R-BP-SOP.014.1.151.2019

REGULATION NO. 151/2019

# of the Rector of Wroclaw University of Economics and Business of 16 December 2019

**on the detailed procedure for the payment of fees and costs for conducting the procedure for awarding a doctoral degree in an extramural programme**

In connection with Article 182(1) of the Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended), it is resolved as follows:

# § 1

The regulation specifies a detailed procedure for the payment of fees and costs in the procedure for awarding a doctoral degree in an extramural programme.

# § 2

1. A person applying for a doctoral degree as part of an extramural programme who is not an academic teacher employed at Wroclaw University of Economics and Business or a person applying for a doctoral degree who has not completed education at the Doctoral School run by Wroclaw University of Economics and Business shall pay to Wroclaw University of Economics and Business a fee for conducting the procedure initiated at their request.
2. The fee may not exceed the costs of the procedure for awarding a doctoral degree.

# § 3

1. The costs of the procedure for awarding a doctoral degree include in an extramural programme include:
	1. the remuneration of the supervisor or supervisors in the amount of 83% of the minimum base monthly salary for a professor at a public university specified pursuant to Article 137(2) of the Act, hereinafter referred to as the professor’s remuneration,
	2. the assistant supervisor’s remuneration in the amount of 50% of the professor’s remuneration,
	3. the reviewer's remuneration in the amount of 27% of the professor’s remuneration,
	4. other costs, in particular:
		1. surcharges on account of social insurance and labour fund contributions specified in items 1, 2 and 3, calculated in accordance with the applicable laws,
		2. travel and accommodation costs determined in accordance with the Ordinance of the Minister of Labour and Social Policy of 29 January 2013 on amounts due to employees of state or local government unit for business travel (Journal of Laws, item 167),
		3. fees to cover the remaining costs of conducting the procedure in the amount of 20% of the amounts referred to in items 1-3, and item 4 letters a) and b),
		4. other reasonable costs of the procedure incurred by Wroclaw University of Economics and Business.
2. The costs of the procedure are calculated on the basis of the initial calculation and verified in the final calculation, taking into account all costs specified in § 3 of this Regulation.
3. The costs of the procedure are paid in 2 instalments:
	1. 1st instalment – after the adoption by the Discipline Science of a resolution consenting to the conduct of the procedure; the instalment is an advance payment and amounts to 10,000 PLN (in words: ten thousand zloty);
	2. 2nd instalment – after the adoption of a resolution by the Discipline Science Council on awarding a doctoral degree, and it covers the remaining amount of the incurred costs.

# § 4

In the case of an academic teacher who is not an employee of Wroclaw University of Economics and Business or a researcher, the costs of the procedure referred to in § 3 shall be borne by the university, PAN institute, research institute or international institute employing them.

# § 5

1. The amount of costs and the terms of payment for the procedure for awarding a doctoral degree in an extramural programme are specified in the agreement concluded between Wroclaw University of Economics and Business and the person referred to in § 2(1). This is without prejudice to the provisions of section 2.
2. If the costs of the procedure for awarding a doctoral degree are borne by the employing institution referred to in § 4, the agreement specifying the amount of costs and the terms of payment of the fee shall be concluded between Wroclaw University of Economics and Business and the employing institution.
3. The amount of the costs is determined on the basis of the professor's remuneration included in the final calculation.

# § 6

Academic teachers employed at Wroclaw University of Economics and Business and persons who graduated from the Doctoral School run by Wroclaw University of Economics and Business applying for the award of a doctoral degree do not pay the fees referred to in § 3, except for the fees for issuing a copy of the diploma.

# § 7

This regulation becomes effective as of its signing date.

Rector

Prof. dr hab. Andrzej Kaleta