

RESOLUTION NO. 4/2022

OF THE SENATE OF THE UNIVERSITY OF SZCZECIN

of 27th of January 2022

regarding verification of the learning outcomes
for level 8 Polish Qualifications Framework qualifications for persons
applying for receiving a Ph.D. academic degree pursuant to extramural mode

Pursuant to art. 192, section 2, point 6 of the Higher Education and Science Act of 20th of July 2018 (Dz. U. 2021, item 478 as amended) and §35, section 2 of resolution no. 85/2021 of the Senate of the University of Szczecin of 29th of September 2021 regarding the specific regulations for conducting the proceedings for awarding academic degrees at the University of Szczecin it is hereby ordered as follows:

§ 1.

1. The resolution defines the specific regulations for organizing the proceedings regarding verifying the learning outcomes for level 8 qualifications under the Polish Qualifications Framework, hereinafter - the PQF, for persons applying for receiving a Ph.D. academic degree pursuant to extramural mode.
2. The University of Szczecin, hereinafter - the University, can confirm the learning outcomes for level 8 PQF qualifications in case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode only in the fields and disciplines of study in which the University holds the right to grant the academic degree of a Ph.D.

§ 2.

The administrative processing for the procedure of confirming the learning outcomes for level 8 PQF qualifications is being provided by the Office of the Doctoral School of the University of Szczecin.

§ 3.

1. A person who intends to apply for a Ph.D. academic degree pursuant to extramural mode, hereinafter - the Candidate, presents him/herself to the Office of the Doctoral School of the University of Szczecin in order to confirm that she/he meets the requirements stipulated in art. 186, section 1, point 1 or art. 186, section 2 of the Higher Education and Science Act of 20th of July 2018, hereinafter - the Act.
2. Provided that the Candidate meets the requirements stipulated in section 1 the Office of the Doctoral School of the University of Szczecin registers Candidate's application; the template for the application form is included in Attachment no. 1 to this resolution.

3. If the requirements stipulated in section 1 were met the Candidate submits to the Office of the Doctoral School of the University of Szczecin the following documents:
 - 1) the application for initiating the proceedings for confirming the learning outcomes for level 8 PQF qualifications using the template which constitutes Attachment no. 2 to the resolution;
 - 2) copies of documents which confirm meeting the requirements stipulated in art. 186, section 1, point 1 or art. 186, section 2 of the Act;
 - 3) other documents which according to the Candidate enable assessing Candidate's knowledge, skills and social competences acquired outside of the study system.
4. Following registration of the application along with the required documents stipulated in section 3, points 2 and 3, as well as ascertaining that the application meets the formal requirements the Director of the Doctoral School of the University of Szczecin notifies the Candidate in writing of initiating the procedure of confirming the learning outcomes for level 8 PQF qualifications and informs the Candidate of the amount and deadline for making a payment for the proceedings.
5. The notification stipulated in section 4 is being sent to the Candidate by the Office of the Doctoral School of the University of Szczecin along with a written acknowledgement of receipt.

§ 4.

1. Following receiving confirmation of the payment for the proceedings the Director of the Doctoral School establishes a Learning Outcomes Verification Commission, hereinafter - the Verification Commission, for the discipline or two disciplines indicated in the application in the composition consisting of at least five persons.
2. The composition of the Verification Commission is defined in §36 of resolution no. 85/2021 of the Senate of the University of Szczecin of 29th of September 2021 regarding specific regulations for conducting proceedings regarding awarding scientific degrees at the University of Szczecin.
3. The Verification Commission leads the proceedings regarding confirming the learning outcomes for level 8 PQF qualifications stipulated in the ordinance of the Minister of Science and Higher Education of 14th of November 2018 regarding the characteristic of the second degree learning outcomes for level 6-8 qualifications under the Polish Qualifications Framework (Dz. U., item 2218).
4. Following establishing the Verification Commission the Director of the Doctoral School notifies the chairman of the Commission and its members of their appointment to the Verification Commission in writing. The Candidate also receives a written notification regarding appointing the Verification Commission. The notification is sent by the Office of the Doctoral School of the University of Szczecin.
5. The Verification Commission adopts resolutions through open voting by an absolute majority of votes in presence of at least half of its members.
6. Minutes are taken of the meetings of the Commission. The minutes of the Verification Commission's meeting as well as the protocol stipulated in §7, section 5 of the Act are signed by the chairman and the remaining members of the Verification Commission.

§ 5.

1. Carrying out the proceedings regarding confirming the learning outcomes for level 8 PQF qualifications by the Verification Commission or carrying out the proceedings regarding repeated verification of the learning outcomes for level 8 PQF qualifications for persons applying for receiving a Ph.D. academic degree pursuant to extramural mode is subject to a fee.
2. The fee stipulated in section 1 is paid in advance and in the amount determined by Rector in a separate ordinance.
3. The Candidate pays the fee stipulated in section 1 within 7 days from receiving the notification regarding initiation of the proceedings to the bank account of the University indicated in the notification.
4. Not paying the fee indicated in section 1 within the deadline stipulated in section 3 without justification results in refusal to take further actions within the proceedings regarding confirming the learning outcomes for level 8 PQF qualifications by the Verification Commission or carrying out the proceedings regarding repeated verification of the learning outcomes for level 8 PQF qualifications for persons applying for receiving a Ph.D. academic degree pursuant to extramural mode.

§ 6.

1. In case of the Verification Commission recognizing the application stipulated in §3, section 3, point 1 of the resolution as incomplete the Verification Commission shall draw up minutes of the meeting and invite the Candidate in writing to complete the application within 7 days counting from the day of delivering the invitation under pain of carrying out the verification on the grounds of the possessed documents.
2. The invitation stipulated in section 1 is signed on the behalf of the Verification Commission by the chairman and sent to the Candidate with a written acknowledgement receipt by the Office of the Doctoral School of the University of Szczecin.
3. In case of the Candidate not completing the application or not submitting additional documents within the deadline stipulated in section 1 without justification the Verification Commission carries out the verification proceedings for the learning outcomes for level 8 PQF qualifications on the basis of the documents in the possession of the Commission.

§ 7.

1. The Verification Commission confirms producing the learning outcomes for level 8 PQF qualification on the basis of the documents provided by the Candidate no later than within 30 days counting from the day of making the payment indicated in §5 of the resolution, subject to §6 of the resolution and section 3.

2. The learning outcomes regarding command of a modern foreign language are confirmed through submitting a certificate or a university diploma confirming command of the language at the B2 language proficiency level at the least.
3. In case of reasonable doubts regarding the learning outcomes produced by the Candidate the Verification Commission may interview the Candidate or use additional verification methods including holding an examination.
4. The Verification Commission notifies the Candidate in writing about the date and place of the interview or the date and place, form and scope of the examination. The notification is signed by the chairman of the Verification Commission and sent to the Candidate along with a written acknowledgement of receipt by the Office of the Doctoral School of the University of Szczecin.
5. Following conclusion of the proceedings the Verification Commission draws up the proceedings protocol regarding verification of the learning outcomes for level 8 PQF qualifications; the template for the protocol is included in Attachment no. 4 to the resolution.
6. The Verification Commission notifies the Candidate of the positive or negative result of the verification of the learning outcomes for level 8 PQF qualifications in writing. The notification is signed by the chairman of the Verification Commission and sent to the Candidate along with a written acknowledgement of receipt by the Office of the Doctoral School of the University of Szczecin.
7. In case of the positive result of verification of the learning outcomes for level 8 PQF qualifications the Candidate receives the certificate which confirms the positive verification of the learning outcomes for level 8 PQF qualifications consistent with the template included in Attachment no. 5 to the resolution.
8. In case of the negative result of verification of the learning outcomes for level 8 PQF qualifications the Candidate receives the certificate which confirms the negative verification of the learning outcomes for level 8 PQF qualifications consistent with the template included in Attachment no. 6 to the resolution.
9. The Candidate has the right to access the files regarding the proceedings for confirming the learning outcomes for level 8 PQF qualifications, including the protocol stipulated in section 5, to make notes, copies or duplicates in the residence of the Office of the Doctoral School of the University of Szczecin and in the presence of the employee of the Office.

§ 8.

1. In case of determining formal shortcomings in the procedure for confirming the learning outcomes for level 8 PQF qualifications in case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode the Candidate is entitled to appeal to Vice-Rector competent for education affairs through the Director of the Doctoral School of the University of Szczecin within 14 days counting from the day of delivering the notification regarding results of verification.
2. The Director of the Doctoral School of the University of Szczecin passes the appeal to Vice-Rector competent for education affairs along with the opinion of the Verification Commission and proceedings' files.

3. In case of Vice-Rector competent for education affairs rejecting the appeal the Candidate receives a written notification regarding negative resolution of the appeal.
4. In case of Vice-Rector competent for education affairs sustaining the appeal the Candidate receives a written notification regarding positive review of the appeal and Vice-Rector competent for education affairs overrules the results of verification performed by the Verification Commission and refers the case to the Verification Commission for reexamination.
5. In the case defined in section 4 the provisions of § 6 and 7 of the resolution apply accordingly. Results of the verification performed by the Verification Commission as a result of sustaining the appeal and repeated verification are considered as final and binding.

§ 9.

1. In case of receiving negative results of the procedure for verification of the learning outcomes for level 8 PQF qualifications the Candidate has the right to submit the application for repeated verification of the learning outcomes for level 8 PQF qualifications for persons applying for receiving a Ph.D. academic degree pursuant to extramural mode no sooner than before lapse of 6 months counting from the date of receiving the notification regarding results of verification and in the case of lodging an appeal counting from the date of receiving the notification regarding resolution of the appeal issued by Vice-Rector competent for education affairs (if the appeal was rejected) or the final results of verification performed by the Verification Commission (if the appeal was sustained).
2. In the case stipulated in section 1 the Director of the Doctoral School of the University of Szczecin appoints a new Verification Commission with a new composition for the discipline or two disciplines indicated in the application.
3. The provisions of the resolution apply accordingly to the proceedings for repeated verification of the learning outcomes for level 8 PQF qualifications in the case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode.
4. In case of negative results of the repeated verification of the learning outcomes for level 8 PQF qualifications in the case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode the Candidate may submit further application consistently with the provisions indicated in section 1.

§ 10.

1. The Candidate has the right to withdraw the application for initiating proceedings regarding verification of the learning outcomes for level 8 PQF qualifications before the Verification Commission is appointed. The above also applies to the application for verification of the learning outcomes for level 8 PQF qualifications indicated in §9, section 1 of the resolution.
2. In case of withdrawing the application as indicated in section 1 another application for initiating the proceedings for confirming the learning outcomes for level 8 PQF

qualifications can be submitted by the Candidate no sooner than before lapse of 6 months from withdrawing the application.

§ 11.

1. To the proceedings regarding confirming the learning outcomes for level 8 PQF qualifications or the repeated verification of the learning outcomes for level 8 PQF qualifications in the case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode initiated and not concluded before this resolution coming into effect the provisions of ordinance no. 192/2019 of Rector of the University of Szczecin of 28th of November 2019 regarding the details for organizing the proceedings for verification of the learning outcomes for level 8PQF qualifications in the case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode apply accordingly.
2. The fee for conducting the proceedings defined in section 1 is being charged in the amount defined in ordinance no. 193/2019 of Rector of the University of Szczecin of 28th of November 2019 regarding determining the fee for the proceedings related to confirming the learning outcomes for level 8 PQF qualifications.
3. To determine remuneration for members of the Verification Commission for work related to confirming the learning outcomes for level 8 PQF qualifications under the proceedings stipulated in sections 1 the provisions of ordinance no. 194/2019 of Rector of the University of Szczecin of 28th of November 2019 regarding determining the amount of remuneration for members of commissions verifying learning outcomes for performing work related to confirming the learning outcomes for level 8 PQF qualifications apply until a new ordinance is issued on the basis of this resolution.

§ 12.

The ordinance no. 192/2019 of Rector of the University of Szczecin of 28th of November 2019 regarding the details for organizing the proceedings for verification of the learning outcomes for level 8 PQF qualifications in the case of persons applying for receiving a Ph.D. academic degree pursuant to extramural mode is null and void.

§ 13.

The resolution comes into force on the day of its signing.