postępowania w sprawie**  
**nadawania stopnia doktora i doktora habilitowanego**  
**w Uniwersytecie Jana Długosza w Częstochowie**  
**przyjętego Uchwałą Senatu Nr 24.2023 z dnia 29 marca 2023 r.**

Na podstawie art. 192 ust. 2 oraz art. 221 ust. 14 ustawy z dnia 20 lipca 2018 r. Prawo o szkolnictwie wyższym i nauce (t.j. Dz. U. z 2023 r., poz. 742) oraz na podstawie § 28-33 Statutu Uniwersytetu Jana Długosza w Częstochowie, uchwała się co następuje:

§ 1

Uchwała się anglojęzyczną wersję Regulaminu postępowania w sprawie nadawania stopnia doktora i doktora habilitowanego w Uniwersytecie Jana Długosza przyjętego Uchwałą Senatu Nr 24.2023 z dnia 29 marca 2023 r.

§ 2

Wprowadza się tekst jednolity Regulaminu postępowania w sprawie nadawania stopnia doktora i doktora habilitowanego w języku angielskim w Uniwersytecie Jana Długosza w Częstochowie, który stanowi załącznik nr 1 do niniejszej uchwały.

§ 3

Uchwałę podjęto w głosowaniu jawnym:

tak - 24            nie - 0            wstrzymujących się - 0

w którym uczestniczyło 24 senatorów, spośród 30 członków Senatu UJD z prawem głosu.

§ 4

Uchwała wchodzi w życie z dniem podjęcia.

Przewodnicząca Senatu  
Uniwersytetu Jana Długosza w Częstochowie

prof. dr hab. Anna Wypych-Gawrońska

## Appendix No. 1 to Senate Resolution No. 24.2023 JDU in Czestochowa

### Rules of Procedure for the Awarding of the Degrees of Doctor and Doctor Habilitated at the Jan Długosz University in Czestochowa

#### I. GENERAL (COMMON) PROVISIONS

##### §1

The terms used in the Regulations mean:

1. University - the Jan Długosz University in Czestochowa in Częstochowa (JDU);
2. Degree Awarding Council - the Council for the Awarding of Academic Degrees and Degrees in the Arts at the Jan Długosz University in Częstochowa;
3. doctoral or postdoctoral degree - academic degree or degree in Art;
4. doctoral or postdoctoral proceedings - proceedings for the award of the doctoral degree or the degree of doctor habilitate;
5. The Act - the Act of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended);
6. RDN - Scientific Expertise Council [SEC] [Rada Doskonałości Naukowej]

##### § 2

1. The Degree Awarding Council adopts a resolution and then, by way of an administrative decision, confers an academic degree or a degree in the field of Art within the discipline or disciplines in which the University is authorised to confer academic degrees or degrees in the field of Art.
2. An academic degree or a degree in Art may be obtained through the procedure for awarding a doctoral degree or a postdoctoral degree (doctor habilitated).
3. Meetings of the Degree Awarding Council, including the adoption of resolutions and positions, shall be minuted or may be conducted using electronic communication, ensuring in particular:
  - (a) real-time transmission of the meeting between its participants,
  - (b) multilateral real-time communication in which the meeting participants may express themselves during the meeting while observing the necessary security rules.

##### § 3

1. The Degree Awarding Council shall adopt resolutions on:
  - (a) the appointment of a committee to verify the learning outcomes for extramural applicants for the award of the doctoral degree,
  - b) appointing a committee to verify the learning outcomes in the field of a modern foreign language in the case of persons who do not have the appropriate diploma or certificate referred to in § 11 (3) (f) and applying for the degree of doctor in an extramural mode,
  - c) initiation of the procedure for conferring the degree of doctor,

- d) appointing a committee to examine an additional discipline in the case of participants of doctoral studies,
  - e) appointing a committee to conduct an examination in a modern foreign language in the case of participants of doctoral studies,
  - f) appointing or changing a Supervisor or Supervisors or a Supervisor and Auxiliary Supervisor,
  - g) appointing or changing Reviewers,
  - h) appointing a Doctoral Commission,
  - i) accepting the doctoral dissertation and admitting it to public defence,
  - j) acceptance of the public defence of the doctoral dissertation,
  - k) awarding a doctoral degree,
  - l) consent to conduct the postdoctoral /habilitating/ procedure,
  - m) the appointment of the postdoctoral /habilitating/Committee,
  - n) appointing 2 (two) members with a postdoctoral or professorial degree who are employed by the postdoctoral entity, including the Secretary,
  - o) appointing a Reviewer with a postdoctoral degree or professorial title and current scientific or artistic achievements and a recognised reputation, including international, who is not an employee of the habilitating/postdoctoral entity,
  - p) conferring the postdoctoral degree of doctor habilitate.
2. The resolutions referred to in pt. 1 (one) of this paragraph is adopted in a secret ballot and passed by an absolute majority of votes cast in the presence of at least half the total number of persons entitled to vote.

#### § 4

1. The documentation of proceedings is kept and stored in the Secretariat of the Council for Awarding Academic Degrees and Degrees in Art and the Doctoral School.
2. The person responsible for entering data into the POLon system in the scope of conducted proceedings and awarded academic degrees and degrees in the field of Art is the Chairman of the Degree Awarding Council.

### II. THE ACADEMIC DEGREE OF DOCTOR

#### 1. Conditions for Obtaining a Doctoral Degree

#### § 5

1. The doctoral degree can be obtained:
  - a) as part of doctoral studies following Art. 279 of the Act,
  - b) within the framework of the Doctoral School,
  - c) in extramural mode.
2. The doctoral degree is awarded to a person who:
  - a) holds a professional degree of MSc, MA or equivalent, or holds a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, conferring the right to apply for the award of a doctoral degree in the country in which the higher education institution which issued it operates;

- b) obtained learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PQF), where the learning outcomes in the field of knowledge of a modern foreign language are confirmed by a certificate or diploma confirming knowledge of this language at the language proficiency level of at least B2;
  - c) has at least:
    - 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form was included in the list drawn up by the regulations issued based on Art. 267 (2), (2) (b) of the Act, or
    - 1 scientific monograph issued by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up following the regulations issued based on Art. 267 (2), (2) (a) of the Act, or a chapter in such a monograph, or
    - a work of Art of significant importance;
  - d) passed doctoral exams in the case of a doctoral student;
  - e) presented and defended a doctoral dissertation.
3. In exceptional cases, justified by the highest quality scientific achievements, a doctoral degree may be awarded to a person who does not meet the requirements set out in Sec. 2 (a), who is a graduate of a first-cycle degree programme or a student who has completed the third year of uniform Master's Degree programme.
  4. After being awarded the doctoral degree, the person referred to in Section 3 simultaneously obtains higher education referred to in Art. 77 (1) (2) of the Act.
  5. According to Art. 179 of the Act of July 3, 2018, in doctoral proceedings initiated until April 30, 2019, the degree can be awarded based on the existing regulations, including confirmation of knowledge of a modern foreign language. Furthermore, according to Provisions introducing the Act - Law on Higher Education and Science, although they must be completed by December 31, 2023, degrees are awarded by the Degree Awarding Council. For the rest, Article 179 of the Act Implementing Provisions of the Law on Higher Education and Science shall apply in full.
  6. In proceedings for the award of a doctoral degree initiated after September 30, 2019, but before December 31 2020, the achievements necessary to award a doctoral degree to an applicant shall also include the articles and monographs listed in Article 179, paragraph 6 of the Act of July 3, 2018, Introductory provisions of the Act - Law on higher education and science. For the rest, Article 179 of the Act Implementing Provisions of the Law - Law on Higher Education and Science shall apply in full.
  7. In the case of persons applying for a doctoral degree in extramural mode, after appointing a supervisor or supervisors or a supervisor and assistant supervisor, the Degree Awarding Council, at the request of the person applying for the doctoral degree, orders an oral examination to verify the achievement of learning outcomes at level 8 of the PQF achieved by the person applying for the doctoral degree. A committee examines to verify learning outcomes, appointed by the Chairman of the Degree Awarding Council separately for each application within 1 (one) month of its submission. The committee

consists of at least three persons holding the title of professor or habilitated doctor in the discipline corresponding to the subject of the planned doctoral dissertation.

8. At the request of the person applying for the degree of doctor, in the case of participants in doctoral studies and persons applying for the degree of a doctor in extramural mode, who do not present a certificate or diploma confirming their knowledge of this language at B2 language proficiency level, the Degree Awarding Council orders an oral examination to check the required language competencies of the person applying for the degree of doctor. The examination is carried out to verify learning outcomes in a modern foreign language. The commission is appointed by the Chairman of the Degree Awarding Council separately for each application within 1 (one) month of its submission. The committee comprises at least three people; one teaches this language at a university, and the rest have a PhD.
9. A person preparing a doctoral dissertation on an extramural basis may use the University's research and IT infrastructure under the conditions set by the University.

## § 6

1. The doctoral dissertation presents a theoretical assessment of the candidate in the discipline or disciplines and considers his or her ability to conduct scientific or artistic work.
2. Consideration of a doctoral dissertation is an original solution to a scientific problem, an original solution in applying the candidate's scientific research results as part of economic or social activity, or an original artistic performance.
3. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically developed scientific articles, design, construction, technological, implementation or artistic work, and a separate independent part of a collective work.
4. An abstract in English shall be attached to the doctoral dissertation, and an abstract in Polish to the doctoral dissertation prepared in a foreign language. If the doctoral dissertation is not a written thesis, a description in Polish and English shall be attached.
5. Acceptance of the doctoral dissertation by the Degree Awarding Council takes place within 30 days, and in particularly justified cases, 60 days from the receipt of the last review and passing of doctoral exams (in an additional discipline and a foreign language) in the case of a participant in doctoral studies, or receipt of the last review in the case of a participant in the Doctoral School or a person applying for a doctoral degree on an extramural basis.

## 2. Doctoral Commission

## § 7

1. The committee for the procedure for conferring a doctoral degree, from now on referred to as the Doctoral Committee, is appointed separately for each procedure by the Degree Awarding Council, which supervises its work, within a maximum of 3 months from the

submission of the application to initiate the doctoral procedure. It consists of at least seven persons with the academic title of professor or the academic postdoctoral degree of doctor habilitate in the discipline or field concerned by the proceedings, including the Chairman, Supervisor or Supervisors and Reviewers.

2. The Doctoral Committee is appointed at the request of a Degree Awarding Council member who is the coordinator of the discipline in which the procedure for conferring a doctoral degree will be held.
3. At the invitation of the Chairman of the Doctoral Committee, an assistant supervisor may participate in the committee meetings without the right to vote.
4. It is envisaged that meetings of the Doctoral Commission may be conducted remotely using audio-visual means.

#### § 8

1. The Doctoral Committee conducts activities related to the procedure for conferring a doctoral degree, including:
  - a) conducting the doctoral examination in the essential discipline for participants of doctoral studies within 30 days, and in particularly justified cases, 60 days from the acceptance of the doctoral dissertation by the Degree Awarding Council,
  - b) conducting and accepting the public defence of the doctoral dissertation within 30 days, and in particularly justified cases, 60 days from passing the exam in the primary discipline by the participant of the doctoral studies or acceptance of the doctoral dissertation by the Degree Awarding Council in the case of a doctoral student of the Doctoral School or an extramural candidate,
  - c) prepares a draft resolution on conferring or refusing to confer a doctoral degree, which is submitted to the Degree Awarding Council within a maximum of 14 days from the public defence of the doctoral dissertation.

### 3. Supervisors and Reviewers in Doctoral Proceedings

#### § 9

1. Scientific supervision over the preparation of the doctoral dissertation is exercised by a Supervisor or Supervisors or by a Supervisor and an Assistant Supervisor appointed by the Degree Awarding Council at the request of the person applying for the degree of a doctor.
2. Before initiating the procedure, the person applying for a doctor's degree shall apply for the appointment of a Supervisor or Supervisors or a Supervisor and an Assistant Supervisor.
3. The Resolution to appoint a Supervisor or Supervisors or Supervisor and an Assistant Supervisor is adopted in a secret ballot by an absolute majority of votes in the presence of at least half the total number of persons entitled to vote within a maximum of 1 month from the application submission by the candidate applying for a doctor's degree.
4. The Supervisor may be a person holding the title of professor or a doctor habilitate, and the assistant Supervisor must hold at least the degree of doctor.

5. The Supervisor cannot be a person employed by a foreign university or scientific institution who does not meet the requirements set out in Section 3 unless the Degree Awarding Council decide by way of a resolution that such person has achievements in the field of scientific research to which the doctoral dissertation relates.
6. A Supervisor cannot be a person who, in the last five years:
  - a) was the Supervisor of 4 students who were removed from the list of doctoral students due to their negative results in the mid-term evaluation, or
  - b) supervised the dissertation preparation of at least 2 (two) persons applying for a doctoral degree who did not receive positive reviews.
7. An academic teacher and a researcher cannot, without a justified reason, evade the function of a Supervisor or an Auxiliary Supervisor in the procedure for conferring a degree.
8. The Supervisor or Supervisors shall prepare an opinion on the doctoral dissertation not later than 2 (two) months from the date of its submission for an opinion.

#### § 10

1. In proceedings for the award of the doctoral degree, at the request of the discipline coordinator, the Council for Academic Degrees shall, during no more than 3 (three) months after the examination of the dissertation, appoint two reviewers - for a Doctoral School student whose proceedings were initiated before April 30, 2019, or three reviewers – for a Doctoral School student whose proceedings were initiated after October 1, 2019, or a doctoral student in a Doctoral School or an applicant for a doctoral degree in an extramural mode programme, in the case of non-employees of the University and of the unit that employs the applicant for the doctoral degree.
2. The Resolution on the appointment of Reviewers shall be adopted by secret ballot by an absolute majority of votes in the presence of at least half of the total number of persons entitled to vote.
3. Reviewers shall prepare reviews of the doctoral dissertation within 2 (two) months of the date of its submission.
4. A reviewer shall be a person holding a postdoctoral degree or the title of professor.
5. A reviewer may be a person who does not meet the conditions set out in Section 4, who is a member of staff of a foreign university or research institution if the Council for the Award of Degrees considers by Resolution that the person has significant achievements in the scientific issues to which the doctoral thesis relates.
6. A reviewer may not be a person about whom there are reasonable doubts as to their impartiality.
7. If a review is not submitted within the statutory deadline or a review is submitted that does not meet the formal requirements. In that case, the Degree Awarding Council, at the request of the doctoral Commission, may adopt a resolution on changing the Reviewer.

#### 4. Implementation of Doctoral Proceedings

## § 11

1. The Degree Awarding Council shall initiate the procedure for conferring a doctoral degree at the request of a person who meets the requirements specified in § 5, (2-3) and (5-6) submitted to the Office of the Degree Awarding Council within a maximum of 3 months from applying for initiation of doctoral proceedings. If the above conditions are not met, the Degree Awarding Council issues a decision refusing to initiate the procedure for conferring a doctoral degree.
2. A resolution on initiating or refusing to initiate doctoral proceedings is adopted in a secret ballot by an absolute majority of votes in the presence of at least half of the total number of persons entitled to vote.
3. The application shall be accompanied by the following:
  - a) the original or a certified copy of a document confirming the possession of the professional title of Master of Arts, Master of Engineering or equivalent, or holds a diploma referred to in Art. 326 (2), (2) or Art. 327 Sec. 2 of the Act, giving the right to apply for a doctoral degree in the country in which the higher education system of the issuing University operates,
  - b) ID card number, PESEL number, Contact details: telephone number, e-mail address,
  - c) professional curriculum vitae,
  - d) confirmation of learning outcomes for qualifications at NFQ level 8.
  - e) a list of scientific or artistic works,
  - f) a certificate or diploma attesting to a minimum B2 level in a modern foreign language,
  - g) a doctoral dissertation in five copies together with the opinion of the Supervisor or Supervisors in electronic and paper form,
  - h) an abstract in English for a doctoral dissertation prepared in Polish, and an abstract in Polish for a doctoral dissertation prepared in a foreign language; if the doctoral dissertation is not a written thesis, a description in Polish and English shall be attached,
  - i) information on the progress of the doctoral thesis or proceedings for awarding the doctoral degree, if the person has previously applied for the award of the doctoral degree,
  - j) a declaration of payment of the costs of the proceedings, except for doctoral students at the University.
4. The application may be accompanied by a request for consent to present the doctoral dissertation in a language other than Polish.
5. If the doctoral dissertation is an independent and separate part of a collective work, the candidate shall submit, together with the documents referred to in Sec. 3, statements of all its co-authors specifying their contributions to its creation. For example, suppose the collective work has more than five co-authors. In that case, the candidate shall submit a statement specifying his or her contribution to the work and statements of at least four other co-authors. The candidate is released from the obligation to submit a statement in the event of the co-author's death, declaring him dead or his permanent health impairment preventing obtaining the required statement.



6. The Degree Awarding Council verifies the requirements listed in § 5, (2) (c) based on the list of scientific or artistic works attached to the application to initiate doctoral proceedings according to Art. 267 Sec. 2, (2) (a-b) of the Act. The verification covers the formal correctness and completeness of the application.
7. In the case of persons applying for a doctoral degree in extramural mode, the condition for initiating the proceedings is passing an oral examination verifying that the person has learning outcomes at level 8 of the PQF, conducted by the committee referred to in § 5, section 7. Furthermore, based on the analysis of the list of scientific and artistic works attached to the application to initiate doctoral proceedings and additional questions, the Commission will assess to what extent the applicant:
  - a) knows and understands:
    - to the extent that allows the revision of existing paradigms - global achievements covering theoretical foundations, general issues and selected specific issues relevant to a scientific discipline,
    - main development trends of the scientific disciplines in which education takes place,
    - fundamental dilemmas of modern civilisation,
    - economic, legal, ethical and other significant conditions of research activity,
    - basic principles of knowledge transfer to the economic and social spheres and commercialisation of the results of scientific activity and know-how related to these results.
  - b) has skills in:
    - using knowledge from various fields of science to creatively identify, formulate and innovatively solve complex problems or perform research tasks, in particular defining the purpose and subject of research, formulating a research hypothesis, developing research methods, techniques and tools and their creative application, drawing conclusions on based on the results of scientific research,
    - making critical analysis and evaluation of the results of scientific research,
    - transferring the results of scientific activity to the economic and social spheres,
    - communicating on specialist topics to the extent that enables active participation in the international scientific community,
    - disseminating the results of scientific activity in popular forms,
    - initiating a debate,
    - participating in scientific discourses,
    - using a foreign language at the B2 level to the extent that allows planning and implementing individual and team research or creative projects, also in an international environment,
    - independent planning and acting for one's development as well as inspiring and organising the development of other people,
    - planning classes or a group of classes and implementing them using modern methods and tools,
  - c) has social competencies, including being ready to:
    - critically evaluate achievements within a given scientific discipline,

- assess their contribution to the development of a given scientific discipline,
  - recognise the importance of knowledge in solving cognitive and practical problems,
  - meeting the social obligations of researchers and creators,
  - initiating activities in the public interest, thinking and acting in an entrepreneurial way,
  - maintaining and developing the ethos of research and creative communities (including independently conducting a scientific activity, respecting the principle of public ownership of the results of scientific activity, and considering the principles of intellectual property protection).
8. The mode of the exam verifying the possession of learning outcomes at PQF level 8 in the discipline of musical arts includes:
- a) practical exam in the form of a presentation according to the speciality:
- instrumental: recital - 45 min.
  - vocals: recital - 30 min.
  - theory of music: lecture 30 min.
  - conducting, rhythmic: video recording (not older than 24 months)
  - composition: score or recording (not older than 24 months)
- b) an interview with the candidate;
- c) evaluation of documentation of artistic or scientific achievements.
9. The Commission draws up a protocol from the verification carried out, reflecting the level of competence for each of the outcomes mentioned above (0 points - does not have, 1 point - has). The verification ends with a positive or negative result. A positive assessment requires a minimum of 12 out of 21 points.
10. In the case of persons applying for the degree of doctor in extramural mode, who do not present a certificate or diploma confirming the knowledge of this language at the language proficiency level of at least B2, the condition for initiating the procedure is passing an exam verifying the required language competences, conducted by a commission referred to in § 5, section 8.
11. In the case of participants in doctoral studies, in addition to the Doctoral Commission appointed according to § 7, Sec. 1-2, a maximum of 3 (three) months from the submission of the application to initiate doctoral proceedings, the Degree Awarding Council also appoints:
- a) a committee to examine a different discipline, composed of at least three persons, at least one of whom holds the title of professor or the academic degree of doctor habilitate in the field of science or Art to which this scientific or artistic discipline belongs, or has acquired qualifications equivalent to resulting from the possession of the degree of habilitated doctor according to Art. 21a of the Act and conducts scientific or teaching activities in the field of this scientific or artistic discipline,
- b) a committee to examine knowledge of a modern foreign language, composed of at least three persons, at least one of whom teaches that language at a higher education institution, and the others hold a doctoral degree.

## 5. Defence of the Doctoral Dissertation

### § 12

1. The defence of the doctoral dissertation is public, except for the defence of the doctoral dissertation referred to in Art: 188, section 2 of the Act.
2. Not later than 30 days before the date of the defence of the doctoral dissertation, the Degree Awarding Council makes a doctoral dissertation available on its website in the Public Information Bulletin: i.e. a written thesis together with its summary or a description of a doctoral dissertation that is not a written dissertation and reviews, and 10 (ten) days before the date of the defence of the doctoral dissertation - information on the date, place and method of its conduct.
3. In the case of a doctoral dissertation, the subject of which is covered by a legally protected secret, only reviews are made available, excluding the content covered by this secret.
4. The documents referred to in Sec. 2 shall be placed in the POLon system immediately after making them available.
5. If the doctoral dissertation is a written thesis or part of it is written, the doctoral institution checks it before defence using the Uniform Anti-Plagiarism System.

### § 13

1. A person may be admitted to the dissertation defence if he or she:
  - a) passed the doctoral examination in an additional discipline in the case of participants of doctoral studies
  - b) passed the exam in a modern foreign language in the case of participants of doctoral studies
  - c) passed the exam in the primary discipline in the case of a doctoral student
  - d) received positive reviews from at least two reviewers and met the requirements referred to in § 5, section 1-3.

### § 14

1. The defence takes place at an open meeting of the Doctoral Commission with the participation of the majority of members of the Doctoral Commission, including the dissertation Supervisor and at least one Reviewer in the case of a doctoral student who initiated the procedure for conferring a doctoral degree before April 30, 2019, or at least two reviewers in the case of a participant in doctoral studies who initiated the procedure for conferring a doctoral degree after October 1, 2019, a doctoral student of the Doctoral School or a person applying for a doctoral degree in extramural mode, within 30 days, and in particularly justified cases, 60 days from the acceptance of the doctoral dissertation in the case of a Doctoral School student or a person applying for a doctoral degree in extramural mode or from passing a doctoral exam in an essential discipline in the case of a participant in doctoral studies.
2. The public defence of the doctoral dissertation consists of the following:

- a) a report of the Chairman of the Doctoral Commission on the course of the procedure for conferring a doctoral degree;
  - b) presentation of the profile and scientific achievements of the person applying for the doctoral degree by the Supervisor;
  - c) presentation of the main assumptions of the doctoral dissertation by the candidate;
  - d) presentation of the review by the Reviewers (in the absence of the Reviewer, the Chairman of the doctoral commission orders the reading of the review);
  - e) questions asked by members of the Doctoral Commission and other persons present at the meeting, the purpose of which is to confirm the correctness of theses contained in the doctoral dissertation and knowledge of the discipline in which the procedure for conferring a doctoral degree is pending;
  - f) the candidate's answers.
3. After the public defence of the dissertation has been completed, the doctoral committee shall hold a closed session at which it shall evaluate the conduct of the defence and decide by vote whether to accept or refuse the public defence.
  4. The decision to accept or refuse the defence shall be taken by secret ballot by an absolute majority in the presence of at least half the total number of persons entitled to vote.
  5. Public defence of the doctoral dissertation ends with the preparation by the Doctoral Committee of a draft resolution containing an opinion for the Degree Awarding Council on the award or refusal of the degree of a doctor, together with the justification, which is submitted to the Chairman of the Degree Awarding Council within a maximum 14 days.
  6. The condition for recognition of a doctoral dissertation as outstanding is the conclusion of all reviewers appointed in the doctoral procedure, included in their written reviews, which is the basis for the doctoral committee to prepare a resolution containing an appropriate opinion for the Degree Awarding Council, adopted in the form of a resolution.

#### § 15

In a secret ballot, by an absolute majority of votes in the presence of at least half of the total number of persons entitled to draw lots, not later than one month after the public defense of the doctoral thesis, the Degree Awarding Council adopts a resolution on conferring or refusing to confer a doctoral degree and on its basis issues administrative decision.

#### § 16

Suppose the person applying for the degree of doctor has claimed the authorship of a significant fragment or other elements of someone else's work or scientific findings. In that case, the Degree Awarding Council declares the decision to award the degree invalid.

### 6. Appealing Procedure

#### § 17

1. The decision on the refusal to initiate the procedure for conferring a doctoral degree may be subject to the right to submit a complaint to the Council of Scientific Excellence.
2. The decision to refuse admission to the defence may be appealed against the Council of Scientific Excellence.
3. The decision to refuse to confer a degree of doctor may be appealed against the Council of Scientific Excellence.
4. The appeal referred to in Section 2 of this paragraph shall be submitted through the Council for Academic Degrees within 30 days from the decision's delivery date. In turn, the complaint referred to in Section 1 of this paragraph shall be submitted through the Council for Academic Degrees within 7 (seven) days from the decision's delivery date.
5. The Degree Awarding Council submits the appeal to the Scientific Excellence Council along with its opinion and case files within 3 (three) months from the appeal's submission date.
6. If a doctoral dissertation is not allowed to be defended or a decision on refusal to confer a doctoral degree is issued, the same dissertation may not be the basis for reapplying for a doctoral degree.

### III. THE POSTDOCTORAL DEGREE OF DOCTOR HABILITATED

#### 1. Conditions for obtaining the postdoctoral degree of doctor habilitated

#### § 18

1. The postdoctoral degree of doctor habilitated can be awarded to a person who:
  - a) holds a PhD degree;
  - b) has scientific or artistic achievements constituting a significant contribution to the development of a given discipline, including at least:
    - 1 scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, and included in the list drawn up under regulations issued based on Art. 267 Sec. 2 (2) (a), or
    - 1 cycle of thematically related scientific articles published in scientific journals or peer-reviewed materials from international conferences, which in the year of publication of the article in its final form were included in the list drawn up per the regulations issued based on Art. 267 Sec. 2 (2) (b), or
    - 1 completed original design, construction, technological or artistic achievement;
  - c) demonstrates significant scientific or artistic activity in more than one University, scientific or cultural institution, particularly a foreign one.
2. The achievement referred to in Sec. 1 (b) may constitute part of a collective work if the development of a separate issue is an individual contribution of the person applying for the postdoctoral degree of doctor habilitate.
3. The obligation to publish does not apply to achievements covered by the protection of classified information.

4. In postdoctoral habilitation proceedings initiated by April 30, 2019, the degree is awarded based on the existing regulations, according to Art. 179, Sec. 1 of the Act of July 3, 2018. Provisions introducing the Act - Law on Higher Education and Science, except that they must be completed by December 31, 2021. Degrees Awarding Council awards the degrees.
5. In proceedings for awarding the postdoctoral degree of doctor habilitate initiated after September 30, 2019, but before December 31, 2020, the achievements necessary to award the degree to the person applying for the degree also include articles on monographs listed in Art. 179, Sec. 6 of the Act of July 3, 2018. Provisions introducing the Act - Law on Higher Education and Science. In the remaining scope, Article 179 of the Act Provisions implementing the Act on Higher Education and Science shall apply.

## 2. Initiation of the postdoctoral habilitation procedure

### § 19

1. The procedure for conferring the postdoctoral degree of doctor habilitated shall be initiated by the Council for Academic Degrees at the request of the person applying for the postdoctoral degree of doctor habilitated submitted through the SEC.
2. The Degree Awarding Council, within 4 (four) weeks from receipt of the application from the Council of Scientific Excellence, may refuse to consent to the procedure's conduct for conferring the doctor's postdoctoral degree habilitate and return the application to the SEC.
3. A resolution on consent to conduct the procedure for conferring the postdoctoral degree of doctor habilitate or refusal to conduct it is adopted in a secret ballot by an absolute majority of votes in the presence of at least half of the total number of persons entitled to vote.

## 3. Appointment of the postdoctoral habilitation committee and reviewers

### § 20

1. Based on the Resolution of the Scientific Excellence Council (SEC) designating the University as the habilitating entity, the Degree Awarding Council appoints, at the request of the discipline coordinator, and supervises the work of the committee for conducting the procedure for conferring the postdoctoral degree of doctor habilitate, from now on referred to as the habilitation committee, appointed separately for each procedure.
2. The Degree Awarding Council shall appoint the habilitation committee within 6 (six) weeks of receiving information about the committee members appointed by the Scientific Excellence Council. The Council consists of the following:
  - a) 4 (four) members appointed by the Scientific Excellence Council, including the chairman and 3 (three) reviewers, from among persons holding the degree of doctor habilitated or the title of professor and current scientific or artistic achievements and recognised reputation, including international, who are not employees of the habilitating entity;

- (b) 2 (two) members holding a postdoctoral or professorial degree and employed by the University, including the Secretary;
  - c) a Reviewer with a postdoctoral or professorial degree and recent scientific or artistic achievements, with a recognised reputation, including internationally, who is not an employee of the postdoctoral body.
3. Resolution on the appointment of the Reviewer, Secretary and member of the postdoctoral committee shall be adopted by the Degree Awarding Council by secret ballot, by an absolute majority of votes in the presence of at least half of the total number of persons entitled to vote.
  4. Someone who does not meet the conditions set out in Section 2 (c) and is an employee of a foreign university or scientific institution can be a Reviewer. In addition, the Reviewer must be someone with significant achievements in issues related to the achievements of the person applying for the postdoctoral degree of doctor habilitated. The Degree Awarding Council takes a resolution based on a proposal from the discipline coordinator.
  5. A person who has twice failed to meet the review deadline referred to in § 21 (1) cannot be a reviewer.
  6. A reviewer cannot be a person with reasonable doubts about his or her impartiality.

#### § 21

1. Within 8 (eight) weeks from receipt of the application, Reviewers assess whether the scientific achievements of the person applying for the postdoctoral degree of doctor habilitated meet the requirements in Art. 219 Sec. 1 (2) of the Act, and prepare reviews.
2. An academic teacher and a researcher may not, without a justified reason, refrain from performing the function of a reviewer in the procedure for conferring the degree of doctor habilitated.
3. It is envisaged that meetings of the habilitation committee may be conducted remotely using audio-visual means.

#### 4. Habilitation colloquium and awarding the degree of habilitated doctor

#### § 22

1. In all proceedings from October 1 2023, the habilitation committee shall conduct a colloquium in the scientific or artistic achievements field of the person applying for the postdoctoral degree of doctor habilitated. However, in the case of proceedings for awarding the postdoctoral degree of doctor habilitated initiated and not completed by September 30 2023, the committee may not conduct the habilitation colloquium unless the person applying for this degree has scientific achievements in the field of humanities, social sciences or theology.

2. The habilitation colloquium is public, except for the colloquium on the achievements specified in Art: 219, Sec. 3 of the Act.
3. The habilitation colloquium is not conducted if at least 2 (two) reviews are negative.
4. The Resolution containing the opinion on conferring the postdoctoral degree of doctor habilitated shall be taken by the habilitation committee in an open vote, by a simple majority of votes, at a meeting held not later than 4 (four) weeks from the date of receipt of the review. At the request of the person applying for the degree, the Commission adopts a resolution in a secret ballot. A review cannot be positive if at least 2 (two) reviews are negative.
5. Within 6 (six) weeks of receipt of the review, the habilitation committee shall submit the Resolution referred to in Sec. 2, together with the procedure's justification and documentation for conferring the doctor's postdoctoral degree habilitated.
6. Based on the Resolution referred to in Sec. 2, within one month from its receipt, the Degree Awarding Council confers the postdoctoral degree of the doctor habilitated or refuses to confer it. Furthermore, the Degree Awarding Council refuses to award a degree if the opinion in Sec. 2 is negative.
7. A resolution of the Degree Awarding Council on conferring or refusing to confer the postdoctoral degree of doctor habilitated shall be adopted in a secret ballot by an absolute majority of votes in the presence of at least half of the total number of persons entitled to vote.

#### § 23

1. The Degree Awarding Council:
  - a) make available in the Public Information Bulletin the application of the person applying for the postdoctoral degree of doctor habilitated, information on the composition of the habilitation committee, reviews, a resolution containing an opinion on the award of the degree with justification, a decision to award the postdoctoral degree of doctor habilitated or refusal to award it, and not later than 10 (ten) days before the set date of conducting the habilitation colloquium, information about the date, place and manner of its conduct.
  - b) publish in the POLon system the application of the person applying for the postdoctoral degree of doctor habilitated and the information on the composition of the habilitation committee and reviews immediately after they are made available.

#### 5. Appeals procedure

#### § 24

1. The decision to refuse to confer the postdoctoral degree of doctor habilitated may be appealed against it to the Scientific Expertise Council.
2. Appeals shall be submitted through the Council for Academic Degrees within 30 days from the decision's delivery date.



3. The Degree Awarding Council submits the appeal to the Scientific Expertise Council with its opinion and case files within 3 (three) months from the appeal's submission date.
4. If the decision is upheld, the person applying for the postdoctoral degree of doctor habilitated may re-apply to initiate the procedure for conferring the degree after 2 (two) years. However, this period may be shortened to 12 months in the case of a significant increase in scientific or artistic achievements.
5. The provisions of Articles 194 and 195 of this Act shall apply mutatis mutandis to the resumption of proceedings to confer the postdoctoral degree of doctor habilitated and to the annulment of a decision to confer that degree.
6. If an application is withdrawn after the postdoctoral committee has been appointed:
  - a) the same application may not be the basis for an application for the conferment of the postdoctoral degree at another postdoctoral institution,
  - b) the applicant may not apply for the conferment of the postdoctoral degree of doctor habilitated for two years.

#### IV. RULES OF FINANCING DOCTORAL OR HABILITATION PROCEEDINGS

1. Principles for determining the fee for doctoral or postdoctoral proceedings, and possible exemption from such fee

##### §25

1. The amount of the fee for an extramural doctoral procedure shall be the sum of the following costs:
  - a) the fees of the Supervisor, supervisors or assistant supervisor,
  - b) the fees of reviewers,
  - c) reimbursement of travel, accommodation and per diem expenses of the promoter or assistant promoter or reviewers,
  - d) indirect costs in the amount determined by the order of the Rector of JDU.
3. The fee for the postdoctoral habilitation proceedings is the sum of the following costs:
  - e) remuneration of reviewers and members of the habilitation committee,
  - f) reimbursement of travel, accommodation and allowance costs of reviewers and members of the habilitation committee,
  - g) indirect costs in the amount specified by the order of the Rector of JDU.
4. At the request of a person applying for the degree of doctor in extramural mode or the postdoctoral degree of doctor habilitate, who is not employed at the University and is not an academic teacher or researcher, the Rector of JDU may, in justified cases, decide to waive the procedure fee in whole or in part.

##### § 26

1. Reimbursement of travel, accommodation and per diem expenses of a promoter or reviewer or a member of the postdoctoral habilitation committee shall be covered up to:
  - a) travel costs in the amount of the price of a 2nd class train ticket,

- b) accommodation prices not more than PLN 350 per night,
  - c) allowances in the maximum amount of PLN 45 per day.
2. The Secretariat of the Council for the Awarding of Academic Degrees and Degrees in Art and the Doctoral School verifies the correctness of the amount of reimbursed costs referred to in Sec. 1.

#### § 27

1. The doctoral examination of a participant in full-time doctoral studies shall be conducted free of charge during the period of doctoral studies, taking into account the extended period of doctoral studies referred to in the Regulations of Doctoral Studies at Jan Długosz University in Częstochowa.
2. In the case of full-time doctoral students, who started their doctoral studies in the academic year 2015/2016 at the latest, the doctoral procedure is carried out free of charge within 12 months after the end of classes provided for in the curriculum. Alternatively, if the period of doctoral studies, referred to in the Regulations of doctoral studies, is extended up to 12 months after the end of the extension period.
3. The University covers the costs of the doctoral procedure referred to in Sec. 1 and 2 only once, regardless of the result of the dissertation in a given field of study.

#### 2. Concluding contracts regarding doctoral or habilitation proceedings

#### § 28

1. Where an applicant for the award of a degree is not an employee of the University, a participant in a doctoral programme or a doctoral student at a Doctoral School run by the University, the initiation of proceedings shall be preceded by the conclusion of a contract/agreement with that person or the unit in which they are employed to cover the costs of the proceedings, a specimen of which is attached as Annexes 1 and 2 to the Regulations.
2. The agreement, along with the preliminary calculation of the proceedings, is prepared by the Secretariat of the Council for the Awarding of Academic Degrees and Degrees in the Field of Art and the Doctoral School. The contract and the calculation initialled by the Chairman of the Degree Awarding Council are signed on behalf of the University by the Vice-Rector responsible for science and the Bursar.
3. The final calculation of the costs of the proceedings is attached to the VAT invoice or accounting note.
4. The calculation of the costs of the proceedings includes the expenses specified in § 25 Sec. 1 or 2.
5. The proceedings will be initiated:
  - a) in the case of an academic teacher not employed at the University - after paying the advance payment referred to in § 30 sec. 1 to the account of the University or

b) in the case of an academic teacher employed at the University - after obtaining the consent of the Vice-Rector responsible for science or the Rector to finance the proceedings' costs.

#### § 29

1. An order contract with a supervisor or an assistant supervisor and a contract for a specific task with a reviewer or a member of the habilitation committee who is not an employee of the University shall be prepared by the Secretariat of the Council for the Award of Academic Degrees and Degrees in Art and the Doctoral School based on the contract template attached as Annexes 3, 4, 5 or 6 to the Regulations. It is signed by the Chairman of the Degree Awarding Council and the Bursar on behalf of the University.
2. Agreements with the supervisor, supervisors or supervisor and assistant supervisor, as well as with reviewers, are concluded within 14 days of the appointment of the doctoral commission. Likewise, agreements with members of the habilitation committee are concluded within 14 days of the appointment of the same by the Scientific Expertise Council.
3. The Secretariat of the Council for the Awarding of Academic Degrees and Degrees in Art and the Doctoral School shall submit the agreement's original to the Payroll Department for registration with social security and health insurance within 5 (five) days from the date of conclusion of the agreement.
4. Instructions regarding remuneration for a Supervisor or Reviewer who is an employee of the University shall be prepared by the Secretariat of the Council for the Award of Academic Degrees and Degrees in the Field of Art and the Doctoral School and approved by the Chairman of the Degree Awarding Council.
5. The amount of one-off remuneration for a Supervisor, Assistant Supervisor, Reviewer or member of the Habilitation Committee results from Art. 184 of the Act.
6. Remuneration for the Supervisor, Assistant Supervisor or member of the Habilitation Committee shall be paid after the completion of the procedure.

#### § 30

1. The person applying for the award of a degree or the entity employing this person shall make an advance payment of 50% of the amount indicated in the contract referred to in § 28 sec. 1, within 7 (seven) days from signing it.
2. Within 14 days from the date of adoption by the Degree Awarding Council of a resolution on the award or refusal to award the doctoral degree or postdoctoral degree of habilitated doctor, the Secretariat of the Council for the Award of Scientific Degrees and Degrees in the Arts and the Doctoral School shall issue:
  - a) a VAT invoice containing the final settlement of the costs of the proceedings, and send it to the person applying for the degree or the employing unit - in the case of persons from outside the University;
  - b) send an accounting note to the Department of Science and International Cooperation - in the case of employees and doctoral students of the University.

3. The rules of financing the proceedings set out in sec. 1-2 do not apply to:
- a) academic teachers employed at the University and participants of full-time doctoral studies who have obtained the consent of the Vice-Rector for Science to conduct the procedure free of charge,
  - b) doctoral students at the Doctoral School run by the University.

#### § 31

1. The Rector specifies the principles of financing the doctoral or postdoctoral habilitative procedure of an academic teacher employed at the University in a separate order.

### V. DIPLOMAS AND COPIES OF DIPLOMAS

#### § 32

1. A person awarded the doctoral degree or postdoctoral degree of doctor habilitated shall be issued the original of the doctoral or postdoctoral habilitation diploma, respectively, and one copy of this diploma in Polish. In addition, one copy of the doctoral or habilitation diploma translated into a foreign language is also issued at their written request.
2. Diplomas and copies referred to in Sec. 1 are prepared by the Department of Science and International Cooperation.
3. Fees are collected in the amount determined by the ordinance of the Rector of UJD for the issuance of:
  - a) a copy of a diploma in Polish,
  - b) a copy of a diploma in a foreign language,
  - c) duplicate diploma.

#### § 32

1. The solemn doctoral promotion is carried out during the next Inauguration of the Academic Year or on the occasion of another central ceremony organized at the University.
2. During the ceremony, the person awarded the degree of a doctor or doctor habilitate shall be presented with a copy of the diploma and one copy of the diploma in Polish.
3. A person who has been awarded the degree of doctor is obliged to take an appropriate oath.
4. The Supervisor awards the PhD diploma by uttering the appropriate sentence. If the Supervisor is absent during the doctoral promotion ceremony, he is replaced by the Chairman of the Degree Awarding Council -DAC or the Discipline Council.
5. The Rector awards the diploma of habilitated doctor.

Annexe No. 1 to the Regulations

CONTRACT NO. ....  
with the employing entity  
on the conduct of the procedure  
for the award of the degree of doctor/doctor habilitate\*

concluded on ..... between

Jan Długosz University in Częstochowa, ul. Washington 4/8, from now on, referred to as the "University", represented by:

....., Vice-Rector for Science and International Cooperation,  
acting under the authority of the Rector of the University,  
and

.....  
.....  
(name of the University/Institute of the Polish Academy of Sciences (PAN), research or international employing institute),

from now on, referred to as the "Ordering Party", represented by:

1.

2.

§ 1

The University undertakes to conduct proceedings for the conferment of the degree of Doctor/Doctor Habilitated\*, from now on referred to as the proceedings Ms./Mr.

Who is employed at .....,  
from now on, referred to as the "employee of the Ordering Party".

§ 2

1. The Ordering Party undertakes to cover the costs of conducting the proceedings in the amount calculated by the University.
2. The approximate cost of conducting the proceedings is ..... PLN, according to the preliminary cost calculation attached to the agreement.
3. The final cost of conducting the proceedings will be specified in the VAT invoice issued by the University to the Ordering Party, according to the final cost calculation attached.

§ 3

1. The Ordering Party undertakes to transfer 50% of the amount indicated in § 2, Sec. 2, within 7 (seven) days from signing this agreement to the University of Humanities and Life Sciences account. Jan Długosz in Częstochowa: account number BNP Paribas 23 1750 1035 0000 0000 1301 1378.

2. The remaining amount for the costs of conducting the proceedings should be paid after the settlement of the proceedings within 14 days from the date of issuing the final VAT invoice: account number BNP Paribas 23 1750 1035 0000 0000 1301 1378.

#### § 4

The proceedings will commence after the advance payment referred to in § 3, Section 1 of the contract.

#### § 5

The Ordering Party undertakes to pay the costs regardless of the outcome of the proceedings.

#### § 6

1. The University declares that it is the administrator of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (from now on referred to as the GDPR) concerning the personal data of the Ordering Party's employee processed in connection with the concluded contract.

2. The University declares that it has appointed a data protection officer who can be contacted regarding personal data via the e-mail address: [iod@ujd.edu.pl](mailto:iod@ujd.edu.pl)

3. The University will process the personal data referred to in Section 1 in terms of the categories of identification, contact and financial data for:

- a) performance of the contract and settlement of the remuneration due - Art. 6 (1) (b) GDPR,
- b) performance of public law obligations incumbent on the University in connection with the contract - Art. 6 (1) (c) GDPR,
- c) to contact the Contractor by phone or e-mail to the extent necessary resulting from the performance of the contract - Art. 6 (1) (b) GDPR,
- d) to determine or pursue any claims arising from the contract - Art. 6 (1) (f) GDPR.

4. Access to the data may be used by: authorized employees of the University, members of the Council for the Awarding of Academic Degrees and Art Degrees at the Jan Długosz University in Częstochowa to the extent specified by law as part of the promotion procedure, and service providers and their authorized employees, as part of the personal data processing procedure to provide services for the University, as part of the operation of IT systems.

5. Personal data will be processed for the duration of the contract and indicated in the uniform material list of files, including archiving obligations and rights related to pursuing claims, etc.

6. The Ordering Party's employee has the right to demand from the University access to their data, rectification, deletion or limitation of processing, or to object to their processing.

7. In connection with processing personal data, the Ordering Party's employee has the right to lodge a complaint with the supervisory body - the Office for Personal Data Protection President.

8. Providing personal data referred to in par. 1 is voluntary but required to conclude this contract; refusal to provide personal data results in the impossibility of its conclusion and implementation. In addition, filing a request to delete or limit processing may result (at the University's discretion) in the termination of the contract due to the fault of the Principal.

§ 7

In matters not regulated by the agreement, the provisions of the Civil Code, the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2018, item 1191 as amended) and the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) shall be applied.

§ 8

Any disputes arising from this contract will be settled amicably in the first place. If the case is not settled amicably within 30 days from the date of the dispute, the competent court will be the common court competent for the seat of the University.

§ 9

Any changes to this agreement must be made in writing as an Annexe or be null and void.

§ 10

The agreement was drawn up in two identical copies, one for the Ordering Party and one for the University.

JAN DŁUGOSZ UNIVERSITY  
in Czestochowa

.....  
Vice-Rector for Science  
and International Cooperation

.....  
Bursar CONTRACTOR

.....  
\*Delete where applicable

Annexe No. 2 to the Regulations

CONTRACT NO. ....  
with the natural person  
on the conduct of the procedure  
for the award of the doctoral degree /postdoctoral degree of doctor habilitate\*

concluded on ..... between  
Jan Długosz University in Częstochowa, ul. Washington 4/8, from now on, referred to as the  
"University", represented by:

....., Vice-Rector for Science and International Cooperation,  
acting under the authority of the Rector of the University,  
and

.....  
from now on referred to as "Ordering Party,"  
whose usual address is

.....  
.....

#### § 1

The University undertakes to conduct the procedure for awarding the doctoral degree  
/postdoctoral degree of doctor habilitate\*, from now on referred to as the procedure of  
Ms./Mr.

.....

#### § 2

1. The Ordering Party undertakes to cover the costs of conducting the proceedings in the amount calculated by the University.
2. The approximate cost of carrying out the proceedings is PLN ....., following the preliminary cost calculation attached to the contract.
3. The final cost of the procedure will be specified in the VAT invoice issued by the University for the Ordering Party following the final cost calculation attached.

#### § 3

1. The Ordering Party undertakes to transfer 50% of the amount indicated in § 2 Sec. 2 within 7 (seven) days from signing this agreement to the account of the University of Jan Długosz in Częstochowa: account number BNP Paribas 23 1750 1035 0000 0000 1301 1378.
2. The remaining amount for the costs of conducting the proceedings should be paid after the settlement of the proceedings within 14 days from the date of issuing the final VAT invoice: account number BNP Paribas 23 1750 1035 0000 0000 1301 1378.

#### § 4



The proceedings will commence after the advance payment referred to in § 3 Sec. 1 of the Contract

#### § 5

The Ordering Party undertakes to pay the costs of the proceedings, regardless of the outcome of the proceedings.

#### § 6

1. The University declares that it is the administrator of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (from now on referred to as the GDPR) concerning the Principal's data processed in connection with the concluded contract.
2. The University declares that it has appointed a data protection officer who can be contacted regarding personal data via the e-mail address: iod@ujd.edu.pl
3. The University will process personal data referred to in Sec. 1 (one) in terms of the categories of identification, contact and financial data for:
  - a) performance of the contract and settlement of the remuneration due - Art. 6 (1) (b) GDPR,
  - b) performance of public law obligations incumbent on the University in connection with the contract - Art. 6 (1) (c) GDPR,
  - c) to contact the Principal by phone or e-mail to the extent necessary resulting from the performance of the contract - Art. 6 (1) (b) GDPR,
  - d) to determine or pursue any claims arising from the contract - Art. 6 (1) (f) GDPR.
4. The following data recipients may have access to the data: authorized employees of the University, members of the Council for the Awarding of Scientific Degrees and Degrees in the Arts in the Jan Długosz University in Czestochowa to the extent specified by law as part of the promotion procedure, as well as service providers and their authorized employees entrusted by contract with the processing of personal data to provide services for the University, in particular entities operating IT systems.
5. Personal data will be processed for the duration of the contract and indicated in the uniform subject file index, including archiving of documents and legal hold related to pursuing claims, etc.
6. The Ordering Party has the right to demand from the University access to his personal data, rectification, deletion or limitation of processing, or to object to their processing.
7. The Ordering Party, in connection with processing personal data, has the right to complain to the supervisory body - the President of the Office for Personal Data Protection.
8. Providing personal data referred to in par. 1 is voluntary but required to conclude this contract; refusal to provide personal data results in the impossibility of its conclusion and implementation. Filing a request to delete or limit processing may result (at the University's discretion) in the termination of the contract due to the fault of the Ordering Party.

#### § 7

In matters not covered by the Contract, the provisions of the Civil Code, the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended)

and the Act of July 20, 2018, shall apply. 2018 Law on higher education and science (Journal of Laws of 2018, item 1668, as amended).

§ 8

Any disputes arising from this contract will be settled amicably in the first place. If the case is not settled amicably within 30 days from the date of the dispute, the competent court will be the common court competent for the seat of the University.

§ 9

Any changes to this agreement must be made in writing as an Annexee or be null and void.

§ 10

The agreement was drawn up in two identical copies, one for the Principal and one for the University.

JAN DŁUGOSZ UNIVERSITY  
in Czestochowa

.....  
Vice-Rector for Science  
and International Cooperation

.....  
Bursar CONTRACTOR

.....  
\*Delete where applicable

Annexe No. 3 to the Regulations ...

CONTRACT TO PERFORM A SPECIFIED TASK NO. ....  
ON PERFORMING THE FUNCTION OF A SUPERVISOR / AUXILIARY SUPERVISOR \*  
in proceedings for awarding the degree of doctor

concluded on ..... between

Jan Długosz University in Częstochowa, ul. Waszyngtona 4/8, from now on referred to as the "University", represented by:

....., Chairman of the Council for the Awarding of Academic Degrees and Degrees in the Arts, acting under the authority of the Rector of the University,

and

..... who is not an employee of the University, employed in

.....  
from now on, referred to as the "Supervisor",

address

PESEL .....

§ 1

The University assigns, and the Supervisor accepts the duties of Supervisor in the proceedings for awarding the doctoral degree, from now on referred to as the proceedings, to Mr./Ms.

.....  
name of candidate/title of the thesis,

initiated by ..... on .....

§ 2

1. For the work performed, the Supervisor will receive a one-off remuneration in the amount of ..... PLN gross, in words ....., at the rate specified in the Law of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2018, item 1668).
2. The remuneration will be transferred to the bank account indicated by the Supervisor no later than 30 days from the date of receiving by the University the bill issued by the

Supervisor after the decision of the Degree Awarding Council on awarding or refusing to award the degree of doctor.

3. The supervisor will pay the remuneration after deducting income tax and applicable social security and health insurance contributions.

#### § 3

1. The contract is concluded for the duration of the proceedings, starting from the date of appointment: .....

2. The agreement's termination date is considered the date of the decision of the Council for Awarding Academic Degrees on the award or refusal to award the degree of doctor.

#### § 4

1. The contract may be terminated under applicable law if ..... passes a resolution to change the Supervisor.

2. In the event of termination of the agreement before the end of the proceedings, the Supervisor shall not acquire the right to receive the remuneration referred to in § 2 Section 1 of this contract.

#### § 5

The Supervisor undertakes to:

- 1) Personally perform the duties of a supervisor with integrity and honesty,
- 2) and take care of the high level of the dissertation prepared by the doctoral candidate.

#### § 6

The reimbursement of the Supervisor's travel and accommodation expenses is covered up to the amount of:

- 1) travel expenses in the amount of the price of a second-class train ticket,
- 2) accommodation prices not more than PLN 350 per night,
- 3) allowances in the maximum amount of PLN 45 per day.

#### § 7

1. The University declares that it is the administrator of personal data within the meaning of Regulation 2016/679 of the European Parliament and of the Council of the European Union of April 27 2016, on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /WE (from now on referred to as GDPR) concerning the Reviewer's data processed in connection with the concluded contract.

2. The University declares that it has appointed a data protection officer who can be contacted regarding personal data via e-mail: [iod@ujd.edu.pl](mailto:iod@ujd.edu.pl)

3. The University will process the personal data referred to in section 1 in terms of the categories of identification, contact and financial data for:

- a) Performance of the contract and settlement of the remuneration due - Art. 6 (1) (b) GDPR,
- b) performance of public law obligations incumbent on the University in connection with the contract - Art. 6 (1) letter c) GDPR,

c) to contact the Supervisor by phone or e-mail to the extent necessary resulting from the performance of the contract - Art. 6 (1) (b) GDPR,

d) to determine or pursue any claims arising from the contract - Art. 6 (1) (f) GDPR.

4. The following recipients of the data may have access to the data: authorized employees of the University, members of the Council for the Awarding of Academic Degrees and Degrees in the Arts at the Jan Długosz University in Częstochowa to the extent prescribed by law within the framework of promotion proceedings, and service providers and their authorized employees who are contractually entrusted with the processing of personal data to carry out services provided to the University, in particular, entities operating IT systems.

5. Personal data will be processed for the duration of the contract and indicated in the uniform material list of files, including archiving obligations and rights related to pursuing claims, etc.

6. The Supervisors have the right to request from the University access to their data, rectification, deletion or limitation of processing, or object to their processing.

7. In processing personal data, the Supervisor can complain to the supervisory authority - the President of the Personal Data Protection Office.

8. Providing personal data referred to in section 1 is voluntary but required to conclude this contract; refusal to provide personal data results in the impossibility of its conclusion and implementation. Submitting a request to delete or limit processing may result (at the University's discretion) in the termination of the contract due to the Supervisor's fault.

#### § 8

In matters not covered by the contract, the provisions of the Civil Code, the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended) and the Act of July 20, 2018, shall apply. 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

#### § 9

Any disputes arising from this contract will be settled amicably in the first place. If the case is not settled amicably within 30 days from the date of the dispute, the competent court will be the common court competent for the seat of the University.

#### § 10

Any changes to this contract shall be in writing as an Annexee or be null and void.

#### § 11

The contract was drawn up in two identical copies, one for the Reviewer and one for the University.

JAN DŁUGOSZ UNIVERSITY

in Częstochowa

SUPERVISOR

.....

Chairman of the Council  
for the Awarding of Academic Degrees  
and Degrees in the Arts

.....

Bursar

\* delete as appropriate

Annexe No. 4 to the Regulations ...

CONTRACT TO PERFORM A SPECIFIED TASK NO. ....  
ON THE DEVELOPMENT OF A REVIEW  
in proceedings for awarding the degree of doctor

concluded on ..... between

Jan Długosz University in Częstochowa, ul. Waszyngtona 4/8, from now on referred to as the "University", represented by:

....., Chairman of the Council for the Awarding of Academic Degrees and Degrees in the Arts, acting under the authority of the Rector of the University,  
and

....., who is not an employee of the University, employed in

.....  
from now on, referred to as the "Reviewer",

address

.....,

PESEL .....

§ 1

1. The University entrusts the performance of a review regarding the fulfilment of the doctoral dissertation of mgr (master) ..... titled ..... requirements specified in Art. 187 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

§ 2

1. The Reviewer undertakes personally, without entrusting another person, to perform the subject of the agreement and deliver it to the seat of the University, ..... in a paper form together with its copy saved on an IT data carrier by .....
2. The Reviewer declares that the performance of the subject of the contract is within his/her capabilities and that there are no technical and legal obstacles preventing the

performance of the subject of the contract in whole or in part. The Reviewer declares that there are no circumstances that could raise doubts about his impartiality, in particular:

a) The Reviewer is not a co-author of the scientific papers of the candidate for the degree of doctor;

b) The Reviewer did not participate and does not participate together with the candidate in research teams implementing projects financed through domestic or foreign competitions;

c) The Reviewer did not conduct research work in scientific institutions together with the candidate;

d) The Reviewer did not prepare a review in other proceedings for the candidate's academic promotion and did not act as a supervisor or assistant supervisor in these proceedings;

e) there are no other circumstances specified in Art. 24 of the Act of June 14, 1960, Code of Administrative Procedure (Journal of Laws of 2018, item 2096), which would result in the inability to perform the subject of the contract.

3. The Reviewer shall perform the subject of the agreement reliably and exhaustively.

4. The review should end with a clearly expressed, unambiguous conclusion (positive or negative). In addition, the conclusion of the review should be unequivocally justified in the content of the review.

5. The review of the work should be made according to the following rules:

a) Presentation of primary data about the candidate, including:

The date of obtaining the master's degree and the name of the organizational unit in which the title was awarded;

information whether the candidate has previously applied for a doctoral degree, including - if it results from the documentation of the case - information on the course and completion of the previous procedure;

a course of scientific and professional work (place of work, positions held);

b) presentation of information about the evaluated doctoral dissertation, including: the title of the doctoral dissertation constituting the basis for applying for the degree of doctor in the current proceedings;

evaluation of the layout of the doctoral dissertation, including information about its components;

evaluation of the applied literature within the doctoral dissertation;

indication and evaluation of the purpose of the candidate's work;

indication and evaluation of the applied research methods;

evaluation of the part of the doctoral dissertation concerning the discussion of research results;

information on the practical application of the obtained research results;

Information on possible irregularities that appeared in the evaluated doctoral dissertation;

assessing whether the doctoral dissertation is an original solution to a scientific problem;

assessing whether the doctoral dissertation presents the general theoretical knowledge of the candidate in the discipline or disciplines and the ability to conduct scientific or artistic work independently.

c) if the doctoral dissertation is an independent and separate part of a collective work, the review should include an assessment of the candidate's contribution to this work;

d) If the review's author states that the doctoral dissertation deserves to be distinguished, the justification for the request should be provided.

6. Besides the issues presented in the previous points, which the Jan Długosz University in Częstochowa expects to discuss in the first place, the review's author may, at his discretion, provide other information or comments relevant to the position expressed in the review.

7. The review should list in detail all errors noticed by the Reviewer as well as incorrect or inaccurate wordings.

8. If a review is submitted incorrectly or incompletely, the University may indicate reservations, request the Reviewer to correct or supplement the review and set a deadline for their implementation, withholding the payment of remuneration until the review is corrected or supplemented, under pain of - in the event of failure to complete the review - recognition contracts as unfulfilled. The basis for recognizing the contract as not performed may also be a gross violation of the deadline for the performance of this contract.

### § 3

1. For the performance of the review following the arrangements contained in § 2, together with the transfer of copyright under Sec. 2, the Reviewer will receive remuneration in the amount of .... PLN gross (in words: ..... PLN) within 30 days from the date of receipt by the University of the bill issued by the Reviewer.

2. According to the Act of February 4, 1994, on Copyright and Related Rights (Journal of Laws of 2018, item 1191, as amended), the Reviewer's copyrights in the review created as a result of the execution of this agreement as a work are transferred by the Reviewer to the University in the following fields of exploitation:

- a) entering into the memory of a computer or server;
- b) multiplication of copies in the available technique;
- c) reproduction for the relevant proceedings;
- d) making it available to the public as part of the obligations arising from the law;
- e) lending copies as part of the obligations arising from the provisions of law;
- f) the right to authorize the exploitation of the work.

3. The reimbursement of the Contractor's travel and accommodation expenses is covered up to the amount of:

- a) travel expenses in the amount of the price of a second-class train ticket,
- b) accommodation prices not more than PLN 350 per night,
- c) allowances in the maximum amount of PLN 45 per day.

4. The remuneration specified in § 3, Sec. 1 - after acceptance of the review and receiving the bill issued by the Reviewer - will be transferred to the bank account of the Reviewer indicated on the bill (after deduction of the tax due).

### § 4

1. In case of delay in the completion of the work, the University has the right to charge a contractual penalty of 0.5% of the agreed remuneration for each day of delay.



2. In case of a delay exceeding ..... days, the University, regardless of the penalties provided for in paragraph 1, may withdraw from the contract and entrust the work to another person, notifying the Contractor of this fact.

3. The University has the right to claim damages from the Contractor exceeding the amount of the contractual penalty referred to in section 1 of this paragraph.

#### § 5

1. The University declares that it is the administrator of personal data within the meaning of Regulation 2016/679 of the European Parliament and of the Council of the European Union of April 27, 2016, on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /WE (from now on referred to as GDPR) concerning the Reviewer's data processed in connection with the concluded contract.

2. The University declares that it has appointed a data protection officer who can be contacted regarding personal data via e-mail: [iod@ujd.edu.pl](mailto:iod@ujd.edu.pl)

3. The University will process the personal data referred to in section 1 in terms of the categories of identification, contact and financial data for:

a) performance of the contract and settlement of the remuneration due - Art. 6 (1) (b) GDPR,

b) performance of public law obligations incumbent on the University in connection with the contract - Art. 6 (1) (c) GDPR,

c) in order to contact the Reviewer by phone or e-mail to the extent necessary resulting from the performance of the contract - Art. 6 (1) (b) GDPR,

d) in order to determine or pursue any claims arising from the contract - Art. 6 (1) (f) GDPR.

4. The following recipients of the data may have access to the data: authorized employees of the University, members of the Council for the Awarding of Academic Degrees and Degrees in the Arts at the Jan Długosz University in Częstochowa to the extent prescribed by law within the framework of promotion proceedings, and service providers and their authorized employees who are contractually entrusted with the processing of personal data to carry out services provided to the University, in particular, entities operating IT systems.

5. Personal data will be processed for the duration of the contract and indicated in the uniform material list of files, including archiving obligations and rights related to pursuing claims, etc.

6. The Reviewer has the right to request from the University access to their data, rectification, deletion or limitation of processing, or to object to their processing.

7. In processing personal data, the Reviewer has the right to complain with the supervisory body - the Personal Data Protection Office President.

8. Providing personal data referred to in section 1 is voluntary but required to conclude this contract; refusal to provide personal data results in the impossibility of its conclusion and implementation. Submitting a request to delete or limit processing may result (at the University's discretion) in the termination of the contract due to the Reviewer's fault.

§ 6

In matters not covered by the contract, the provisions of the Civil Code, the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended) and the Act of July 20, 2018, shall apply. 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

§ 7

Any disputes arising from this contract will be settled amicably in the first place. If the case is not settled amicably within 30 days from the date of the dispute, the competent court will be the common court competent for the seat of the University.

§ 8

Any changes to this contract shall be in writing in the form of an Annexee, otherwise being null and void.

§ 9

The contract was drawn up in two identical copies, one for the Reviewer and one for the University.

JAN DŁUGOSZ UNIVERSITY

in Częstochowa

REVIEWER

.....

Chairman of the Council  
for the Awarding of Academic Degrees  
and Degrees in the Arts

.....

Bursar

Annexe No. 5 to the Regulations ...

CONTRACT TO PERFORM A SPECIFIED TASK .....

ON THE DEVELOPMENT OF A REVIEW

in proceedings for awarding the postdoctoral degree of doctor habilitate\*

concluded on ..... between

Jan Długosz University in Częstochowa, ul. Waszyngtona 4/8, from now on referred to as the "University", represented by:

....., Chairman of the Council for the Awarding of Academic Degrees and Degrees in the Arts, acting under the authority of the Rector of the University,

and

....., who is not an employee of the University, employed in

.....  
from now on, referred to as the "Reviewer",

address

.....,

PESEL .....

§ 1

The University entrusts a review to assess whether the scientific or artistic achievements of the person applying for the postdoctoral degree of doctor habilitate meet the requirements set out in Art. 219, (1), (2) and (3) of the Act of 20 July 2018 Law on Higher Education and Science (Law Journal of 2018, item 1668, as amended).

§ 2

1. The Reviewer undertakes personally, without entrusting another person, to perform the subject of the agreement and deliver it to the seat of the University, .....

in a paper form together with its copy saved on an IT data carrier by .....  
(date)

2. The Reviewer declares that the performance of the subject of the contract is within his/her capabilities and that there are no technical and legal obstacles preventing the performance of the subject of the contract in whole or in part. The Reviewer declares that there are no circumstances that could raise doubts about his impartiality, in particular:

a) The Reviewer is not a co-author of the scientific papers of the candidate for the postdoctoral degree of doctor habilitate;

b) The Reviewer did not participate and does not participate together with the candidate in research teams implementing projects financed through domestic or foreign competitions;

c) The Reviewer did not conduct research work in scientific institutions together with the candidate;

d) The Reviewer did not prepare a review in other proceedings for the candidate's academic promotion and did not act as a supervisor or assistant supervisor in these proceedings;

e) there are no other circumstances specified in Art. 24 of the Act of June 14, 1960, Code of Administrative Procedure (Journal of Laws of 2018, item 2096), which would result in the inability to perform the subject of the contract.

3. The Reviewer undertakes to perform the subject of the agreement reliably and exhaustively.

4. The review should end with a clearly expressed, unambiguous conclusion (positive or negative). In addition, the conclusion of the review should be unequivocally justified in the content of the review.

5. The review of the work should be made according to the following rules:

a) Presentation of primary data about the candidate, including:

☐ The date of obtaining the degree of doctor and the name of the organizational unit in which the degree was awarded;

☐ information whether the candidate has previously applied for the degree of doctor habilitate, including - if it results from the documentation of the case - information on the course and completion of the previous procedure;

☐ the course of scientific and professional work (place of work, positions held);

b) presentation of information on the applicable law as at the date of initiation of the assessed habilitation procedure, including the applicable evaluation criteria;

c) providing information on the evaluated scientific achievements, including:

☐ The title of the scientific achievement constituting the basis for application in the current proceedings for the award of the postdoctoral degree of doctor habilitate; scientometric data, such as the total Impact Factor, total ministerial scores, number of citations, and Hirsch index, which the candidate has at the date of initiation of the procedure for awarding the postdoctoral degree of doctor habilitate, also specifying the data of the coefficients after the last scientific promotion;

- ☐ information on the number of scientific publications, monographs, and chapters in monographs authored or co-authored by the candidate, also providing the data of information after the last scientific promotion;
- ☐ information on the most important journals in which the candidate has published his scientific work;
- ☐ information on whether the candidate played a leading role in the creation of co-authored scientific papers;
- ☐ evaluation of the scientific achievement indicated by the candidate, including whether it represents a significant contribution to the development of a specific scientific discipline;
- ☐ information on the candidate's fulfilment of the criterion concerning the demonstration of significant scientific or artistic activity;
- ☐ information on didactic, organizational and science-popularizing achievements of the candidate for the postdoctoral degree of doctor habilitate.

d) When the review's author concludes that scientific achievements deserve to be distinguished, the justification for the application should be provided.

6. In addition to the issues presented in the previous points, which the Jan Długosz University in Częstochowa expects to discuss in the first place, the review's author may, at his discretion, provide other information or comments relevant to the position expressed in the review.

7. The review should list in detail all errors noticed by the Reviewer as well as incorrect or inaccurate wordings.

8. Suppose a review is submitted incorrectly or incompletely. In that case, the University may indicate reservations, request the Reviewer to correct or supplement the review and set a deadline for their implementation, withholding the payment of remuneration until the review is corrected or supplemented, under pain of - in the event of failure to complete the review - recognition contracts as unfulfilled. The basis for recognizing the contract as not performed may also be a gross violation of the deadline for the performance of this contract.

### § 3

1. For the performance of the review following the arrangements contained in § 2, together with the transfer of copyright under paragraph 2, the Reviewer will receive remuneration in the amount of .... PLN gross (in words: ..... PLN) within 30 days from the date of receipt by the University of the bill issued by the Reviewer.

2. According to the Act of February 4, 1994, on Copyright and Related Rights (Journal of Laws of 2018, item 1191, as amended), the Reviewer's copyrights in the review created as a result of the execution of this agreement as a work are transferred by the Reviewer to the University in the following fields of exploitation:

- g) entering into the memory of a computer or server;
- h) multiplication of copies in the available technique;
- i) reproduction for the relevant proceedings;
- j) making it available to the public as part of the obligations arising from the law;

- k) lending copies as part of the obligations arising from the provisions of law;
- a) the right to authorize the exploitation of the work.

3. The reimbursement of the Contractor's travel and accommodation expenses is covered up to the amount of:

- a) travel expenses in the amount of the price of a second-class train ticket,
- b) accommodation prices not more than PLN 350 per night,
- c) allowances in the maximum amount of PLN 45 per day.

4. The remuneration specified in § 3, section 1 - after acceptance of the review and receiving the bill issued by the Reviewer - will be transferred to the bank account of the Reviewer indicated on the bill (after deduction of the tax due).

#### § 4

1. In case of delay in the completion of the work, the University has the right to charge a contractual penalty of 0.5% of the agreed remuneration for each day of delay.

2. In case of a delay exceeding ..... days, the University, regardless of the penalties provided for in paragraph 1, may withdraw from the contract and entrust the work to another person, notifying the Contractor of this fact.

3. The University has the right to claim damages from the Contractor exceeding the amount of the contractual penalty referred to in section 1 of this paragraph.

#### § 5

4. The University declares that it is the administrator of personal data within the meaning of Regulation 2016/679 of the European Parliament and of the Council of the European Union of April 27 2016, on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /WE (from now on referred to as GDPR) concerning the Contractor's data processed in connection with the concluded contract.

5. The University declares that it has appointed a data protection officer who can be contacted regarding personal data via e-mail: [iod@ujd.edu.pl](mailto:iod@ujd.edu.pl)

6. The University will process the personal data referred to in section 1 in terms of the categories of identification, contact and financial data for:

- a) performance of the contract and settlement of the remuneration due - Art. 6 (1) (b) GDPR,
- b) performance of public law obligations incumbent on the University in connection with the contract - Art. 6 (1) (c) GDPR,
- c) in order to contact the Contractor by phone or e-mail to the extent necessary resulting from the performance of the contract - Art. 6 (1) (b) GDPR,
- d) in order to determine or pursue any claims arising from the contract - Art. 6 (1) (f) GDPR.

6. The following recipients of the data may have access to the data: authorized employees of the University, members of the Council for the Awarding of Academic Degrees and Degrees in the Arts at the Jan Długosz University in Częstochowa to the extent prescribed by law within the framework of promotion proceedings, and service providers and their authorized employees who are contractually entrusted with the processing of

personal data to carry out services provided to the University, in particular, entities operating IT systems.

7. Personal data will be processed for the duration of the contract and indicated in the uniform material list of files, including archiving obligations and rights related to pursuing claims, etc.

9. The Reviewer has the right to request from the University access to their data, rectification, deletion or limitation of processing, or to object to their processing.

10. In connection with processing personal data, the Reviewer has the right to complain to the supervisory body - the President of the Personal Data Protection Office.

11. Providing personal data referred to in section 1 is voluntary but required to conclude this contract; refusal to provide personal data results in the impossibility of its conclusion and implementation. Submitting a request to delete or limit processing may result (at the University's discretion) in the termination of the contract due to the Reviewer's fault.

§ 6

In matters not covered by the contract, the provisions of the Civil Code, the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended) and the Act of July 20, 2018, shall apply. 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

§ 7

Any disputes arising from this contract will be settled amicably in the first place. If the case is not settled amicably within 30 days from the date of the dispute, the competent court will be the common court competent for the seat of the University.

§ 8

Any changes to this contract shall be in writing in the form of an Annexee, otherwise being null and void.

§ 9

The contract was drawn up in two identical copies, one for the Reviewer and one for the University.

JAN DŁUGOSZ UNIVERSITY

in Częstochowa

REVIEWER

.....

Chairman of the Council  
for the Awarding of Academic Degrees  
and Degrees in the Arts

.....

Bursar

Annexe No. 6 to the Regulations ...

CONTRACT TO PERFORM A SPECIFIED TASK.....  
WITH THE CHAIRMAN/SECRETARY/MEMBER OF THE  
HABILITATION COMMISSION\*

Concluded on ..... between

Jan Długosz University in Częstochowa, ul. Waszyngtona 4/8, from now on referred to as the  
"University", represented by:

....., Chairman of the Council for the Awarding of  
Academic Degrees and Degrees in the Arts, acting under the authority of the Rector of the  
University,

and

....., who is not an employee  
of the University,  
from now on referred to as the "Contractor",  
employed in

.....  
address

PESEL .....

§ 1

1. In connection with the assignment of the Contractor as  
chairperson/secretary/member of the habilitation commission\* in the habilitation  
proceedings

.....  
name of applicant/title of work

the University entrusts, and the Contractor undertakes to prepare, together with the other  
members of the habilitation commission, a written opinion on the award or refusal to award



the degree of doctor habilitated, together with a written justification, within 21 days from the date of receipt by the habilitation commission of the review.

2. The Contractor shall not entrust the performance of his obligations to any other person.

3. The Contractor declares that he has sufficient qualifications to develop the opinion as mentioned above, which is also a work within the meaning of the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended) and transfers to the University his proprietary copyrights to work in the following fields of exploitation:

- 1) recording and reproduction using any techniques,
- 2) dissemination, including lending and public performance.

4. The parties agree to the deadline for submitting the opinion and the justification to the seat of the University, ul. ...., on .....

## § 2

1. The Contractor will receive a one-off remuneration for the performance of the subject of the contract in the amount of PLN ..... gross, in words ....., at the rate specified in the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668). The remuneration also includes a fee for transferring economic copyrights to the University.

5. According to the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended), the Contractor's proprietary copyrights to the opinion created as a result of the performance of this contract as a work, the Contractor transfers to the University in the exploitation of the following field:

- l) entering into the memory of a computer or server;
- m) multiplication of copies in the available technique;
- n) reproduction for the relevant proceedings;
- o) making it available to the public as part of the obligations arising from the law;
- p) lending copies as part of the obligations arising from the provisions of law;
- q) the right to authorize the exploitation of the work.

2. The remuneration will be transferred to the bank account indicated by the Contractor no later than within 30 days from receipt by the University of the invoice issued by the Contractor after the completion of the work referred to in § 1 section 1 of this agreement.

3. The remuneration will be paid to the Contractor after the income tax deduction.

## § 3

The reimbursement of the Contractor's travel and accommodation expenses is covered up to the amount of:

- 1) travel expenses in the amount of the price of a second-class train ticket,
- 2) accommodation prices not more than PLN 350 per night,
- 3) allowances in the maximum amount of PLN 45 per day.

## § 4

1. In case of delay in the completion of the work, the University has the right to charge a contractual penalty of 0.5% of the agreed remuneration for each day of delay.

2. In case of a delay exceeding ..... days, the University, regardless of the penalties provided for in paragraph 1, may withdraw from the contract and entrust the work to another person, notifying the Contractor of this fact.

3. The University has the right to claim damages from the Contractor exceeding the amount of the contractual penalty referred to in section 1 of this paragraph.

#### § 5

1. The University declares that it is the administrator of personal data within the meaning of Regulation 2016/679 of the European Parliament and of the Council of the European Union of April 27 2016, on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /WE (from now on referred to as GDPR) concerning the Contractor's data processed in connection with the concluded contract.

2. The University declares that it has appointed a data protection officer who can be contacted regarding personal data via e-mail: [iod@ujd.edu.pl](mailto:iod@ujd.edu.pl)

3. The University will process the personal data referred to in section 1 in terms of the categories of identification, contact and financial data for:

a) performance of the contract and settlement of the remuneration due - Art. 6 (1) (b) GDPR,

b) performance of public law obligations incumbent on the University in connection with the contract - Art. 6 (1) (c) GDPR,

c) to contact the Contractor by phone or e-mail to the extent necessary resulting from the performance of the contract - Art. 6 (1) (b) GDPR,

d) to determine or pursue any claims arising from the contract - Art. 6 (1) (f) GDPR.

4. The following recipients of the data may have access to the data: authorized employees of the University, members of the Council for the Awarding of Academic Degrees and Degrees in the Arts at the Jan Długosz University in Częstochowa to the extent prescribed by law within the framework of promotion proceedings, and service providers and their authorized employees who are contractually entrusted with the processing of personal data to carry out services provided to the University, in particular, entities operating IT systems.

5. Personal data will be processed for the duration of the contract and indicated in the uniform material list of files, including archiving obligations and rights related to pursuing claims, etc.

6. The Contractor has the right to request from the University access to their data, rectification, deletion or limitation of processing, or to object to their processing.

7. In processing personal data, the Contractor can complain to the supervisory body - the Office for Personal Data Protection President.

8. Providing personal data referred to in section 1 is voluntary but required to conclude this contract; refusal to provide personal data results in the impossibility of its conclusion and implementation. Submitting a request to delete or limit processing may result (at the University's discretion) in the termination of the contract due to the Contractor's fault.

#### § 6

In matters not covered by the contract, the provisions of the Civil Code, the Act of February 4, 1994, on copyright and related rights (Journal of Laws of 2018, item 1191, as amended) and the Act of July 20, 2018, shall apply. 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

§ 7

Any disputes arising from this contract will be settled amicably in the first place. If the case is not settled amicably within 30 days from the date of the dispute, the competent court will be the common court competent for the seat of the University.

§ 8

Any changes to this contract shall be in writing in the form of an Annexe, otherwise being null and void.

§ 9

The contract was drawn up in two identical copies, one for the Contractor and one for the University.

JAN DŁUGOSZ UNIVERSITY  
in Częstochowa

CONTRACTOR

.....

Chairman of the Council  
for the Awarding of Academic Degrees  
and Degrees in the Arts

.....

Bursar