

Consolidated text, prepared on the basis of: Resolution No. 487 of the Senate of the University of Warmia and Mazury in Olsztyn of 26 April 2019 on adopting the Rules of the Doctoral School of the University of Warmia and Mazury in Olsztyn and Resolution No. 201 of the Senate of the University of Warmia and Mazury in Olsztyn of 26 April 2022 on amending the Resolution No. 487 of the Senate of the University of Warmia and Mazury in Olsztyn of 26 April 2022 on adopting the Rules of the Doctoral School of the University of Warmia and Mazury in Olsztyn

**Resolution No. 487
of the Senate of the University of Warmia and Mazury in Olsztyn
of 26 April 2019**

**on adopting the Rules of the Doctoral School of the University of Warmia
and Mazury in Olsztyn**

Pursuant to Article 205 of the Act of 20 July 2018 Law on Higher Education and Science (Dz.U. of 2018, item 1668 as amended), the Senate of the University of Warmia and Mazury in Olsztyn resolves as follows:

§ 1

The Senate of the University of Warmia and Mazury in Olsztyn adopts the Rules of the Doctoral School of the University of Warmia and Mazury in Olsztyn attached as a schedule to this Resolution.

§ 2

The Resolution comes into force on the date of its adoption.

**Chairperson of the Senate
Rector**

Prof. dr hab. Ryszard J. GÓRECKI

RULES OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN

General provisions

§ 1

1. A doctoral school is an organised form of doctoral studies in at least two scientific disciplines with category A+, A or B+.
2. The list of disciplines in which doctoral students will pursue their studies is determined by the Rector through a regulation.
3. Studies at the doctoral school are conducted pursuant to the principles set out in the Act of 20 July 2018 Law on Higher Education and Science (Dz.U. of 2022, item 574 as amended), hereinafter referred to as the "Act", and in these Rules.
4. These Rules define the organisation of studies in the doctoral school, including:
 - 1) the method of appointing and changing the supervisor, supervisors or auxiliary supervisor;
 - 2) the method of documenting the course of studies;
 - 3) the method for conducting the interim evaluation;
 - 4) the conditions for extending the deadline for the submission of the dissertation.

Organisational structure

§ 2

1. The director of the doctoral school is responsible for the organisation of the education of doctoral students in the doctoral school.
2. The director of the doctoral school shall make decisions in all matters concerning the organisation of education at the doctoral school which are not reserved to the authorities of the University of Warmia and Mazury in Olsztyn, hereinafter referred to as "the University". The director of the doctoral school, in particular:
 - 1) manages the activities of the doctoral school and represents it in public to the extent not reserved to the University authorities;
 - 2) supervises the overall functioning of the doctoral school, including the proper course and quality of the training process and the organisation of student internships;
 - 3) after adopting the rules for admission to the doctoral school, makes them public;
 - 4) prepares a draft estimate of the cost of studies at the doctoral school;
 - 5) communicates to doctoral students a detailed timetable of their courses and the schedule for their implementation;
 - 6) accepts reports on the implementation of the study programme, the individual research plan and other academic projects and achievements of doctoral students;
 - 7) gives credits for subsequent years of doctoral training;
 - 8) assesses the implementation of the doctoral program and conducting research by doctoral students;
 - 9) prepares a model for the mid-term evaluation sheet of the doctoral student;
 - 10) establishes the composition of the interim evaluation committee to conduct the interim evaluation of doctoral students;
 - 11) accepts the report of the interim evaluation of the doctoral student;
 - 12) enters candidates on the list of doctoral students;
 - 13) makes decisions in individual cases of doctoral students concerning their training in a doctoral programme, on refusal of admission to a doctoral programme and removal from the list of doctoral students;

- 14) grants consent to doctoral student internships and research at scientific institutions;
 - 15) conducts activities supporting doctoral students in obtaining grants and in national and international mobility;
 - 16) prepares documentation of the course of studies in the doctoral school;
 - 17) cooperates with the doctoral student government;
 - 18) determines the staff policy of the doctoral school;
 - 19) manages the infrastructure of the doctoral school;
 - 20) submits to the Rector annual reports on the activities of the doctoral school - by the end of November of each calendar year for the previous academic year;
 - 21) prepares a self-evaluation report for the purpose of evaluating the quality of education in the doctoral school;
 - 22) cooperates with the socio-economic environment as regards the education of doctoral students,
 - 23) is responsible for the proper use of the funds allocated for the operation of the doctoral school;
 - 24) is responsible for correct and timely entering, updating, archiving and deleting data in the Integrated Information System on Higher Education and Science "POL-on".
3. removed
 4. The director of the doctoral school cooperates on an ongoing basis with the heads of the scientific councils of the disciplines with regard to doctoral student education.
 5. The requirements to be met by a candidate for the director of a doctoral school, the term of office, the rules of their appointment and evaluation are laid down in the Statutes.
 6. Administrative services for the doctoral school are provided by the Doctoral School Office.

§ 3

1. The doctoral school has a scientific council of the doctoral school, which is a collegiate body.
2. The composition of the scientific council of the doctoral school, the requirements to be met by its members, the rules for their appointment, the duration of their term of office and their scope of competence is laid down in the Statutes.
3. Members of the scientific council shall provide the curriculum content-related support to the director of the doctoral school within the scope of education of doctoral students.

Recruitment

§ 4

1. Admission to the doctoral school is open to holders of the professional title of *magister* (master), *magister inżynier* (master of science, engineer) or equivalent, subject to sections 2 and 3.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person who is a graduate of a first degree programme or a student who has completed the third year of a uniform master's programme may be admitted to the doctoral school.
3. Two forms of recruitment are available at the University:
 - 1) regular, which is held once a year,
 - 2) complementary, without a specified date.
4. Following the regular recruitment procedure, doctoral students start their studies in October.
5. Following complementary recruitment, doctoral students shall start their studies no later than 1 April.
6. The complementary recruitment is carried out for doctoral students whose scholarships and research costs are financed from external sources.
7. The mode and conditions for conducting the competition during admission to the doctoral school are developed by the scientific council of the doctoral school.
8. The limits of admission in particular disciplines are determined by the Rector.
- 8a. In order to ensure that candidates for the doctoral school have access to information concerning potential supervisors and research topics conducted at the University, the

chairs of the councils of scientific disciplines, in agreement with the deans of the faculties, by 30 of April of a given calendar year provide the director of the doctoral school with a list of persons who have applied to be supervisors at the doctoral school, prepared on the basis of questionnaires filled in by the employees and sent by the faculty in accordance with the Annex to the Resolution of the Senate on the conditions and mode of the competition procedure for admission to the Doctoral School at UWM in Olsztyn.

9. Admission to the doctoral school consists of entry on the list of doctoral students.
10. Refusal of admission to a doctoral school requires an administrative decision. An application for reconsideration may be submitted against the decision.
11. A person can only be a doctoral student at one doctoral school at a time.
12. A person admitted to the doctoral school starts their education and acquires the rights of a doctoral student upon taking the oath, whose content shall be laid down in the University's Statutes. A doctoral student shall sign the oath document, which shall be kept in the doctoral student's personal file. Where the oath document is drawn up in electronic form, the signature of the doctoral student may be replaced by a confirmation of the oath taken in an electronic system.

Appointing and changing the supervisor/supervisors or the supervisor and auxiliary supervisor

§ 5

1. The academic supervision on the preparation of the doctoral dissertation is provided by a supervisor or supervisors or a supervisor and an auxiliary supervisor, appointed by the scientific council of the doctoral school.
2. A person holding the degree of *doktor habilitowany* (doctor habilitated) or the title of *profesor* (professor) may act as a supervisor, and a person holding the degree of *doktor* (doctor) may act as an auxiliary supervisor.
3. A person who does not hold the degree of *doktor habilitowany* or the title of *profesor* and is an employee of a foreign university or scientific institution may act as a supervisor if the relevant scientific council of the discipline decides that this person has significant achievements in the scientific issues addressed in the doctoral dissertation.
4. A supervisor may supervise one doctoral student in the course of regular recruitment in a given academic year, subject to provisions of Article 190, point 6 of the Act.
5. In exceptional cases, at the request of a doctoral student and after a favourable opinion of the scientific council of the discipline, the scientific council of the doctoral school may entrust the supervision to a supervisor in derogation of the rule referred to in section 4, in particular in the case of:
 - 1) the need to change a supervisor,
 - 2) doctoral students funded from external sources.
6. The unit to which the supervisor is assigned provides the doctoral student with a place to conduct their research.
7. A supervisor or an auxiliary supervisor may be held liable to disciplinary measures for disciplinary offences constituting an act in breach of the duties of an academic teacher leading to a doctoral student obtaining a negative interim assessment.

§ 6

1. A supervisor, supervisors or a supervisor and an auxiliary supervisor are appointed within three months of the date on which the doctoral student commences their doctoral studies, upon the request of the doctoral student addressed to the scientific council of the doctoral school.
2. The request referred to in section 1 should:
 - 1) be submitted within one month of the date on which the doctoral student commences their doctoral studies;
 - 2) include proposals of persons for the role of supervisor, supervisors or a supervisor and an auxiliary supervisor, along with a justification;
 - 3) include the consent of the persons mentioned in point 2 to act as a supervisor or auxiliary supervisor.

3. The head of the scientific council of the doctoral school forwards the proposal referred to in section 1 for the opinion of the relevant scientific council of the discipline.
4. The scientific council of the doctoral school, after examining the request referred to in section 1, takes a resolution on the appointment of a supervisor, supervisors or a supervisor and an auxiliary supervisor in a secret ballot.
5. In justified cases, a doctoral student may apply to the scientific council of the doctoral school for a change of supervisor, supervisors or an auxiliary supervisor. The provisions set forth in sections 2-4 apply respectively.

Organization of studies

§ 7

1. The studies at the doctoral school last eight semesters and are based on a study programme and an individual research plan.
- 1a. As part of the educational process, doctoral students shall be required to:
 - 1) complete the programme of study;
 - 2) fulfil the obligations stipulated in the individual research plan; before submitting the doctoral dissertation.
2. The study programme and the individual research plan can be completed in no less than six semesters.
3. The studies are conducted in Polish or English.
4. The programme referred to in section 2 is developed by the scientific council of the doctoral school.
5. The programme referred to in section 2 should be consulted with the doctoral student government. If the 7-day time limit expires without effect, the consultation requirement is deemed to have been met. The period referred to in the previous sentence does not include the summer holidays (1 July to 31 August) and the Christmas and New Year break (24 December to 2 January).
6. Teaching in a doctoral school may be carried out by persons holding the academic degree of *doktor habilitowany* or the academic title of *profesor*. In justified cases, the director of the doctoral school may decide to assign teaching to persons other than those mentioned in the first sentence, with the provision that such persons should have qualifications ensuring the highest quality of education.
7. Classes, examinations and granting credits at the doctoral school may be conducted using distance learning methods and techniques.
8. Classes, examinations and granting credits may be conducted using alternative solutions facilitating learning for persons with disabilities. The methods used should take into account the degree and nature of the disability of the doctoral student.
9. Doctoral students referred to in section 8 include:
 - 1) persons with disabilities having a current certificate on the degree of disability or an equivalent document;
 - 2) chronically ill persons who do not have a disability degree certificate, whose health situation is confirmed by medical documentation submitted to the office responsible for disabled persons;
 - 3) persons whose sudden illness or accident results in their temporary inability to participate fully in classes, and these circumstances have been confirmed by medical documentation submitted to the office responsible for disabled persons.
10. The use of alternative solutions must not lead to a reduction in the curriculum content-related requirements for doctoral students with disabilities.
11. The decision to apply specific alternative solutions to a doctoral student with a disability shall be taken by the director of the doctoral school, after obtaining the opinion of the head of the office responsible for persons with disabilities.

§ 8

1. The academic year begins on 1 October of each calendar year and ends on 30 September of the following year.
2. The organisation of the academic year is regulated by the Rector.

3. The director of the doctoral school approves course schedules.
4. The detailed course timetable is communicated to doctoral students no later than seven days before the beginning of the semester.

§ 9

1. The doctoral school uses the European Credit Transfer and Accumulation System (ECTS), according to which a doctoral student's achievements are expressed in terms of grades as referred to in §12 and credit points (ECTS points).
2. As part of their studies, doctoral students are obliged to take courses allowing for at least 30 ECTS points.
3. The thematic range and the length of the courses to be followed are specified in the study programme.

§ 10

1. Participation of doctoral students in the didactic classes provided for in the curriculum of the doctoral school is compulsory.
2. A doctoral student is obliged to complete courses and other requirements specified in the curriculum, within the time limits specified in the organisation of the academic year. In justified cases, the course teacher, with the consent of the director of the doctoral school, may credit the doctoral student for the course at another time.
3. With the consent of the director of the doctoral school, a doctoral student may take courses in the subjects provided for in the curriculum in subsequent years.
4. With the consent of the director of the doctoral school, in justified cases, particularly in connection with conducting research outside the University, a doctoral student may be exempted from compulsory attendance in part of the courses provided for in the curriculum, which does not release them from the obligation to achieve the assumed learning outcomes.
5. The director of the doctoral school, before the completion of each year of study, evaluates the implementation of the curriculum on the basis of the doctoral student's interim performance record and research achievements.
6. In case a doctoral student fails to successfully complete courses or internships provided for in the programme of study, they may, with the consent of the director of the doctoral school, complete those courses or internships at another date determined by the director of the doctoral school.

§ 10a

1. First-year doctoral students are obliged to complete professional practice only in the form of participation in teaching classes, and the total number of teaching hours in an academic year is 30.
2. Second- and third-year doctoral students are obliged to complete professional practice in the form of teaching classes, and the total number of teaching hours in an academic year is 60 hours, subject to the provisions of points 1 and 2.
 - 1) the head of the organisational unit in which a doctoral student undertakes professional practice shall assign the practice in the form of teaching in the first place;
 - 2) if the organisational unit in which a doctoral student completes professional practice does not have sufficient overtime hours to ensure the provision of professional practice in the form of teaching, the head of the organisational unit shall decide to provide professional practice in the form of participation in teaching.
3. The credit for professional practice shall be given by the head of the organisational unit after obtaining the opinion of the coordinator of the course in which the student completes the practice.
4. The credit for professional practice shall be based on a report on the completion of professional practice.

§ 11

1. A doctoral student is entitled to three attempts to obtain a credit/examinations for each course in a given grading period: one main and two resit sessions, subject to points

- 3 and 4.
2. In order to be approved for obtaining a credit or taking an examination, a student must first successfully complete the compulsory classes in a given subject as stipulated in the study programme.
 3. In the case of a resit session to obtain a credit for completion of courses as a condition for being admitted to an examination, a doctoral student is allowed two credit/examination dates.
 4. In the case of an unexcused absence from the main or resit examination, the doctoral student loses the right to obtain a credit/take the examination on that date.
 5. In the case of an excused absence from the main or resit examination, the teacher in charge of the course specifies another date for obtaining a credit/taking the examination.
 6. In justified cases, in particular related to carrying out research outside the University, a doctoral student may, upon the consent of the director of the doctoral school, take the main or resit credit/examination at another date specified by the director of the doctoral school. A request to this effect should be submitted immediately, no later than seven days before the planned departure of the doctoral student or the end of the reason preventing the doctoral student from obtaining a credit/taking the main or resit examination.

§ 12

1. The following grades are used for the completion of courses and for examinations:

– very good	5.0	A
– good plus	4.5	B
– good	4.0	C
– satisfactory plus	3.5	D
– satisfactory	3.0	E
– fail	2.0	F
2. Examination results and credits are entered in the USOS system.

§ 13

1. Within seven days of the date of the announcement of the results of a course credit/examination, a doctoral student who has justified objections to the impartiality, form, procedure or conduct of the course credit/examination shall have the right to submit to the director of the doctoral school a request for conducting a course credit/examination before an examination committee. If the request is granted, the director of the doctoral school shall decide to either review the assessment of the thesis in committee or allow a course credit/examination to be taken orally before an examination committee.
2. The director of the doctoral school determines the date of the course credit/examination before an examination committee.
3. A committee of three persons appointed by the director of the doctoral school and consisting of the director of the doctoral school and at least one specialist in the subject area covered by the examination will conduct the committee examination or assessment. An academic teacher who has given a grade reviewed by a committee may not be a member of the committee. At the request of a doctoral student, an academic teacher or a representative of the doctoral student government may be included in the committee as an observer.

Individual research plan

§ 14

1. A doctoral student, in consultation with their supervisor, supervisors or a supervisor and an auxiliary supervisor, shall prepare an individual research plan, including a time schedule for the preparation of the doctoral dissertation, and submit it to the scientific council of the doctoral school for approval no later than within 12 months of commencement of studies.
2. An individual research plan of a doctoral student specifies, in particular.
 - 1) the date when the dissertation is to be submitted;
 - 2) deadline for submitting to the editors at least one research article for publication in a

- scientific journal or in peer-reviewed materials from an international conference, which in the year of publishing the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267.2.2.b of the Act, or one scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up in accordance with the regulations issued pursuant to Art. 267.2.2.a of the Act, or a chapter in such a monograph;
- 3) an obligation to participate in at least one national or international scientific conference from the second year of studies;
 - 4) an obligation to prepare and submit a grant application to a domestic or foreign agency financing research activities through a competition;
 - 5) completion of at least one month of domestic or foreign research internship;
 - 6) research stay in Poland or abroad;
 - 7) preparation of an academic review project.
3. In justified cases, motivated by scientific reasons, the individual research plan may be changed with the consent of the supervisor, the supervisors or the supervisor and the auxiliary supervisor. The doctoral student shall immediately submit the revised individual research plan to the scientific council of the doctoral school for approval.

Documenting the course of studies

§ 15

1. The doctoral student is assigned a student ID number.
2. The following data concerning the doctoral student are entered in the student record:
 - 1) student ID number;
 - 2) the date of commencement of studies at the doctoral school;
 - 3) given names and surname;
 - 4) the date and place of birth;
 - 5) PESEL (Personal Identification Number), and in the absence of a PESEL number – the series and number of the document confirming the identity and the name of the state issuing this document
 - 6) information on the document providing the basis for the application for admission to the doctoral school;
 - 7) the name of the higher education institution, the number, date and place of issue of the diploma of completion of second-degree studies or uniform master degree studies or, in the case of a person who has been admitted to a doctoral programme while being a graduate of a first-degree studies or a student who has completed the third year of a uniform master degree programme, the name of the higher education institution, the number, date and place of issue of the diploma of completion of the first-degree programme or a certificate of completion of the third year of a uniform master degree programme;
 - 8) the name of the doctoral school and the scientific discipline in which the doctoral student started their education;
 - 9) the date and reason for termination of studies at the doctoral school.
3. The student's personal file folder is marked with the student ID number.

§ 16

1. The following documents are kept in the doctoral student's personal file folder:
 - 1) documents required from a candidate for admission to the doctoral school, including:
 - a) a copy of the diploma of completion of studies certified by an authorised University employee or a certificate of completion of the third year of studies in the case of a candidate who studies at uniform master's degree programme.
 - b) personal data form, containing a photograph of the candidate, full name, date and place of birth, PESEL number, and if there is no PESEL number – the name and number of the identity document and the name of the issuing country, gender, place of residence before commencing studies: village or town, address of residence and correspondence address, contact telephone number, citizenship and, in the case of

foreigners, also the name of the country of birth and Polish identity card information, if applicable;

- 2) documents providing the basis for the application for admission to the doctoral school;
- 3) the oath signed by the doctoral student;
- 4) confirmation of receipt of the doctoral student ID card and its duplicates;
- 5) an individual research plan;
- 6) reports on the implementation of the study programme, the individual research plan and other academic projects and achievements;
- 7) an interim report on the implementation of the individual research plan;
- 8) the documents substantiating the interim evaluation and its final result, together with the justification;
- 9) interim achievement records of the doctoral student;
- 10) decisions concerning the course of studies;
- 11) documents related to the doctoral scholarship.

§ 17

Interim achievement records of the doctoral student contain:

- 1) given names and surname of the doctoral student;
- 2) student ID number;
- 3) the name and title, academic degree or professional title of the person conducting the examination or assessment;
- 4) the names of the courses, including internships, in the semester or year;
- 5) a list of hours spent on research tasks referred to in § 21, section 3, subsection 6;
- 6) specifying the form of verification of the doctoral student's achievements obtained in the courses of a given semester or year;
- 7) the grade obtained;
- 8) the number of ECTS points obtained;
- 9) the date and signature of the director of the doctoral school confirming that the verification of the doctoral student's achievements has been carried out.

Interim evaluation

§ 18

1. The interim evaluation is carried out by an interim evaluation committee and concerns the progress of the doctoral student in the implementation of the individual research plan.
2. The interim evaluation committee is appointed by the director of the doctoral school from among the academic staff who represent the discipline. The supervisor and auxiliary supervisor cannot be members of the committee.
3. The director of the doctoral school specifies and announces the date of the interim evaluation no later than 60 days before it is to take place.
4. The director of the doctoral school appoints the reviewers referred to in section 8 from among the members of the interim evaluation committee referred to in section 2.
5. A doctoral student submits an interim report on the implementation of the individual research plan to the director of the doctoral school no later than 30 days before the scheduled date of the interim evaluation.
6. The interim report referred to in section 5 includes information on:
 - 1) the conformity of the research carried out with the individual research plan,
 - 2) the adherence to the time schedule for completion of the individual research plan,
 - 3) the level of progress of the research,
 - 4) description of the progress and results of the research carried out so far, with reference to the current state of world science in this field.
7. The interim report referred to in section 5 is subject to the approval of the supervisor, supervisors or a supervisor and an auxiliary supervisor.
8. The interim report referred to in section 5 is reviewed by two members of the interim evaluation committee who represent the discipline concerned, one of whom is not a staff member of the University.

9. The doctoral student's interim evaluation procedure consists of two stages.
10. The first stage involves an evaluation and assessment of the completion of the doctoral student's individual research plan.
11. The second stage of the interim evaluation procedure includes the evaluation of:
 - 1) realisation progress of the research plan, presented in the form of a presentation and a discussion between the doctoral student and committee members;
 - 2) a discussion between a supervisor, supervisors or a supervisor and auxiliary supervisor and committee members.
12. The interim evaluation of a doctoral student is carried out using a doctoral student interim evaluation form, a template of which is developed by the director of the doctoral school and approved by the scientific council of the doctoral school.
13. The interim evaluation ends with a positive or negative result.
14. The interim evaluation committee submits to the director of the doctoral school a report on the interim evaluation of the doctoral student and the supervisor's care together with the result.
15. The doctoral student and the supervisor, supervisors or auxiliary supervisor have the right to appeal against a negative interim evaluation to the scientific council of the doctoral school. The appeal must be submitted within 14 days of the receipt of the evaluation results. The assessment of the scientific council of the doctoral school is final.
16. The research council of the doctoral school shall establish specific guidelines for the conduct of the interim evaluation of the individual research plan realisation by a doctoral student in a doctoral school.

Extension of deadline for submission of doctoral dissertation

§ 19

1. The director of the doctoral school may extend the deadline for the submission of the doctoral dissertation, as set out in the individual research plan, by no more than two years, in particular for the following reasons:
 - 1) temporary incapacity to pursue studies for medical reasons;
 - 2) the need to take personal care of a sick family member;
 - 3) the need to take personal care of a child up to four years of age or a child with a disability degree certificate;
 - 4) possession of a certificate of a degree of disability;
 - 5) the need to conduct lengthy research.
2. The condition for being granted permission to extend the deadline for submission of the dissertation is the possession of credit for all courses and meeting other requirements included in the curriculum.
3. An extension of the deadline for submission of a doctoral dissertation requires changes to the individual research plan.
4. A request for an extension of the deadline for submission of a doctoral dissertation should contain:
 - 1) personal data of the doctoral student: a given name, surname, PESEL (Personal Identification Number), and in the absence of a PESEL number – the number of the document confirming the identity and indication of the semester of the studies;
 - 2) justification and specification of the expected date of submitting the doctoral dissertation.
5. The request is accompanied by:
 - 1) the opinion of the supervisor, supervisors or a supervisor and an auxiliary supervisor – in cases referred to in section 1 point 5, or
 - 2) a document justifying an extension of the deadline for submitting the doctoral dissertation – in cases referred to in section 1, points 1-4.
6. The course of studies is suspended, at the request of the doctoral student, for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in the Labour Code Act.
7. The request referred to in section 4 shall be examined by the director of the doctoral school within 14 days of its submission.

8. Any objections by doctoral students to the decisions of the director of the doctoral school shall be examined by the vice-rector in charge of science.

Removal from the list of doctoral students

§ 20

1. The director may remove a doctoral student from the list of doctoral students in the case of:
 - 1) a negative interim evaluation result;
 - 2) a failure to submit a doctoral dissertation within the time limit specified in the individual research plan;
 - 3) unjustified non-participation in classes and research assignments for a period of at least 14 days;
 - 4) resignation from studies;
 - 5) the imposition of the penalty of expulsion from the University.
2. The director may remove a doctoral student from the list of doctoral students in the case of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation, in particular delays in the preparation of the dissertation caused by the doctoral student;
 - 2) failures in carrying out the obligations referred to in § 21, point 3, subpoints 1-17;
 - 3) a failure to obtain credit for courses and professional practices provided for in the course of study;
 - 4) a failure to comply with the rules of the doctoral school, to pursue the study programme or the individual research plan.
3. Students are removed from the list of doctoral students through an administrative decision. The decision may be appealed against to the Rector.

Rights and obligations of the doctoral student

§ 21

1. The doctoral student has the right to:
 - 1) hold a doctoral student ID card;
 - 2) use the libraries, information technology resources, laboratories, research and development equipment and apparatus to the extent necessary for the completion of the educational programme, individual research plan and preparation of the doctoral dissertation, pursuant to the rules laid down in separate regulations;
 - 3) the academic supervision by a supervisor or supervisors or a supervisor and an auxiliary supervisor, in preparing a doctoral dissertation;
 - 4) change the supervisor/supervisors or the supervisor and auxiliary supervisor in justified cases;
 - 5) apply for funding to participate in conferences, training courses, etc., to the extent necessary to complete the study programme and to conduct research;
 - 6) support in the preparation of grant applications;
 - 7) undertake academic internships and conduct research in other national and foreign research centres, with the consent of the director of the doctoral school, after a positive opinion of the supervisor, supervisors or the supervisor and auxiliary supervisor; the period of the internship, with the consent of the director of the doctoral school, may be included in the period of training at the doctoral school; classes completed during the internship shall be taken into account when evaluating the implementation of the curriculum;
 - 8) holiday breaks not exceeding eight weeks per year;
 - 9) suspend the course of studies in the doctoral student for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave – such a request should be submitted to the director of the doctoral school;
 - 10) apply for accommodation in a student residence and for accommodation for their spouse or child in a student residence pursuant to the rules and procedures laid down in

- separate regulations;
- 11) resign from studies in the doctoral school – such a request should be submitted to the director of the doctoral school.
 2. The conditions for carrying out the doctoral student's research are provided by the unit to which the doctoral student's supervisor is assigned within its own financial resources.
 3. The doctoral student is obliged to:
 - 1) respect the provisions of these rules, regulations those governing the management of copyright, related rights, industrial property rights and commercialisation rules, and the use of research infrastructures;
 - 2) conscientiously and diligently pursue the educational programme and the individual research plan;
 - 3) act in accordance with the oath taken;
 - 4) act in accordance with the code of ethics for doctoral students;
 - 5) participate in activities resulting from the curriculum;
 - 6) undertake research tasks in the discipline of at least 80 hours per month, including attendance at compulsory courses included in the programme of study;
 - 7) undertake internships in the form of teaching or participating in the teaching of classes;
 - 8) submit an annual report with an opinion of the supervisor, supervisors or a supervisor and an auxiliary supervisor on the implementation of the study programme and the results and progress of the work included in the individual research plan. An annual report is submitted by the end of October of each calendar year for the previous academic year in accordance with the rules laid down in separate regulations,
 - 9) affiliate at the University all the scientific achievements resulting from the studies in the doctoral school;
 - 10) make a statement, for evaluation of the quality of scientific activity, authorising the University to demonstrate scientific/artistic achievements within the discipline in which the doctoral dissertation is being prepared, or in one of the disciplines included in the field in which the doctoral dissertation is being prepared;
 - 11) submit to the University Library all scientific works that have arisen in connection with the training at the doctoral school for evaluation of the quality of scientific activity;
 - 12) have an electronic researcher identifier (ORCID) which complies with international standards;
 - 13) provide data and information to be reported to the Integrated Information System on Higher Education and Science "POL-on";
 - 14) comply with fire safety and occupational health and safety rules and regulations, including to the extent that they involve teaching or participating in teaching students;
 - 15) immediately notify the director of the doctoral school of any change of name and address, as well as any other data required by the University;
 - 16) immediately notify the Director of the Doctoral School of any circumstances affecting the accessibility or the course of further training and receiving a doctoral scholarship;
 - 17) submit an appropriate medical certificate confirming that there are no contraindications to pursuing a programme of study in the discipline indicated.
 4. A doctoral student is liable to disciplinary measures for violation of the regulations in force at the University and for acts that offend the dignity of the doctoral student, in accordance with the provisions of the Act and the implementing regulations issued on its basis.

§ 22

1. A doctoral student without a doctoral degree may receive a doctoral scholarship.
2. The total period for receiving a doctoral scholarship at doctoral schools may not exceed four years.
3. The period referred to in section 2 does not include the period of suspension and the period of studies at the doctoral school in the case referred to in Art. 206.2 of the Act.
4. The amount of the monthly doctoral scholarship, taking into account separate regulations,

is determined by the Rector.

§ 23

1. During the period of suspension of studies, a doctoral scholarship is calculated in accordance with the relevant provisions concerning the determination of a maternity allowance, with the provision that the basis for the calculation of the allowance is understood to be the amount of the monthly doctoral scholarship as referred to in § 22, section 4 which was due on the day on which the application for suspension was submitted.
2. A doctoral student holding a certificate of disability, a certificate of the degree of disability or a certificate referred to in Article 5 and Article 62 of the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities may be granted a doctoral scholarship increased by 30% of the amount referred to in §22, section 4.
3. A doctoral student who submits their doctoral dissertation earlier than the date of completion of their studies as provided for in the study programme will receive a doctoral scholarship until the date of completion of their studies, but no longer than six months; section 2 will be applied accordingly.
4. A doctoral student cannot be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral student:
 - 1) for the purpose of carrying out the research project referred to in Article 119.2.2.3 of the Act;
 - 2) after the interim evaluation completed with a positive result, except that in the case of employment exceeding half-time, the amount of the scholarship is 40% of the monthly scholarship referred to in § 22, section 4;
 - 3) who is not eligible for a doctoral scholarship.

Completion of a doctoral school

§ 24

1. A doctoral student's course of studies ends with the submission of a doctoral dissertation.
 - 1a. The submission of a doctoral dissertation is understood as the submission of an application for the initiation of proceedings for the conferment of the degree of doctor to the chair of the scientific council of the discipline, together with the documents specified in the Resolution of the Senate introducing the procedure for the conferment of the degree of doctor.
2. The dissertation presents the doctoral student's general knowledge in the discipline of science and the ability to independently pursue research work.
3. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution for the application of the results of the doctoral student's research in economic or social fields.
4. A doctoral dissertation may be a written work, including a research monograph, a collection of published and thematically related research articles, a design, construction, technology, implementation or artistic work, as well as an independent and separate part of a collective work.
5. The rights of a doctoral student expire on the date of submission of the doctoral dissertation or the date on which the decision to remove a student from the list of doctoral students becomes final.

Final provisions

§ 25

These Rules come into force on 1 October 2019.