

**THE RULES OF PROCEDURE
FOR CONFERRING THE DEGREE OF DOCTOR OF ART AT THE KAROL
LIPIŃSKI ACADEMY OF MUSIC IN WROCLAW**

I. General provisions

§ 1

These Rules of Procedure for Conferring the Degree of Doctor of Art at the Karol Lipiński Academy of Music in Wrocław set out the procedure for conferring the degree of doctor of art in the field of art in the discipline of music arts at the Karol Lipiński Academy of Music in Wrocław, in particular:

- 1) appointment and replacement of doctoral supervisors and subsidiary doctoral supervisors;
- 2) submission of doctoral theses;
- 3) appointment, powers and responsibilities of doctoral panels;
- 4) appointment of reviewers;
- 5) verification of learning outcomes for qualifications at Level 8 of PQF in the case of doctoral candidates on the distance learning basis;
- 6) verification of the satisfaction of the requirement referred to in Art. 186(1)(3)(a) and (b) of the Act in the case of co-authored publications;
- 7) the rules of setting the amount of the fee for the procedure for conferring the degree of doctor on the distance learning basis and exempting from the fee.

§ 2

Whenever this Resolution refers to:

- 1) the Academy – it means the Karol Lipiński Academy of Music in Wrocław;
- 2) RDSM – it means the Academy’s Council of the Discipline of Music Arts;
- 3) a doctoral panel – it means the panel appointed by RDSM as a body competent for conducting activities as part of the procedure for conferring the degree of doctor of art;
- 4) a candidate – it means a person applying for the degree of doctor of art;
- 5) the procedure for conferring the degree of doctor – it means the procedure for conferring the degree of doctor of art in the field of art in the discipline of music arts at the Academy;
- 6) PQF – it means the Polish Qualifications Framework;
- 7) Level 8 of PQF – it means the qualifications at Level 8 of PQF;
- 8) BIP – it means the Academy’s *Biuletyn Informacji Publicznej* (the bulletin of public information);

- 9) the Act – it means the Act of 20 July 2018 – Law on Higher Education and Science (*Dziennik Ustaw* 2022, Item 574, as amended);
- 10) UAPA – it means the Uniform Anti-Plagiarism System referred to in Art. 351(1) of the Act;
- 11) CSE – it means the Council of Scientific Excellence referred to in Art. 232 of the Act;
- 12) POL-on system – it means the Integrated System of Information on Higher Education and Science referred to in Art. 342 of the Act;
- 13) the Statutes – it means the Academy’s Statutes;
- 14) the Rules – it means these Rules of Procedure for Conferring the Degree of Doctor of Art at the Karol Lipiński Academy of Music in Wrocław.

II. The candidate

§ 3

1. The following may become a doctoral candidate:
 - 1) a person who started a doctoral programme prior to the academic year 2019/2020;
 - 2) a person who has enrolled for a course of study at the Doctoral School; or
 - 3) a person applying for the degree of doctor of art on the distance learning basis.
2. A doctoral candidate should satisfy the requirements detailed in the Act and these Rules.
3. The degree of doctor (*doktor*) may be conferred on a person:
 - 1) who holds the professional title of *magister*, *magister inżynier* or equivalent, or holds a diploma referred to in Art. 326(2)(2) or Art. 327(2) of the Act, which entitles the holder to apply for the degree of doctor in the country in whose system of higher education there operates the higher education institution that issued the diploma;
 - 2) who has achieved the learning outcomes for the qualifications at Level 8 of PQF, with the learning outcomes in respect of the knowledge of a modern foreign language confirmed with a certificate or higher education diploma attesting to the language proficiency at least at the B2 level;
 - 3) whose body-of-work includes at least:
 - a) one scientific article published in a scientific magazine or in reviewed materials from an international conference which in the year of the publication of the article in its final form were included in a list compiled in accordance with provisions issued under Art. 267(2)(2)(b) of the Act, or
 - b) one scientific monograph released by a publisher which in the year of its publication in its final form was included in a list compiled in accordance the provisions issued under Art. 267(2)(2)(a) of the Act or a chapter in such a monograph, or
 - c) an artistic work of major importance;
 - 4) who has presented and defended a thesis;
 - 5) who has satisfied the other requirements set out in these Rules.

III. Appointment and replacement of doctoral supervisors and subsidiary supervisors

§ 4

Doctoral supervisors or subsidiary supervisors for the candidates referred to in § 3(1)(1) and (2) are appointed or replaced under the principles set out respectively in the Regulations of the Academy's Doctoral School and for the candidates referred to in § 3(1)(3) – under the principles detailed in § 5 of these Rules.

§ 5

A doctoral supervisor or supervisors or a subsidiary supervisor or supervisors for a candidate referred to in § 3(1)(3) of these Rules will be appointed in the following manner:

1. A doctoral candidate on the distance learning basis, before the procedure for conferring the degree of doctor is instituted, will submit to the Chair of RDSM an application for appointment of a doctoral supervisor or supervisors made as per the specimen in Appendix No. 1 to these Rules together with the attachments detailed in Sec. 2.
2. RDSM will appoint a supervisor or supervisors, or a supervisor and a subsidiary supervisor for a candidate referred to in § 3(1)(3) of these Rules, provided the application referred to in Sec. 1 above is accompanied by:
 - 1) the written consent of each person nominated to act as a supervisor drawn up as per the specimen detailed in Appendix No. 2 to these Rules;
 - 2) a certified copy of a higher education diploma confirming that the candidate holds a professional title or another diploma referred to in Art. 326(2) or Art. 327(2) of the Act in connection with Art. 186(1)(1) of the Act, with the diploma original being made available for inspection by the candidate. Where a diploma was obtained abroad, it should be presented together with its translation into Polish made by a Polish sworn translator and a written opinion issued by the Polish National Agency for Academic Exchange confirming that a given document entitles its holder to request that a procedure for conferring the degree of doctor in Poland be instituted;
 - 3) a description of the candidate's artistic and/or scientific career;
 - 4) information that the candidate has a scientific or artistic body-of-work of major importance to the discipline of music arts referred to in § 3(3)(3), together with documentation reflecting his or her identity (a recording, orchestral score, article, monograph) – in an area other than the topic of the proposed doctoral thesis;
 - 5) a list of the candidate's maximum ten artistic achievements together with attesting documentation – where the doctoral thesis will not be in writing;
 - 6) the proposed title for the doctoral thesis in the discipline of music arts together with its concept. The topic of the doctoral thesis and its concept should not have been a topic of an earlier publication, bachelor's or master's thesis;
 - 7) a proposed programme for the artistic work constituting a doctoral thesis, where the doctoral thesis is not a written dissertation;
 - 8) information about the progress of any previous doctoral procedures, where the candidate applied for the degree of doctor earlier;
 - 9) a representation by the party financing the procedure for conferring the degree of doctor (if the procedure is not financed by the candidate), containing an undertaking to cover the costs of the procedure, and in the case of a candidate

employed by the Academy – a representation signed by the Rector that the costs will be paid by the Academy.

3. A doctoral supervisor should hold the academic degree of *doctor habilitatus* (*doktor habilitowany*) or *doctor habilitatus in art* (*doktor habilitowany sztuki*), the title of professor (*profesor*) or professor of art (*profesor sztuki*).
4. The function of a doctoral supervisor may also be performed by a person not satisfying the requirements set out in Sec. 3 above who is employed by a foreign higher education institution or scientific institution, if RDSM deems the person to have major achievements in respect of the artistic issues dealt with by the doctoral thesis.
5. A subsidiary supervisor should hold the academic degree of doctor (*doktor*) or doctor of art (*doktor sztuki*).
6. The function of a supervisor may not be performed by a person who during the last five years:
 - 1) has acted as a supervisor to four doctoral candidates who have been crossed out from the list of doctoral candidates because of a negative mid-term grade, or
 - 2) has supervised preparation of a doctoral thesis by at least two doctoral candidates who failed to receive positive reviews referred to in Art. 191(1) of the Act.
7. The Chair of RDSM may appoint an expert team from among the RDSM members to consider the request for appointing a supervisor.
8. RDSM may refuse to appoint a supervisor if the candidate fails to meet the requirements set out in Sec. 2 above.
9. A resolution on appointing a supervisor will be adopted by RDSM within two months of submission of the request. A resolution on appointing a supervisor will be delivered to the candidate and the supervisor(s).
10. In justified circumstances, at the request of the doctoral candidate or the supervisor, RDSM may replace the supervisor(s).

IV. Verification of learning outcomes for qualifications at Level 8 of PQF in the case of doctoral candidates on the distance learning basis

§ 6

1. A candidate who completed a doctoral study programme started before the academic year 2019/2020 and passed the doctoral examinations and a candidate who has graduated from the Doctoral School will be deemed to have achieved the learning outcomes for the qualifications at Level 8 of PQF.
2. The competences of a doctoral candidate on the distance learning basis are subject to verification as to meeting the requirements regarding the learning outcomes for the qualifications at Level 8 of PQF under the principles set out in § 7 of these Rules.

§ 7

1. A request for verifying learning outcomes for the qualifications at Level 8 of PQF will be submitted by the candidate to the Chair of RDSM before making the request for instituting the procedure referred to in § 11(1) of these Rules. A specimen request for verification and the required attachments are specified in Appendix No. 3 to these Rules. The request should be accompanied by a proof of payment of the fee for

verification of the learning outcomes in the amount set out in a Rector's regulation.

2. The learning outcomes at Level 8 of PQF will be verified on the basis of:
 - 1) documents submitted by the candidate;
 - 2) an examination covering knowledge, skills and abilities appropriate for the discipline of music arts within which the candidate intends to apply for the degree of doctor (the 'verification examination').
3. The verification examination may consist of:
 - 1) a theoretical part, covering confirmation of the competences within the 'knowledge' category for the qualifications at Level 8 of PQF;
 - 2) an artistic part, which may include a public presentation of an artistic programme in the form of a concert, including a recital, other than the programme of the artistic work constituting the doctoral thesis.
4. The verification process referred to in this § 7 will be conducted by a team of three or five people appointed by RDSM and composed of:
 - 1) one RDSM member – to act as the Chair of the team;
 - 2) one academic teacher specialising in a discipline belonging to the field of the humanities or social studies and holding at least the academic degree of doctor.
5. The verification team will:
 - 1) determine the scope, form and date of the verification examination for a candidate, and will inform the candidate of them at least 14 days before the verification examination;
 - 2) conduct the verification examination;
 - 3) evaluate whether each of the criteria of the learning outcomes at Level 8 of PQF, i.e. knowledge, skills and social competence, is met.
6. The verification team will draw up a record of the verification process, including the verification examination, to reflect the progress of the process.
7. The verification process ends with a positive or negative result. Information about the result should be included in the minutes of the verification team meeting.
8. In the case of a positive verification result the candidate will be issued with a certificate of competences corresponding to the learning outcomes for the qualifications at Level 8 of PQF. A specimen certificate is set out in Appendix No. 4 to these Rules.
9. The Academy keeps a register of certificates referred to in Sec. 8 above. The register is kept by the Academy's Science Department.

V. Doctoral thesis

§ 8

1. A doctoral thesis presents the candidate's general theoretical knowledge in the discipline of music arts and the candidate's ability to do artistic or scientific work unaided.
2. A doctoral thesis deals with an original artistic achievement or an original solution to a scientific problem within the artistic discipline of music arts.

3. The following may constitute a doctoral thesis in the discipline of music arts:
 - 1) an orchestral score with its description;
 - 2) an artistic work together with its description or an autonomous and separate part of a collective artistic work together with its description;
 - 3) a written work, including a scientific monograph or a collection of published and related scientific articles constituting an original achievement in the discipline or an autonomous and separate part of a collective work.

§ 9

1. A doctoral thesis should be accompanied by:
 - 1) a description of the thesis in Polish and in English, where the doctoral thesis is not a written work;
 - 2) a summary of the thesis in English, where the doctoral thesis is a written work and has been prepared in Polish;
 - 3) a summary of the thesis in Polish, where the doctoral thesis is a written work and has been prepared in a foreign language;
 - 4) representations by each of its co-authors detailing their individual contributions to its creation, where the doctoral thesis is an autonomous and separate part of a collective work, subject to Sections 2–3.
2. If a collective work constituting a doctoral thesis has more than five co-authors, the candidate will submit a representation specifying his or her individual contribution to its creation and representations by at least four of the remaining co-authors.
3. The candidate is not required to submit a representation by a co-author if he or she has died, has been deemed dead or has experienced a permanent health detriment that makes it impossible to obtain the required representation.

VI. Procedure for conferring the degree of doctor

§ 10

1. The procedure for conferring the degree of doctor at the Academy is conducted and the degree of doctor is granted by RDSM.
2. As part of the procedure for conferring the degree of doctor, RDSM will adopt resolutions regarding in particular:
 - 1) appointment of a supervisor or supervisors, or a supervisor and a subsidiary supervisor;
 - 2) appointment of reviewers;
 - 3) appointment of the doctoral panel;
 - 4) admission of the thesis to a public defence or refusal to admit the thesis to a public defence;
 - 5) conferment of the degree of doctor or refusal to confer the degree of doctor;
 - 6) award of an honourable mention to the doctoral thesis;
 - 7) discontinuation of the procedure for conferring the degree of doctor.

Institution of procedure for conferring the degree of doctor

§ 11

1. The candidate should file an application for institution of the procedure for conferring the degree of doctor with RDSM. A specimen application is set out in Appendix No. 5 to these Rules.
2. An application for institution of the procedure conferring the degree of doctor should be accompanied by:
 - 1) a doctoral thesis in four copies together with the attachments referred to in § 9, and in the case of an artistic work requiring a public presentation referred to in § 15 of these Rules – a programme of the artistic work;
 - 2) a positive opinion of the supervisor or supervisors, or – where the doctoral thesis is submitted in the manner detailed in Sec. 3 – a tentative positive opinion of the supervisor or supervisors;
 - 3) a certificate of obtaining by the candidate of the learning outcomes for the qualifications at Level 8 of PQF referred to in § 7(8) – where the candidate is preparing a doctoral thesis on the distance learning basis;
 - 4) a representation by the candidate regarding unaided preparation of his or her doctoral thesis and – where the thesis is not in writing – also regarding unaided preparation of its description, worded as specified in Appendix No. 6 to these Rules.
3. A doctoral thesis that is not a written work or an orchestral score should be submitted in the form of a public presentation, on the terms set out in § 15(1–4), subject to Sec. 4.
4. In justified circumstances, at the candidate's request accompanied by the supervisor's positive opinion, RDSM may agree to submission of a doctoral thesis that is not a written work or an orchestral score in the form of a recording of an artistic work together with its description. A request for the consent referred to in the preceding sentence will be made before submitting an application for institution of the procedure for conferring the degree of doctor. Where the consent has been granted, the candidate will enclose with the application for institution of the procedure for conferring the degree of doctor a doctoral thesis in the form of a recording constituting a fixation of an artistic work together with its description – in four copies.
5. The recording referred to in Sec. 4 will be an audio and video registration of a concert performed live by the candidate, with the candidate's figure visible in a way that enables his or her identification. The description of the audio-video file should specify the date, the place of performance, the titles of the works, the performers and the candidate's role in the concert. The recording should be made in the mp4 format or an equivalent format, and may not contain any cuts or edits. The candidate will make the recording at his or her cost and risk and is responsible for its quality.
6. The submitted doctoral thesis being a written work and a description of an artistic work will be checked and verified in terms of unaided preparation by the author by means of the UAPA, in the manner set out by the Academy. The check will be performed by the Science Department, and a report on the check, accompanied by an opinion on the report, will be submitted to the doctoral panel by the supervisor.
7. Where the candidate fails to meet the requirements set out in Art. 186(1)(1)–(3) or

Sec. 2 of the Act or the requirement referred to in the second sentence of Art. 189(1) of the Act, RDSM will refuse to institute the procedure for conferring the degree of doctor.

§ 12

1. In order to evaluate the candidate's application, the Chair of RDSM may appoint, separately for each procedure, an expert team composed of at least three academic teachers employed by the Academy holding the degree of *doctor habilitatus*, *doctor habilitatus* in art, the title of professor or professor of art, including at least one being an RDSM member, who will act as the Chair of the team.
2. The expert team appointed to evaluate the application will:
 - 1) acquaint themselves with the candidate's application and the attached documents, in particular with the doctoral thesis and the opinion of the supervisor or supervisors;
 - 2) verify and evaluate the application and the attached documents, in particular in terms of their completeness and compliance with the requirements set out in these Rules;
 - 3) in the event of a negative evaluation of the application – recommend that RDSM should refuse to institute the procedure.

§ 13

1. RDSM will appoint a doctoral panel with a view to performing specific activities as part of the procedure for conferring the degree of doctor. A doctoral panel will be appointed separately for each procedure.
2. A doctoral panel will consist of at least seven members, including:
 - 1) a supervisor or supervisors, or a supervisor and a subsidiary supervisor;
 - 2) reviewers;
 - 3) at least three academic teachers employed by the Academy holding the degree of *doctor habilitatus*, *doctor habilitatus* of art, the title of professor or professor of art, including at least one who is an RDSM member, who will act as the Chair of the team.
3. In the event that RDSM appoints an expert team referred to in § 12(1), its members will be appointed members of the doctoral panel, and the Chair of the expert team will be appointed Chair of the doctoral panel.
4. The doctoral panel will:
 - 1) set the date and the venue for a public presentation of the doctoral thesis, where the thesis is not in writing or an orchestral score, as provided for in § 15;
 - 2) familiarise themselves with the reviews;
 - 3) make recommendations to RDSM as to admitting or not admitting the thesis to defence;
 - 4) set the date for the defence of the doctoral thesis;
 - 5) conduct the defence of the doctoral thesis;
 - 6) present RDSM with an opinion whether the degree of doctor should be conferred or refused;

- 7) perform other activities, as instructed by the Chair of RDSM.
5. As part of the procedure for conferring the degree of doctor, the doctoral panel will adopt resolutions on:
 - 1) recommending RDSM whether it should admit or refuse to admit the thesis to defence;
 - 2) accepting the defence of the doctoral thesis;
 - 3) presenting RDSM with an opinion whether the degree of doctor should be conferred or not.
6. Meetings of the doctoral panel will be convened by its Chair, who will also chair them.
7. Resolutions of the doctoral panel will be adopted by secret ballot by an absolute majority of votes cast, with at least one half of those entitled to vote present at the meeting.
8. Doctoral panel meetings will be recorded in the minutes.
9. Minutes of doctoral panel meetings will be signed by the minute taker and the Chair.
10. In special circumstances, participation in the work of the doctoral panel may take place via electronic communication means that ensure in particular:
 - 1) audio and video transmission of the meeting in real time between the participants;
 - 2) multi-way communication in real time, enabling the meeting participants to speak, while ensuring the necessary standards of safety.

Appointment of reviewers

§ 14

1. Where the procedure has been initiated, RDSM will appoint three reviewers from among persons who are not employed by the Academy, the higher education institution, the Institute of the Polish Academy of Sciences (PAN), the research institute or the international institute employing the candidate, and meet the requirements set out in Sections 2 and 3.
2. A reviewer should hold the academic degree of *doctor habilitatus (doktor habilitowany)* or *doctor habilitatus of art (doktor habilitowany sztuki)*, the title of professor (*profesor*) or professor of art (*profesor sztuki*).
3. The function of a reviewer may also be performed by a person not satisfying the requirements set out in Sec. 2 above who is employed by a foreign higher education institution or scientific institution, if RDSM deems the person to have major achievements in respect of the artistic or scientific issues dealt with by the doctoral thesis.
4. The Academy's Science Department will immediately send the doctoral thesis to the reviewers.
5. Where a doctoral thesis constitutes an autonomous and separate part of a collective work, the review will contain an evaluation of the candidate's individual contribution to its creation.
6. Reviewers will draw up reviews of the doctoral thesis and will submit them to RDSM on paper and in electronic form within two months of the delivery of the doctoral thesis.

7. Based on the received reviews, the doctoral panel will adopt a resolution on recommending RDSM to admit or refuse to admit the doctoral thesis to defence.
8. The doctoral panel may recommend admission to defence of a doctoral thesis with at least two positive reviews.
9. The doctoral panel will adopt the resolution referred to in Sec. 7 within one month of obtaining the last review in a given procedure and will immediately forward it to RDSM.

§ 15

1. A public presentation of a doctoral thesis that is not in writing or an orchestral score referred to in § 11(3) will take place before the doctoral panel referred to in § 13, on the date and at the location determined by the doctoral panel in consultation with the candidate, and will be open to the public.
2. The candidate will make a video and audio recording of the presentation referred to in Sec. 1 at his or her cost and risk, and will be responsible for its quality.
3. Immediately, however not later than five working days after the presentation, the candidate will submit to the doctoral panel the recording referred to in Sec. 2 as a fixation of the doctoral thesis, in four copies, which will be attached to the application for instituting the procedure.
4. Within 21 working days of the submission of the recording to the doctoral panel, the candidate will file with RDSM a description of the doctoral thesis in Polish and in English on paper (four copies) and on an electronic carrier (four copies), together with a positive opinion of the supervisor or supervisors, which will be attached to the application for instituting the procedure.

Admission of a doctoral thesis to defence

§ 16

1. Having received a recommendation by the doctoral panel, RDSM will make a decision in the form of a resolution on admitting or refusing to admit the doctoral thesis to defence, subject to the requirement that in order to be admitted to defence, a doctoral thesis should be evaluated positively by at least two reviewers.
2. RDSM's resolution referred to in Sec. 1 will be adopted by an absolute majority of votes, with at least one half of those entitled to vote present at the meeting.
3. A resolution refusing to admit a doctoral thesis to defence will specify the factual and legal grounds for the decision.
4. The resolution will be delivered to the candidate in writing, together with the factual and legal grounds for the decision and the instruction that the decision is subject to complaint.
5. The candidate may lodge a complaint against RDSM's decision to refuse admission to defence. A complaint should be filed with RDN through RDSM within seven days of delivery of the decision.

§ 17

In the event that a doctoral thesis is admitted to defence, the doctoral panel, in consultation with the supervisor or supervisors, or the supervisor and the subsidiary supervisor, will set the

date for the defence of the doctoral thesis falling not fewer than 60 days after the resolution on admitting the thesis to defence is adopted.

Public defence of doctoral thesis

§ 18

1. A public defence of a doctoral thesis will take place at an open meeting of the doctoral panel and will be attended by the candidate, the supervisor or supervisors, or the supervisor and the subsidiary supervisor, as well as at least one reviewer.
2. A public defence of a doctoral thesis will be conducted by the Chair of the doctoral panel or his or her Deputy.
3. The public defence of a doctoral thesis will progress as follows:
 - 1) the supervisor will present the candidate's artistic and/or scientific career;
 - 2) the candidate will present the main assumptions of the doctoral thesis;
 - 3) the supervisor will present his or her opinion about the doctoral thesis;
 - 4) the reviewers will present their reviews (where the reviewers are not present, their reviews will be presented by the person designated by the Chair of the doctoral panel);
 - 5) the candidate will respond to the remarks included in the reviews;
 - 6) the Chair will open a discussion, which may be joined by any person attending the meeting, who may also ask questions regarding the thesis;
 - 7) the candidate will answer the questions.
4. After the public defence of the doctoral thesis, during the closed part of the meeting, the doctoral panel, following a discussion, will adopt a resolution on accepting the defence together with an opinion regarding conferment or refusal to confer the degree of doctor on the candidate.
5. The result of the defence of a doctoral thesis before the doctoral panel will be communicated verbally to the candidate and the participants of the public defence.
6. Minutes of a defence of a doctoral thesis will be taken and submitted to RDSM together with the resolution referred to in Sec. 4 and the documents of the case within seven days of the meeting.

Conferment of the degree of doctor

§ 19

1. Having received the doctoral panel's resolution referred to in § 18(4), RDSM will make a decision in the form of a resolution on conferring or refusing to confer the degree of doctor.
2. Before adopting the resolution referred to in Sec. 1, the Chair of RDSM will open a discussion about the resolution.
3. Only RDSM members being professors or Academy professors will be eligible to vote on conferment of the degree of doctor. RDSM's resolutions on conferring the degree of

doctor will be adopted in secret voting by an absolute majority of votes cast, with at least one half of those eligible to vote present at the meeting.

4. A resolution on refusing to confer the degree of doctor will include the factual and legal grounds for the decision.
5. RDSM's resolution referred to in Sec. 1 will be signed by RDSM's Chair.
6. A decision refusing conferment of the degree of doctor on the candidate is subject to appeal to RDN via RDSM, within 30 days of delivery of the decision.
7. RDSM will forward the appeal to RDN, together their opinion and the documents of the case, within three months of the lodging of the appeal.

Awarding an honourable mention to doctoral thesis

§ 20

1. In justified circumstances, RDSM may award an honourable mention to a doctoral thesis.
2. A request for awarding an honourable mention to a doctoral thesis may be made by:
 - 1) a reviewer;
 - 2) the doctoral panel.
3. An honourable mention may be awarded to a doctoral thesis in the event of:
 - 1) a high substantive value of the thesis;
 - 2) highly positive reviews of the thesis;
 - 3) other important circumstances justifying the award of an honourable mention to the thesis.
4. A doctoral thesis will be awarded an honourable mention by RDSM at the doctoral panel's request at a non-public meeting, in open voting, by an absolute majority of votes.
5. The author of a doctoral thesis which has been awarded an honourable mention will receive a congratulatory letter during the official doctoral degree conferment ceremony.

VII. Rules of determining the amount of the fee for the procedure for conferring the degree of doctor on the distance learning basis and exempting from the fee

§ 21

1. A procedure for conferring the degree of doctor on the distance learning basis will be conducted on a fee basis, subject to the exceptions specified in the universally binding legal regulations and in these Rules.
2. The manner of setting the amount of the fees for conducting the procedure for conferring the degree of doctor on the distance learning basis based on actual direct and indirect costs of the procedure and the principles and deadlines for their payment will be established in a regulation by the Academy's Rector.
3. Fees for conducting the procedure for conferring the degree of doctor on the distance learning basis will be paid:

- 1) by the candidate, or
 - 2) in the case of an academic teacher or research staff member – his or her employing higher education institution, institute of the Polish Academy of Sciences (PAN) or international institute – under an agreement concluded with the Academy.
4. A fee for conducting the procedure for conferring the degree of doctor will be fixed and payable irrespective of the result of the procedure for conferring the degree of doctor on the distance learning basis.

§ 22

1. In particularly justified circumstances, at the candidate's legitimate and documented request, the Academy's Rector may:
 - 1) release the candidate from the obligation to pay the fee in whole or in part;
 - 2) split the fee into instalments.
2. The Rector's decision is subject to a request for reexamination of the case.

§ 23

In the case of procedures for conferring the degree of doctor conducted jointly, the principles of setting the amount and paying the fee for the procedure for conferring the degree of doctor will be set out in an agreement.

VIII. Reporting obligations

§ 24

1. Within 21 days of submitting an application for instituting the procedure, the particulars of the doctoral candidate on the distance learning basis will be entered in the list of doctoral candidates in the POL-on system.
2. Not later than 30 days before the date set for the defence of the doctoral thesis, the Academy will make available on its page in BIP the doctoral thesis that is a written work, together with its summary, or a description of the doctoral thesis that is not a written work, as well as its reviews.
3. The documents referred to in Sec. 2 will, immediately after being made in BIP, be entered in the POL-on system.

IX. Final provision

§ 25

These Rules will come into effect on 27 April 2022.

**Application for appointment of supervisor or supervisors,
or supervisor and subsidiary supervisor**

- SPECIMEN -

Wrocław, 20...

Full name:

PESEL No.:

Address for correspondence:

.....

.....

E-mail address:

Tel. No.:

**Council of the Discipline of Music Arts
of the Karol Lipiński Academy of Music
in Wrocław**

I hereby apply for appointment of a supervisor/supervisors or a subsidiary supervisor in a procedure for conferring the degree of doctor of art at the Karol Lipiński Academy of Music in Wrocław in the person(s) of:

.....

(title or academic degree and full name)

At the same time, I represent that:

- 1) I undertake to pay the fee for conducting a procedure for conferring the degree of doctor of art on the principles, in the amount and within the deadlines set in accordance with these Rules and the relevant regulation of the Rector of the Karol Lipiński Academy of Music in Wrocław,
- 2) the fee for conducting a procedure for conferring the degree of doctor of art on the principles, in the amount and within the deadlines set in accordance with these Rules and the relevant regulation of the Rector of the Karol Lipiński Academy of Music in Wrocław will be paid by:

Grounds for nominating the supervisor:

.....

.....

Attachments (as per § 5(2) of the Rules):

.....

(applicant's signature)

Consent to acting as supervisor or subsidiary supervisor

- SPECIMEN -

Wrocław, 20...

Full name:

Title/degree:

Employing establishment:

Address for correspondence:

.....

.....

E-mail address:

Tel. No.:

**Council of the Discipline of Music Arts
of the Karol Lipiński Academy of Music
in Wrocław**

I consent to being appointed as a supervisor / subsidiary supervisor* in the procedure for conferring the degree of doctor of art on Mr/Ms, MA.

The doctoral thesis will be prepared under my supervision.

I represent that during the last five years:

- I have not acted as a supervisor to four doctoral candidates who have been crossed out from the list of doctoral candidates because of a negative mid-term grade, and
- I have not supervised preparation of a thesis by at least two doctoral candidates who failed to receive positive reviews referred to in Art. 191(1) of the Act of 20 July 2018 – Law on Higher Education and Science (*Dziennik Ustaw* 2022, Item 574, as amended).

.....
(signature)

*Delete as appropriate

**Application for verification of learning outcomes for qualifications at Level 8 of Polish
Qualifications Framework**

- SPECIMEN -

Wrocław, 20...

Full name:

PESEL No.:

Address for correspondence:

.....

.....

E-mail address:

Tel. No.:

**Council of the Discipline of Music Arts
of the Karol Lipiński Academy of Music
in Wrocław**

I hereby apply for a verification of the learning outcomes for the qualifications at Level 8 of the Polish Qualifications Framework in the area of knowledge and skills appropriate for the discipline of music arts in the Polish/..... language* and I undertake to cover all costs related to simultaneous/consecutive* translation as part of the verification conducted in the language selected by me.

.....
(applicant's signature)

*Delete as appropriate

Attachments:

- 1) A summary of professional achievements and scientific, artistic, organisational, teaching and popularising accomplishments as well as obtained professional qualifications;
- 2) A list of creative artistic works, including those made public, together with documentation attesting to their having been made public, a list of published scientific works and information about other activities, including those popularising music and science;
- 3) A list of achievements in creative artistic work, including received awards, distinctions, decorations, if any;
- 4) A higher education diploma or certificate attesting to the candidate's knowledge of a modern foreign language at least at the level B2;
- 5) A proof of payment of the fee for verification of the learning outcomes for the qualifications at Level 8 of the Polish Qualifications Framework set in the relevant regulation of the Rector of the Karol Lipiński Academy of Music in Wrocław.

Wrocław, 20...

Verification Team Certificate

- SPECIMEN -

In connection with an application from Mr/Ms dated for
a verification of the learning outcomes for the qualifications at Level 8 of the Polish
Qualifications Framework, a verification team composed of:

.....
.....
.....
.....
.....

(titles/degrees, full names of team members)

appointed by Resolution No. of the Council of the Discipline of Music Arts of the Karol
Lipiński Academy of Music in Wrocław dated, acting under § 7 of the Rules of Procedure
for Conferring the Degree of Doctor of Art at the Karol Lipiński Academy of Music in
Wrocław, constituting an Appendix to Resolution No. 9/2022 of the Senate of the Karol
Lipiński Academy of Music in Wrocław Resolution No. of the Senate of the Karol Lipiński
Academy of Music in Wrocław of 27 April 2022 on Setting Out the Rules of Procedure for
Conferring the Degree of Doctor of Art at the Karol Lipiński Academy of Music in Wrocław,
having conducted a verification process, hereby confirms that

Mr/Ms

achieved the learning outcomes for the qualifications at Level 8 of the Polish Qualifications
Framework.

.....
(signature of the Chair of the verification team)

Application for institution of procedure for conferring the degree of doctor

- SPECIMEN -

Wrocław, 20...

Full name:

PESEL No.:

Address for correspondence:

.....

.....

E-mail address:

Tel. No.:

**Council of the Discipline of Music Arts
of the Karol Lipiński Academy of Music
in Wrocław**

I hereby apply for institution of a procedure for conferring the degree of doctor of art in the field of art in the discipline of music arts.

.....
(applicant's signature)

Attachments:

- 1) Doctoral thesis in four copies with attachments referred to in § 9 of the Rules of Procedure for Conferring the Degree of Doctor of Art at the Karol Lipiński Academy of Music in Wrocław, and in the case of an artistic work requiring a public presentation referred to in § 15 of the Rules – a programme of an artistic work;
- 2) A positive opinion of the supervisor or supervisors, or a preliminary positive opinion of the supervisor in the case of an artistic work requiring a public presentation referred to in § 15 of the Rules;
- 3) A certificate of achievement of the learning outcomes for the qualifications at Level 8 of PQF referred to in § 7(8) of the Rules of Procedure for Conferring the Degree of Doctor of Art at the Karol Lipiński Academy of Music in Wrocław, in the case of a candidate preparing a doctoral thesis on the distance learning basis;
- 4) A representation by the candidate on unaided preparation of his or her doctoral thesis and – where the thesis is not in writing – also on unaided preparation of its description;
- 5) Electronic carrier (four copies) containing electronic versions of the application and all its attachments.

**Representation
regarding unaided preparation of doctoral thesis / doctoral thesis description
- SPECIMEN -**

Wrocław, 20.

Full name:

PESEL No.:

Address for correspondence:

.....

.....

E-mail address:

Tel. No.:

**Council of the Discipline of Music Arts
of the Karol Lipiński Academy of Music
in Wrocław**

I, the undersigned,
(full name)

represent that the doctoral thesis / doctoral thesis description submitted to the Council of the
Discipline of Music Arts of the Karol Lipiński Academy of Music in Wrocław entitled:

.....

.....

was prepared by me unaided.

Scientific supervision over the preparation of the doctoral thesis / doctoral thesis description
referred to above was exercised by the following supervisor:

.....

(title/degree and full name of supervisor)

I also represent that:

- 1) The above data are consistent with the factual situation,
- 2) The doctoral thesis / doctoral thesis description submitted by me does not violate copyrights of any third parties within the meaning of the Copyright and Neighbouring Rights Act of 4 February 1994 (*Dziennik Ustaw* 2021, Item 1062);
- 3) The doctoral thesis / doctoral thesis description submitted by me has never constituted, in whole or in part, a basis for any other official procedure for conferring the degree of doctor or a professional title, or obtaining a diploma;
- 4) The doctoral thesis / doctoral thesis description submitted by me does not contain any data or information obtained by me in a prohibited manner;
- 5) The computer printout of the doctoral thesis / doctoral thesis description submitted by me is identical to its electronic version on the electronic carrier provided by me;

- 6) I agree to the processing of the doctoral thesis / doctoral thesis description referred to above as part of the anti-plagiarism process by comparing its content with other documents with a view to checking for unauthorised borrowings, generating reports and storing the thesis in the database of the Uniform Anti-Plagiarism System referred to in Art. 351(1) of the Act of 20 July 2018 – Law on Higher Education and Science (*Dziennik Ustaw* 2022, Item 574, as amended).

.....
(candidate's signature)