

CIRCULAR LETTER 1/2023

of the Director of the Doctoral School of the Siedlce University of Natural Sciences and Humanities of 10 January 2023 on establishing guidelines for a doctoral student applying for an extension of the doctoral dissertation submission deadline

Pursuant to § 3(3)(A) of the Rector's Ordinance No. 84/2019 of 12 September 2019 on the rules for the development and publication of internal normative acts, I hereby resolve as follows:

1. The extension of the doctoral dissertation submission deadline specified in the Individual Research Plan is regulated by § 16 of the Regulations of the Doctoral School of the University of Natural Sciences and Humanities in Siedlce, constituting an annex to Resolution No. 60/2022 of the Siedlce University Senate of March 30, 2022.
2. The application for an extension of a doctoral dissertation submission deadline shall be presented by a doctoral student to the Siedlce University Doctoral School Office, no later than 30 days before the deadline indicated in the Individual Research Plan. The Director of the Siedlce University Doctoral School submits the application together with the draft of the Individual Research Plan to the given Council of the Scientific Discipline for opinion.
3. The justification of the application should include, among others, an assessment of the doctoral dissertation progress and a list of assignments to be completed before the proposed date of doctoral dissertation submission.
4. The application referred to in item 3 shall be accompanied by:
 - 1) an explanation justifying the extension of the doctoral dissertation submission deadline according to the reasons specified in § 16(1)(1-4) of the Regulations of the Siedlce University Doctoral School;
 - 2) the supervisor's opinion when the doctoral student conducts long-term scientific research;
 - 3) Individual Research Plan with a new deadline for doctoral dissertation submission.

5. A template of the application for an extension of the doctoral dissertation submission deadline is attached to this circular letter.

Director of the Doctoral School
of the Siedlce University of Natural Sciences and Humanities,

dr hab. Anna Kamecka, a university professor

Siedlce,

Name and surname of the doctoral student:

Education commencement date:

Semester of education:.....

Album No.....

PESEL.....

Postal address:

Phone, e-mail:

Supervisor:

Assistant Supervisor:

Director of the Doctoral School

**of the Siedlce University of Natural Sciences and Humanities,
dr hab. Anna Kamecka, a university professor**

Application for an extension of the doctoral dissertation submission deadline

I ask for your consent to extend the deadline for submitting my doctoral dissertation due to
(mark the appropriate choice):

- ☐ temporary incapacity to continue my education for health reasons;
- ☐ need to provide personal care for a sick family member;
- ☐ need to provide personal care for a child up to 4 years of age or a child with a disability certificate;
- ☐ possession of a disability certificate;
- ☐ necessity to conduct long-term scientific research or artistic creation

to
(day-month-year)

Reasons

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I attach the following:

- 1.
- 2.
- 3.

.....
(legible signature of the doctoral student)

I accept/do not accept

.....
(date and legible signature of the supervisor)

I agree/do not agree to extend the doctoral dissertation submission deadline to

.....
(day-month-year)

Justification for a lack of consent:

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.....
(date and signature of the Director of the Siedlce University Doctoral School)