

AGREEMENT NO ___/2023/2024
ON THE RULES OF CONDUCTING THE DOCTORAL PROGRAMME, FEES AND CONDITIONS OF
CHARGING FEES FOR THE DOCTORAL SEMINAR RUN BY THE WSEI UNIVERSITY OF LUBLIN
(hereinafter referred to as “the Agreement”)

concluded on ___ in Lublin between:

WSEI University, ul. Projektowa 4, 20-209 Lublin, listed in the register of non-public higher education institutions in the Ministry of Education and Science under the number 196, NIP: 712-26-52-693, REGON: 432260703,

represented by:

Chancellor –Teresa Bogacka, MA

Rector –Miroslaw J. Jarosz, PhD, Prof. of WSEI University,

(hereinafter referred to as **“WSEI University”** and **“the University”**)

and

Ms/Ms___,

Residing at ___, __-___ ___,

PESEL (Personal Identification Number) ___,

(hereinafter referred to as **“the Seminar Participant”**)

jointly referred to as the **‘Parties’** and separately as **‘the Party’**,
reads as follows:

With a view to improving scientific qualifications of candidates applying for a doctoral degree and preparing them for opening and conducting proceedings for awarding a doctoral degree at the WSEI University of Lublin, the Parties shall conclude an agreement as follows:

§ 1

General provisions

1. The subject matter of this Agreement is to determine the rules of conducting a doctoral seminar, fees and conditions of charging fees at the WSEI University of Lublin.
2. This Agreement shall enter into force on the date of signature and shall remain in force for the entire duration of the doctoral seminar referred to in §7(2).
3. The detailed rules for charging fees for a doctoral seminar are laid down in the Order of the Chancellor and the Rector of the WSEI University of Lublin No 23/2022/2023 of 1 March 2023 on the fees for conducting the proceedings for awarding a doctoral degree and the fees and payment rules for attending a doctoral seminar at the WSEI University of Lublin.
4. The detailed rules for conducting the proceedings for awarding a doctoral degree are laid down in the applicable Rules of Conducting the Proceedings for Awarding a Doctoral Degree at the WSEI University of Lublin.

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KANCLERZ: MGR TERESA BOGACKA

REKTOR: DR HAB. MIROSLAW J. JAROSZ, PROF. WSEI

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§2

1. The doctoral seminar is intended to prepare the seminar participants for their own creative research work and to provide scientific guidance and support to their work on the development of a PhD thesis.
2. Participation in the PhD Seminar is aimed to implement the procedure for the external mode of preparing a PhD thesis referred to in Article 197(2) of the Higher Education and Science Act of 20 July 2018 (Journal of Laws 2022, item 574 as amended).
3. The seminar shall take place in editions starting in the winter and summer semesters of a given academic year.
4. The seminar shall commence on 1 October 2023 and shall cover ___ semesters (based on a decision of the Recruitment Committee).
5. The seminar shall be implemented in accordance with the approved programme of the seminar.
6. The Director of the doctoral seminar shall be directly responsible for the seminar.
7. Supervision shall be conducted by the Rector.

§3

The university declares that it shall meet the conditions for providing education referred to in §2 of the Agreement, including these related to the academic staff and the necessary research and IT infrastructure to carry out scientific activities, in accordance with the applicable regulations.

§4

A doctoral seminar shall be attended by a person who:

- 1) meets the eligibility conditions laid down by the University;
- 2) holds a Master's degree or equivalent;
- 3) is enrolled in the list of the seminar participants.

§5

Rights and obligations of the seminar participant

The doctoral seminar participants shall be required to:

- 1) behave in accordance with the provisions of this Agreement;
- 2) comply with the applicable rules at the WSEI University of Lublin;
- 3) actively participate in lectures, seminars, recitation classes, laboratory classes or project development exercises conducted in Polish or in English;
- 4) do research in cooperation with the supervisor or supervisors;
- 5) participate in scientific conferences;
- 6) prepare scientific publications and a PhD thesis;
- 7) demonstrate ethical behaviour with respect to copyright;
- 8) make timely payment of the fees for participation in the doctoral Seminar at the amount and in accordance with the rules laid down in the Agreement, for each semester prior to its commencement, to the account number referred to in §16(3).

- 9) inform the University immediately of any changes in his/her personal details given in a seminar application form.

§6

The participant shall have the right to:

- 1) use the resources of the University Library in accordance with the rules laid down in the Rules of using the research and IT infrastructure of the WSEI University of Lublin by PhD students of a doctoral school and students preparing a PhD thesis at an external mode;
- 2) take a leave from the Seminar in accordance with the rules laid down in the Agreement.

§7

Organization and conduct of the seminar

1. The Rector shall launch the next edition of the Seminar when no less than 15 people are admitted to the Seminar. If fewer people are admitted, the Rector may order the launching of a Seminar limited to the consultation of individual participants with supervisors.
2. The duration of the seminar shall be at least 2 semesters, but no more than 10 semesters.
3. The winter semester shall commence on 1 October and shall end on 28 February. The summer semester shall commence on 1 March and shall end on 30 June.
4. The seminar shall end with the appointment of the reviewers of the PhD thesis by the Scientific Council of the WSEI University of Lublin. At the request of the participant, a PhD Seminar certificate shall be issued in accordance with the model set out in Annex 1 to this Agreement.
5. The certificate referred to in §4 shall be issued by the Director of the Doctoral School.

§8

Supervisor and assistant supervisor

1. The scientific guidance and support over the seminar participant shall be carried out by:
 - 1) a supervisor or supervisors, or
 - 2) a supervisor and an assistant supervisor
2. A maximum of two supervisors or a supervisor and an assistant supervisor may be appointed.
3. A seminar participant shall, within three months of taking up education at a doctoral seminar, submit a request to the Scientific Council for the appointment of a supervisor or supervisors.
4. The supervisor or supervisors shall be appointed by the Scientific Council.
5. In justified cases, the seminar participant may request the Scientific Council to change the supervisor or supervisors.
6. The Scientific Council may change the supervisor or supervisors at their justified request, at the seminar participant's request or on its own initiative.
7. The assistant supervisor shall be appointed by the Scientific Council on a proposal from the supervisor. In justified cases, the seminar participant may request the Scientific Council to change the assistant supervisor.
8. The Scientific Council may either change the assistant supervisor or recall the assistant supervisor without appointing a successor at his or her justified request, at the supervisor's request or at the seminar participant's request or on its own initiative.

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§9

The superior's or superiors' tasks shall, in particular, consist of:

- 1) providing scientific guidance and support over for the preparation of a PhD thesis by the seminar participant, including provision of the necessary technical and methodological assistance to the seminar participants, with the stipulation that the superior /superiors are not able to take care of more than 3-5 participants at the same time;
- 2) assisting the seminar participant in the development of the Individual Research Plan (IRP), taking into account the possibility of funding research from specific sources;
- 3) giving an opinion on the requests and applications submitted by the seminar participant regarding education at the doctoral seminar;
- 4) making a written assessment of the research progress of the seminar participant, in particular the preparation and implementation of the IRP as well as the progress on the development of a PhD thesis;
- 5) giving an opinion on the PhD thesis presented by the seminar participant;
- 6) cooperating with the Director of the Doctoral School to monitor the progress of the seminar;
- 7) supervising the work of the assistant supervisor;

§10

The assistant supervisor's tasks shall consist, in particular, of:

- 1) carrying out supporting activities in providing guidance and assistance to the seminar participant, including the process of planning, implementing and analyzing the results;
- 2) giving an opinion on the IRP;
- 3) assessing progress on the development of the PhD thesis and presenting it to the supervisor. The assistant supervisor's opinion shall be attached to the supervisor's opinion.

§11

1. The seminar participant shall be required to prepare, in consultation with the supervisor or assistant supervisor, an individual research plan. The supervisor(s) or the supervisor and assistant supervisor giving approval for the IRP of the seminar participant shall, in particular, take into account the possibility of implementing the IRP at the WSEI University of Lublin, including organizational and financial capacity.
2. The IRP shall include, in particular,:
 - 1) the outline of a PhD thesis, with the following elements:
 - a) topic and justification for selecting the topic of a PhD thesis, with presentation of knowledge (review of scientific literature);
 - b) objectives and problems/research hypotheses;
 - c) description of the research methods, techniques and tools;
 - d) estimated budget with information about the expected sources of funding;
 - e) information about the form of a PhD thesis;
 - f) proposal for the structure of a PhD thesis (draft of the table of contents);
 - g) annex bibliography;

- 2) a research programme to prepare a PhD thesis with a description of the tasks and the schedule for their implementation per semester;
- 3) the submission date of a PhD thesis.
3. A PhD thesis shall present the candidate's general theoretical knowledge in a discipline or disciplines and the ability to carry out scientific or artistic work independently. The topic of a doctoral hearing is the original solution to a scientific problem, the original solution related to the application of the results of the candidate's own scientific research in the economic or social sphere, or the original artistic performance.
A PhD thesis may consist of:
 - a written work, including a scientific monograph,
 - a collection of published and thematically related scientific articles,
 - project, construction, technology, implementation work
 - autonomous and separate part of a joint publication.
4. In addition, the IRP must include information on the implementation plans about other achievements required during the course of study, in particular it must include the following deadlines:
 - a) the schedule for the preparation of a PhD thesis, including the deadline for the PhD thesis submission;
 - b) submitting for publication at least 1 scientific article, published in a scientific journal or in peer-reviewed material from an international conference which, in the year of publication of the article in its final form, was included in the index drawn up in accordance with the provisions pursuant to Article 267(2)(2b) of the Higher Education and Science Act of 20 July 2018 (Journal Of Laws 2022, item 574 as amended) or 1 scientific monograph issued by a publisher which, in the year in which the monograph was published in its final form, was included in the index drawn up in accordance with the provisions pursuant to Article 267(2)(2a) or a chapter in this monograph.

§12 Holidays

1. A seminar participant may apply for leave of 1 to 2 semesters. The Director of the Doctoral School shall decide on the application.
2. An application for leave may be made by a seminar participant at the earliest from the 3rd semester of the seminar.
3. During the leave, the Participant shall not be liable for the semester fee and may not use the forms referred to in § 6(1-2).

§13 Enrollment into the following year of the seminar

1. The seminar participant shall be subject to periodic evaluation of the progress of research on his/her PhD thesis by the supervisor or supervisors or the supervisor and the assistant supervisor.
2. The assessment shall be carried out by the supervisors and the supervisors or the supervisor and the assistant supervisor by 30 June of each academic year in accordance with the transcript of academic record of a doctoral seminar participant.

3. Obtaining a negative assessment is the basis for the removal of the participant from the seminar list by the Director of the Doctoral School.
4. In the event of a positive assessment and failure to submit a declaration of withdrawal from the seminar, the participant shall be deemed to continue participating in the seminar in the following year.

§14

Removals and resumptions

1. The Director of the Doctoral School shall remove the participant from the seminar list in the case of:
 - 1) negative assessment of the progress of research made by the supervisor;
 - 2) declaration of withdrawal by the seminar participant;
 - 3) failure to pay fees for the seminar referred to in §16 and 17 of the Agreement;
 - 4) infringements of the other obligations set out in §5 of the Agreement.
2. If the participant fails to complete the seminar within a period of 10 semesters, the Director of the Doctoral School shall remove the participant from the seminar list, unless it has been extended.
3. If the participant fails to complete the seminar during the period of the extension of the seminar, the Director of the Doctoral School shall remove the participant from the seminar list.
4. A participant may submit a declaration of withdrawal from the seminar at any time, with will come into effect at the end of the calendar month.
5. A declaration of withdrawal from the seminar shall be null and void unless made in writing.
6. Failure to respect the declaration of withdrawal made in writing shall result in maintaining the status of the seminar participant and shall undertake to pay the fees laid down in the Agreement and the Order of the Chancellor and the WSEI University of Lublin No 23/2022/2023 of 1 March 2023 on the fees for proceedings for awarding a doctoral degree and the fees and payment rules for attending a doctoral seminar at the WSEI University of Lublin.
7. A declaration of resignation may be submitted with the use of the university's IT system.
8. A declaration of resignation from the Seminar shall be submitted to the Director of the Doctoral School.

§15

1. A person removed from the seminar may apply to the Director of the Doctoral School for permission to resume the seminar.
2. The Director of the Doctoral School shall decide on the resumption of the seminar by the person removed from the seminar list, after consulting the present supervisor or any other independent researcher on the possibility of that person continuing his/her work on the preparation of a PhD thesis.
3. In the event of a negative opinion of the supervisor or another independent researcher, the Director of the Doctoral School shall not grant the application.
4. In the event of the resumption of the seminar, the participant shall be obliged to conclude an agreement on the rules of the doctoral seminar and the fees and conditions for charging fees at the WSEI University of Lublin.

5. The Agreement should be concluded no later than 7 days after the date of notification of the decision to resume the seminar.

§16

Seminar payment

1. The recruitment procedure and participation in the doctoral seminar shall be paid by the applicant.
2. Payment of the seminar fee shall give the right to education at the doctoral seminar, which shall take the form of:
 - a) participation in courses involving lectures, seminars, recitation classes, laboratory classes or project development classes conducted in Polish or English,
 - b) scientific work in cooperation with the supervisor or supervisors,
 - c) participation in scientific conferences,
 - d) preparation of scientific publications and a PhD thesis by the seminar participant— in accordance with the seminar programme. Failure to participate in these forms shall not be a claim for reimbursement of the fee paid.
3. Seminar participants shall be required to pay the seminar fees in a timely manner **to the University's bank account No 44114010940000202769001118** for each semester commenced before the beginning of the seminar.
4. The semester fees for the seminar shall be in one payment. The fees and the payment deadlines for a semester are set out in §17 of the Agreement.
5. The seminar fees during a given academic year shall be fixed and shall not be increased. Starting from the third semester of the doctoral seminar, the semester fees may be increased by the Order of the Chancellor and the Rector by the average annual increase in the consumer price index in the calendar year preceding the commencement of the academic year compared to the previous calendar year, as announced in a notice from the Chairman of the Central Statistical Office.
6. The change in the semester fees for the seminar shall be made public on the website of the WSEI University of Lublin and delivered to the seminar participant before the commencement of the academic year.
7. In the event of a change in the seminar fees, the Participant shall, within 14 days of receipt of the information referred to in section 6, may make a written declaration that he or she resigns from participation in the seminar. This statement is the basis for the removal from the list of the doctoral seminar.
8. **Removal from the list of the doctoral seminar shall not be a claim for reimbursement of any of the payments previously made. In the event of the removal from the list of the doctoral seminar list, fees for subsequent semesters shall no longer be payable.**
9. In the event of termination of the contract before the commencement of the seminar, the participant shall be entitled to reimbursement of the semester fees paid. The fees paid shall be reimbursed at the request of the Participant. The recruitment procedure fee and the registration fee are not refundable.

§17

1. Seminar participants shall pay the fees on the recruitment procedure and their participation in the doctoral seminar as follows:
 - 1) a fee of PLN 300 for the recruitment procedure for a doctoral seminar conducted in Polish.
 - 2) a fee of EUR 300 for the recruitment procedure for a doctoral seminar conducted in English.
 - The fee for the recruitment procedure must be paid at the latest on the date of submission of the application for the doctoral seminar.
 - 3) A fee for attending the doctoral seminar:
 - a) enrolment fee – PLN 500 (one-off payment, payable before the agreement is signed)
 - b) tuition fee for a semester of the doctoral seminar conducted in Polish:
from semesters I to VI – PLN 3000,00;
 - c) tuition fee for a semester of the doctoral seminar conducted in English:
from semesters I to VI, EUR 3 000,00;
 - d) during the winter semester, the fee should be paid no later than 30 September and 31 January in the summer semester. The fee for a given semester should be paid in full;
 - e) if the deadline for attendance to the doctoral seminar conducted in Polish is extended for more than three years, the tuition fee for the next semester of the seminar (i.e. semesters VII-X) is set at PLN 2800, except for the circumstances referred to in §16(5). The fee should be paid in full by 30 September in the winter semester and by 31 January in the summer semester;
 - f) if the deadline for attendance to the doctoral seminar conducted in Polish is extended for more than three years, the tuition fee for the next semester of the seminar (i.e. semesters VII-X) is set at PLN 2800, except for the circumstances referred to in §16(5). The fee should be paid in full by 30 September in the winter semester and by 31 January in the summer semester;
 - g) fee for conducting a supplementary examination in Polish shall be set at PLN 300 per examination. The fee must be paid at the latest 3 days before the date of the supplementary examination;
 - h) fee for conducting a supplementary examination in English shall be set at EUR 300 per examination. The fee must be paid at the latest 3 days before the date of the supplementary examination;
 - i) fee for the proceedings of awarding a doctoral degree, in accordance with §5 of the Order on the fees for proceedings for awarding a doctoral degree and the fees and payment rules for attending a doctoral seminar at the WSEI University of Lublin.

§18

Discounts and reductions

1. Seminar participants shall be entitled to:
 - 1) 10 % discount of the doctoral seminar fee (**so-called Company Discount**) – if at least 3 employees have been sent to the doctoral seminar from the same company;
2. 10 % discount of the doctoral seminar fee (**so-called Discount for Graduates of the WSEI University of Lublin**) – if the applicant is a graduate of second-degree studies or long-cycle master's degree studies at the WSEI University of Lublin.

3. The discounts and reductions referred to in § 1 shall be charged during the last semester of the doctoral seminar attended by the participant.
4. Discounts and reductions shall not add up. A participant of the doctoral seminar meeting the condition specified in 'WSEI University Discount' or 'Company Discount' shall be charged only one of them, at the amount of 10 % of the fee for attending the doctoral seminar.

§19

In justified cases, the Rector, in agreement with the Chancellor, may:

- 1) exempt the candidate from the obligation to pay the fee in full or in part;
- 2) spread out the fee into instalments.

§20

1. The doctoral seminar participant shall be required to pay the fees in a timely manner.
2. The doctoral seminar participant who fails to pay the fees in the amount and by the dates referred to in §17 shall be removed from the list of participants of the seminar after a period of seven days from the deadline and after having been notified about the obligation to pay the fees.
3. For each day of delay for the payment of the seminar fees, interest shall be charged at the amount of a double rate of the statutory interest, irrespective of cause.
4. Interest on late payment shall be first settled and the remaining charges shall be settled according to the payment dates.
5. The removal from the list of the doctoral seminar shall not exempt any overdue payments.
6. The doctoral seminar participant may receive a VAT invoice for an educational service issued on the dates and in accordance with the rules laid down in the Act on VAT of 11 March 2004.

§21

Statements of a doctoral seminar participant

1. Seminar participants shall declare that he/she:
 - 1) is familiar with the Order of the Chancellor and the Rector of the WSEI University of Lublin No 23/2022/2023 of 1 March 2023 on the fees for conducting the proceedings for awarding a doctoral degree and the fees and payment rules for attending a doctoral seminar at the WSEI University of Lublin.
 - 2) consents to the processing of his/her personal data for the purpose of documenting the course of the doctoral seminar and fulfilling, by the WSEI University of Lublin, other obligations, including reporting obligations under generally applicable law.
 - 3) authorizes the use and dissemination of his/her image by the WSEI University of Lublin for promotional and marketing purposes. The consent shall not be limited in time or territory. The seminar participant declares that he/she waives all claims (existing and future), including remuneration, for the use of his/her image.
 - 4) the address given in this agreement shall be the address for delivery of postal items, including registered items, and I shall undertake to notify the University of any change of address for delivery. In the event of failure to comply with this obligation, delivery of documents at the address provided shall have legal effect.

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- 5) agrees to delivery of documents, decisions and notifications by e-mail and other electronic systems commonly used at the University.

§22
Final Provisions

1. For matters not covered by this Agreement, the relevant provisions of the Civil Code of 23 April 1964 (Journal of Laws of 2022, item 1360, as amended), the Higher Education and Science Act of 20 July 2018 (consolidated text in the Journal of Laws of 2021, item 574, as amended) (hereinafter referred to as the 'Act'), the Statutes of the University, and the relevant Orders of the Chancellor and the Rector of the University shall apply.
2. The Agreement shall be made in two identical copies, one for each party.
3. Amendments to the terms of this Agreement shall be made in writing, otherwise shall be null and void.
4. The nullity or voidness of any provision of this Agreement shall not render the other provisions null and void.
5. Any dispute that may arise in connection with this Agreement shall be settled by the court having jurisdiction over the seat of the WSEI University of Lublin.

SEMINAR PARTICIPANT

WSEI UNIVERSITY

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CONSENT FOR THE PROCESSING OF PERSONAL DATA
to attend a doctoral seminar

In accordance with the Regulation of the European Parliament and the Council (EU) No 2016/679 of 27 April 2016, and in accordance with the Data Privacy Notice attached to this consent, I hereby give consent for my personal data to be processed for the purposes of conducting a recruitment procedure for a doctoral seminar at the WSEI University of Lublin and, in the event of being admitted to the doctoral seminar, documenting the course of the doctoral seminar and fulfilling, by the WSEI University of Lublin, other obligations, including reporting obligations under generally applicable law.

Lublin, ____ ____
(date and signature)

DATA PRIVACY NOTICE

In accordance with the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EU (General Data Protection Regulation) (Official Journal of the European Union), hereinafter referred to as "GDPR" (Polish "RODO", General Data Protection Regulation) we inform that:

1. The administrator of your personal data is the WSEI University of Lublin, based in Lublin 20-209, ul. Projektowa 4.
2. The Data Protection Inspector has been appointed by the Administrator, who can be contacted by telephone (81) 749 32 33 or via e-mail: iod@wsei.lublin.pl. The Data Protection Inspector may be contacted in all matters related to the processing of personal data and exercising the rights on the processing of personal data.
3. Your personal data will be processed pursuant to Article 6(1)(c) of the GDPR (processing is necessary to comply with a legal obligation to which the administrator is subject) in order to ensure the proper conduct of doctoral studies, the other obligations of the administrator under generally applicable law.
4. The provision of your personal data is necessary and is a prerequisite for the fulfilment of the objectives set out in §3.
5. Your personal data will be processed on behalf of the Data Administrator by the authorized staff only for the purposes referred to in §3.
6. Your personal data will be kept for the duration of your studies at the doctoral seminar run by the WSEI University of Lublin and then, if required by the National Archives Act, for the period specified in those provisions. In addition, the Administrator reserves the right to keep your personal data for the period necessary for the possible establishment, exercise or defense of your claims, but no longer than the expiry of the limitation period.
7. The recipients of your personal data may be public authorities or bodies authorized to obtain the data under the applicable law.
8. Under the conditions laid down by the GDPR, you are entitled to:
 - 1) the right to access the content of your data,
 - 2) the right to rectify data, if inconsistent with the current state,

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- 3) the right to delete data, limit data processing and transfer data, in cases provided for by the provisions of law,
 - 4) the right to object to data processing,
- the right to lodge a complaint with the supervisory authority – the Chairman of the Office for Personal Data Protection Office – if you consider that the processing of your personal data infringes the rules on the protection of personal data.

Lublin, ____ ____
(date and signature)

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Annex 1 to Agreement No ___/2023/2024

Lublin, on.....

CERTIFICATE

This is to certify that on..... at the request of Mr/Ms..... initiating the proceedings for awarding a doctoral degree in the field of....., in the discipline of....., the Scientific Council of the WSEI University of Lublin has adopted a resolution appointing doctoral reviewers of a PhD thesis entitled....., resulting in completion of the doctoral seminar by Mr/Ms..... .

Mr/Ms..... achieved the learning outcomes for level 8 of the Polish Qualifications Framework in the course of the doctoral seminar.

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Annex 2 to Agreement No ___/2023/2024

Table 1
Fees and deadlines for the semester fees payment – doctoral seminar conducted in Polish

Semester	One-off fee and payment deadline	
Winter semester	PLN 3000,00	by 30 September
Summer semester	PLN 3000,00	by 31 January
Subsequent winter semester	PLN 3000,00	by 30 September
Subsequent summer semester	PLN 3000,00	by 31 January

*where the discount or reduction referred to in § 6 of the Order is used, the fee for the last semester of the seminar shall be reduced by 10 % of the total doctoral seminar fee.

Table 2
Fees and deadlines for the semester fees payment – doctoral seminar conducted in English

Semester	One-off fee and payment deadline	
Winter semester	EUR 3000	by 30 September
Summer semester	EUR 3000	by 31 January
Subsequent winter semester	EUR 3000	by 30 September
Subsequent summer semester	EUR 3000	by 31 January

*where the discount or reduction referred to in § 6 of the Order is used, the fee for the last semester of the seminar shall be reduced by 10 % of the total doctoral seminar fee.

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