

# PROCEDURE FOR AWARDING THE PhD DEGREE

(applies to PhD students who had their doctoral dissertation accepted after 30 April 2019)

## I stage

1. application to the Discipline Council for appointment of a supervisor ([according to the example](#));

Note: appointment of a supervisor is deemed tantamount to the acceptance of the proposed PhD dissertation; the application should be accompanied by a list of academic achievements, agreement of the supervisor, copy of a confirmation of a graduate degree or diploma

## II stage

1. application to the Discipline Council for appointment of reviewers and PhD committee ([according to the example](#)); the PhD student is obliged to attach to the application the following:
  - a) paper and electronic copies of the dissertation (5 copies each);
  - b) printout of an abstract with the supervisor's signature from JSA system (PhD thesis in pdf version is sent by promoter via e-mail to the Rector's proxy for anti-plagiarism systems - Andrzej Sobecki, PhD, Eng. [andrzej.sobecki@pg.edu.pl](mailto:andrzej.sobecki@pg.edu.pl));
  - c) signed CV (with a photograph);
  - d) supervisor's opinion on the dissertation (if there are two supervisors, each of them presents their opinion independently);
  - e) list of academic achievements ([according to the example](#)) - when listing publications, the DOI number, current IF and quartile should be included (data should be taken from the SCOPUS base, and IF from the year of publication);
  - f) an alphabetical list of proposed reviewers signed by the supervisor - 12 reviewers in total, including min. 1 reviewer from abroad ([according to the example](#)); an electronic, editable version should be sent to: [urszula.kampowska@pg.edu.pl](mailto:urszula.kampowska@pg.edu.pl);
  - g) attachments to the PhD dissertation (statement and abstract) in accordance with the Regulation of the Rector of Gdańsk University of Technology ([according to the example](#)); the attachments shall be placed in each copy of the PhD dissertation, there is no need to prepare separate documents; an electronic version of the abstract shall be sent to: [urszula.kampowska@pg.edu.pl](mailto:urszula.kampowska@pg.edu.pl);
  - h) proposed composition of the PhD committee ([according to the example](#)) signed by the supervisor, min. 8 persons, including the supervisor(s), 3 reviewers (with no names indicated), at least 4 independent academic staff representing the field in question, with the reservation that at least 2 of them (including the committee chairperson) must be members of the Faculty Council

Note: After the submission of the above documents, the reviewers' candidatures are discussed; at the meeting of the Faculty Council, 3 reviewers are voted on, and then the PhD committee is appointed

### III stage

1. application to the Chairperson of the PhD Committee for appointment of a committees that will conduct PhD examinations ([according to the example](#));

Note: the student has 2 months from the appointment of the PhD committee to take the examinations; for this purpose, the student should submit an application to the Vice-Dean for Education with a request to be admitted to the PhD examination conduct PhD examinations ([according to the example](#));