



BIULETYN PRAWNY

UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU

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ORDER No 65

By the Rector of Nicolaus Copernicus University in Toruń

of 24 April 2024

on the detailed rules of submitting, verifying and sharing, and archiving doctoral theses

Pursuant to § 1 section 2 of Resolution No. 38 of the NCU Senate of 26 September 2023 on the procedure of awarding the doctoral degree at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2023 item 329) and § 22 sections 1-3 Resolution No. 30 by the NCU Senate of 23 April 2024, Regulations of the Doctoral School of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2024, item. 143)

it is provided, as follows:

Chapter 1 General provisions

§ 1

The Order defines the rules of:

- 1) submitting an electronic version of a doctoral thesis as part of completing education at a doctoral school or the procedure for awarding a doctoral degree;
- 2) checking a doctoral thesis as a written work in the Uniform Anti-Plagiarism System;
- 3) making the doctoral thesis and reviews available in the University's Public Information Bulletin;
- 4) posting the doctoral thesis and reviews in the POL-on system;
- 5) archiving doctoral theses in the doctoral student's file folders and as part of the documentation of the doctoral degree procedure.

§ 2

Whenever the Order makes a reference to:

- 1) **University** – it is understood to mean Nicolaus Copernicus University in Toruń;
- 2) **Legal act** – it is understood to mean the legal act of 20 July 2018, Law on Higher Education (Journal of Laws of 2023, item 742 as amended);
- 3) **USOS** – it is understood to mean the University Student Service System– the IT system for supporting the course of study at the University;
- 4) **APD** – it is understood to mean a database of written diploma and doctoral theses maintained at the University, called the Diploma Thesis Archive;
- 5) **JSA** – it is understood to mean the Uniform Anti-Plagiarism System managed by the Minister;
- 6) **BIP** – it is understood to mean the University page in the Public Information Bulletin;
- 7) **A doctoral student** – it is understood to mean the person being educated at a Doctoral School;

- 8) **A person applying for a doctoral degree** – it is understood to mean a person applying for an external doctoral degree or a doctoral degree as part of doctoral studies;
- 9) **A Dean's office staff member** – it is understood to mean an employee who is entrusted with the administrative handling of doctoral degree procedures or an employee who provides administrative support to doctoral schools.

§ 3

1. The APD archives written doctoral theses as well as attachments to doctoral theses in the form of source codes of computer programs, applications, documentation of artistic works, graphics, maps, etc.
2. The file folder of the doctoral student or the file folder of the doctoral degree proceedings shall include information about the storage of the thesis in APD containing the data enabling its effective search.
3. APD enables the entry of a file with a review of the doctoral thesis by the reviewer.

Chapter 2 Submitting a doctoral thesis

§ 4

1. A doctoral student or a person applying for a doctoral degree fills in the form with the doctoral thesis data.
2. A Dean's office staff member enters the data of the doctoral thesis into USOS.
3. After the data of the doctoral thesis has been entered by a Dean's office staff member, the doctoral student or the person applying for a doctoral degree:
 1. submits the following statement electronically to the APD:
 - a) "Aware of legal responsibility, I declare that this doctoral thesis was written by me independently and does not contain content obtained in a manner inconsistent with applicable law.",
 - b) "I declare that the doctoral thesis presented was not previously the subject of procedures related to obtaining a doctoral degree."
 - 2) enters the following into the APD:
 - a) the title of the doctoral thesis in Polish – if the original language is not Polish,
 - b) the title of the doctoral thesis in English – if the original language is not English,
 - c) a summary of the doctoral thesis in text form and as a PDF file in the original language and in English,
 - d) a summary of the doctoral thesis in text form and as a PDF file in Polish – if the doctoral thesis is written in a language other than Polish,
 - e) keywords in the original language and in English,
 - f) keywords in Polish – if the original language is not Polish,
 - g) an electronic version of the doctoral thesis, prepared in accordance with the rules set out in the Annex to this Order.

Chapter 3

Verification of a doctoral thesis as a written paper in JS

§ 5

1. A doctoral thesis that is a written paper entered into APD is automatically subjected to verification in JSA.

2. The supervisor receives information about the completion of the anti-plagiarism verification of the doctoral thesis in the form of an e-mail. A detailed report on the anti-plagiarism test is unavailable in APD.
3. The anti-plagiarism report is also available in JSA. Access to the reports in JSA is granted to supervisors who have a user account. The POL-on coordinator sets up a JSA user account at the request of the supervisor. The supervisor requests the creation of a JSA account by email from their work address. An activation link for the account is sent to the business email address.
4. After obtaining the anti-plagiarism report, the supervisor interprets the result.
5. If, in the opinion of the supervisor, the doctoral thesis does not raise doubts as to its originality, the supervisor:
 - 1) accepts the anti-plagiarism report in the APD;
 - 2) submits a statement to the APD with the following content: "I declare that this doctoral thesis was prepared under my supervision. I am familiar with the result of the anti-plagiarism report carried out in the Uniform Anti-Plagiarism System and I confirm that the thesis meets the requirements for submission in the procedure for awarding the doctoral degree"

§ 6

1. If, as a result of the anti-plagiarism verification, in the supervisor's opinion, the doctoral dissertation contains:
 - 1) unauthorized borrowing bearing the hallmarks of plagiarism, or
 - 2) intentional distortions of the text indicating an attempt to conceal unauthorized borrowing – the supervisor does not accept the doctoral thesis. The signed copy of the anti-plagiarism report is immediately forwarded to the head of the Doctoral School or the chairperson of the disciplinary council, respectively, together with material confirming the suspicion that the doctoral student or person applying for a doctoral degree has committed the act of claiming authorship of a significant part or other elements of someone else's work.
2. The director of the Doctoral School or the chairperson of the disciplinary council shall notify the rector of the suspicion that a doctoral student or a person applying for a doctoral degree has committed the act referred to in paragraph 1, in order to consider the case in accordance with Article 312, section 3 of the Legal Act.

Chapter 4 **Sharing doctoral thesis and reviews in BIP**

§ 7

1. After the disciplinary board has adopted a resolution on the admission to the public review and acceptance of the doctoral thesis, the Dean's office staff member shall forward the following files downloaded from APD to the BIP Editor via the EZD system:
 - 1) a doctoral thesis in the form of a written paper or a description of a doctoral thesis that is not a written paper;
 - 2) a summary in Polish;
 - 3) a summary in English;
 - 4) reviews.
2. The BIP editor uploads the submitted files to the BIP no later than 30 days before the scheduled date of the review and acceptance of the doctoral thesis.
3. In the case of a doctoral thesis whose subject is covered by legally protected confidentiality, only the reviews are made available, excluding the content covered by this confidentiality.

Chapter 5
Sharing the doctoral thesis and reviews in the POL-on system

§ 8

The Dean's office staff member shall upload the document files referred to in § 7 section 1 to the POL-on system in the “Promotion procedures” module immediately after they have been made available in the Public Information Bulletin (BIP).

Chapter 6
Final provisions

§ 9

The Order comes into force on 1 October 2024.

R E C T O R

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