Poznan, 25 November 2022

Dear Ms.

dr hab.Katarzyna Szarzec, prof. UEP

**Director of the Doctoral School**

Dear Professor ,

In order to ensure the smooth running of the educational process at the Doctoral School, I have decided to introduce the following guidelines on the manner of processing applications of doctoral students at the PUEB Doctoral School concerning the extension of the deadline for the submission of the doctoral dissertation.

1. The Rector, at the justified request of a doctoral student, in cases listed in § 3, para. 2 of the Regulations of the Doctoral School at the **Poznań University of Economics and Business,** may extend the deadline for submission of the doctoral dissertation by a period not exceeding one year.

2. The application addressed to the Rector should:

1) indicate the circumstances justifying the extension of the deadline for submission of the dissertation, if necessary supported by relevant documents

2) indicate the new deadline for submission of the dissertation,

3) include a revision of the individual research plan together with the opinion(s) of the supervisor(s).

3. The application should be submitted by the doctoral student to the Office of the Doctoral School no later than three months before the original date of submission of the dissertation as specified in the existing individual research plan.

4. Before the application is submitted to the Rector, the Council of the Doctoral School should, within 14 days of receipt of the application, give its opinion on the application and indicate its own recommendation as to the period proposed in the application for extension of the deadline for submission of the dissertation and as to the changes to the individual research plan proposed in the application.

5. The extension of the deadline for the submission of the doctoral dissertation shall not constitute grounds for receiving - during the extension period - the scholarship referred to in art.209 of the Act of 20 July 2018. Law on Higher Education and Science. The total period of receiving a doctoral scholarship may not exceed 4 years.

6. The decision of the Rector concerning the extension of the deadline for the submission of the doctoral dissertation shall be notified to the doctoral student in writing by registered mail.

 Rector

 prof. dr hab. Maciej Żukowski