Appendix no. 2 to Regulation No. 15 of the Rector of the Warsaw University of Life Sciences of April 11, 2024 on implementation of Guidelines concerning preparation of doctoral theses at the Warsaw University of Life Sciences

**Guidelines concerning preparation of doctoral theses**

**at the Warsaw University of Life Sciences**

§ 1

[Doctoral thesis]

1. The doctoral thesis shall demonstrate general theoretical knowledge of the candidate for the award of the doctoral degree in the discipline or disciplines, and the ability to conduct independent scientific work.

2. The subject of the doctoral thesis shall be an original solution to a scientific problem or an original solution to application of the results of one's own scientific research in the economic or social sphere.

3. The doctoral thesis may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological, implementation project, as well as an independent and isolated part of a collective work.

4. The terms "scientific monograph" and "scientific article" shall be interpreted in accordance with their definition established under separate regulations (Regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity, consolidated text of 23 March 2022, Polish Journal of Laws of 2022, item 661).

5. The doctoral thesis, as a written work other than a scientific monograph or a collection of published articles, shall be allowed to consist in part of published works as well as those whose results have not yet been published. In that case, the doctoral thesis shall also comply with the textual consistency condition.

§ 2

[Mode of presentation of the thesis and scientific supervision over its preparation]

1. Preparation of the doctoral thesis may take place in the mode of:

1) education of doctoral students;

2) extramural.

2. Scientific supervision over preparation of the doctoral thesis shall be performed by a supervisor or supervisors, or by a supervisor and assistant supervisor.

§ 3

[Appendices to the doctoral thesis]

1. The following shall be appended to the doctoral thesis:
   1. an abstract in English;
   2. an abstract in Polish – if the doctoral thesis is prepared in a foreign language;
   3. an overview in Polish and English – if the doctoral thesis is not a written work;
   4. statements of all co-authors identifying the individual contribution of each of them in preparation of the thesis – if the doctoral thesis is an independent and isolated part of   
      a collective work, subject to the provisions of par. 3-5.
2. The abstract referred to in par. 1 items 1) and 2) shall, as far as possible, discuss the entire thesis, i.e. all its elements, including in particular: the purpose, scope of the paper, research hypotheses, materials and methods, selected results and conclusions. The abstract shall not exceed 5 pages.
3. If a collective work constituting the doctoral thesis has more than five co-authors, the author of the thesis shall submit a statement specifying their individual contribution into preparation of that thesis and declarations of at least four other co-authors.
4. The author of the thesis shall be exempt from the obligation to submit a co-author’s statement in the event of that co-author’s death, being declared dead or their permanent health impairment making it impossible to obtain the required statement.
5. Where, for reasons beyond the control of the author of the thesis, it is not possible to obtain the co-authors' statements, the author of the thesis shall include a statement of the first author, editor of the monograph, project leader, team leader or corresponding author. In the event that such statements cannot be obtained, the author of the thesis shall explain the reasons underlying failure to submit the statements by the persons mentioned in the statement referred to in par. 3.

§ 4

[Preparation of the thesis in the form of a collection of articles]

1. In the case of doctoral theses prepared in the form of a collection of published and thematically related scientific articles, the person submitting the thesis shall, in consultation with the supervisor(s), determine the number of papers to be included in the thesis.
2. Publications forming the basis of the thesis shall present original data. Review papers may supplement it, but shall not be the core content of the thesis. All publications shall have   
   a DOI (Digital Object Identifier) number.
3. In all of the articles included in the thesis, the contribution of the thesis's author shall be significant and distinguishable. The person submitting the thesis shall document that, in the case of multi-author publications forming the constituent parts of the thesis, they have played a leading or significant role in carrying out the research described therein and in preparation of the thesis. They shall prepare a description of their contribution to each of the publications. The author of the doctoral thesis shall prepare a description of the thesis in the form of   
   a manuscript, which shall include: the rationale for undertaking the subject, the purpose, scope of the thesis and a concise presentation of the research hypotheses, the main results and conclusions, a list of articles comprising the thesis. The content of this part of the thesis shall document the role of the thesis's author in the development thereof and that the thesis fulfils the requirements of § 1 par. 1 and 2 under the Act.
4. Co-authors of the publications shall provide written statements describing their contribution to the work, subject to § 3 par. 3-5. Description of the co-authors' contribution to a particular publication shall include a detailed statement regarding the extent of the respective co-author's contribution. A template of the declaration of co-authorship, depending on the procedure for preparing a doctoral dissertation, is an annex to the relevant Regulations for conducting proceedings for the award of a doctoral degree at the Warsaw University of Life Sciences, introduced by Resolution No. 89-2022/2023 of the Warsaw University of Life Sciences Senate of June 26, 2023.

§ 5

[Structure of the doctoral thesis]

1. It shall be recommended that the structure of the doctoral thesis prepared in a written form, subject to par. 2, include the following elements:
2. table of contents,
3. the abstract referred to in § 3 par. 2,
4. introduction,
5. literature review,
6. purpose, scope of the thesis and research hypotheses,
7. research materials and methodology,
8. presentation and discussion of results,
9. summary and conclusions,
10. bibliography (APA style bibliography is recommended),
11. annex (if applicable).
12. It shall be recommended that the structure of the doctoral thesis prepared as a collection of articles include the following elements:
13. table of contents,
14. the abstract referred to in § 3 par. 2,
15. the description of the thesis referred to in § 4 par. 3,
16. copies of the articles making up the doctoral thesis,
17. statements of co-authors in the case of multi-author publications referred to in § 4 par. 4 (respective statements shall be attached after each article).
18. Depending on the specific nature of the discipline in which the doctoral thesis is being prepared, it may contain other elements specified by individual discipline councils.
19. Editorial requirements regarding the doctoral thesis are specified in Appendix no. 1 to these Guidelines.
20. Template pages no. 1 and 3 are attached as Appendix no. 2 to these Guidelines.
21. Verification of compliance of the doctoral thesis with the formal and editorial requirements shall rest with the supervisor(s) of the doctoral thesis.

§ 6

[Final comments]

Provisions of the Act of 20 July 2018 Law on Higher Education and Science (consolidated text of 10 March 2023, Polish Journal of Laws of 2023, item 742, as amended) and other internal normative acts concerning the principles of conducting proceedings regarding the award of the doctoral degree shall apply to matters not regulated in § 1-5 of these Guidelines.

Appendix no. 1 to the Guidelines concerning preparation of doctoral theses at the Warsaw University of Life Sciences

Formal and editorial requirements for doctoral theses submitted to the Warsaw University of Life Sciences

1. Doctoral thesis in the form of a monograph:
2. A4 format
3. single-sided printout without page numbering:

– page 1 – title page according to the specified template,

– page 2 (back of the title page) and page 4 shall remain unprinted,

– page 3 – statement of the supervisor of the thesis and statement of the author of the thesis,

– content of pages from 1 to 3 shall be compliant with the template established in Appendix no. 2 to the *Guidelines concerning preparation of doctoral theses at the Warsaw University of Life Sciences*,

b) double-sided printout, numbered pages:

– starting from number 5 (table of contents),

– starting from page 7 (or the first odd page after the table of contents), an abstract in English or an abstract in Polish – if the doctoral thesis is prepared in a foreign language referred to in § 3 par. 1 and 2 of the *Guidelines concerning preparation of doctoral theses at the Warsaw University of Life Sciences*,

– all other pages containing the content of the thesis according to the table of contents – continuous numbering;

1. margins:

upper – 2.5 cm, lower – 2.5 cm, side mirroring margins – inner 3.5 cm, outer 2.5 cm;

1. font:

Times New Roman, size 12 pt, except for pages 1 to 3, for which the font size is specified in brackets in Appendix no. 2;

1. line spacing: 1.5 line, justified text (alignment with side margins);
2. footnote: font 10 pt, single line spacing, justified text;
3. permanent binding – doctoral thesis cover template consistent with the Visual Identification Book of the Warsaw University of Life Sciences.
4. Doctoral thesis prepared in the form of a collection of articles shall be submitted in the form prescribed in par. 1, provided however that:
5. the table of contents shall include information on the description of the thesis, the articles comprising the doctoral thesis and statements of co-authors,
6. the requirements of par. 1 items 2-5 shall not apply to the articles comprising the doctoral thesis,
7. the pages on which the articles comprising the thesis are located shall not be numbered,
8. the structure of the thesis shall be compliant with the guidelines contained in § 5 par. 2.

Appendix no. 2 to the Guidelines concerning preparation of doctoral theses

at the Warsaw University of Life Sciences

*- template of page 1 – text: font: Times New Roman – font size in brackets*

****

Warsaw University of Life Sciences (16)

name of the institute (14)

First name(s) and surname of the author of the thesis (14)

**Title of the thesis (22)** *– in English*

Title of the thesis (16) *– in Polish*

Doctoral thesis (14)

Rozprawa doktorska (12)

Doctoral thesis prepared under the supervision of (12)

Title, scientific degree, first name and surname of the supervisor(s) (12)

Name of the entity where the supervisor is employed (12)

Assistant supervisor (if appointed):

Title, scientific degree, first name and surname of the assistant supervisor (12)

Name of the entity where the assistant supervisor is employed

Warsaw year (12)

*- template of page 3 – font: Times New Roman – font size - 12*

### Statement of the supervisor of the doctoral thesis

I represent that this thesis has been prepared under my supervision and I represent that it fulfils the requirements for submission thereof in the proceedings for the award of the scientific doctoral degree.

Date: .......................... Legible signature of the supervisor ................................................

**Statement of the author of the doctoral thesis**

Aware of legal liability, including criminal liability for making a false statement, I hereby represent that the present doctoral thesis has been written by myself and does not contain any content obtained in a manner inconsistent with the applicable laws, in particular the Act of   
4 February 1994 on Copyright and Related Rights (consolidated text of 28 October 2022, Polish Journal of Laws of 2022, item 2509, as amended).

I represent that the thesis presented herein has not previously been the basis of any procedure related to the award of the doctoral degree.

I further represent that this version of the thesis is identical to the attached electronic version.

I acknowledge that the doctoral thesis will be subjected to the anti-plagiarism procedure.

Date: .......................... Legible signature of the author of the thesis .................................