

Poznan University of Technology
Doctoral School Regulations

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Terms used in Regulations:

A PhD student – a person who studies at the Doctoral School and pursues research topic in a chosen discipline and in a defined unit,

The Unit – Poznan University of Technology Faculty,

The Act – the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2018 item 1668, with subsequent amendments)

The University – the Poznan University of Technology,

The Senate – the Poznan University of Technology Senate,

The Doctoral School – the Poznan University of Technology Doctoral School (Poznan University of Technology Rector's Act no. 8 dated May 28, 2019 – RO/V/8/2019),

The Rector – Poznan University of Technology Rector,

The Director – the Poznan University of Technology Doctoral School Director,

Scientific Board – consultative-advisory body in the Doctoral School,

Discipline Board – authority having competencies to confer a scientific title in a chosen discipline,

Head of Discipline Board – a person managing Discipline Board,

Coordinator – a coordinator of the Doctoral School within a chosen discipline, a person that supervises PhD students that pursue research topic within a chosen discipline.

I. GENERAL RULES

§ 1

1. Training in the Doctoral School prepares to obtain the PhD title and is carried out at the University in the following disciplines:
 - 1) architecture and urbanism,
 - 2) automatics, electronics and electrotechnics,
 - 3) technical IT and telecommunications
 - 4) civil engineering and transport,
 - 5) materials engineering,
 - 6) mechanical engineering,
 - 7) environmental engineering, mining and power engineering,
 - 8) chemical sciences,
 - 9) management and quality sciences.
2. Training in the Doctoral School is carried out based on the binding regulations, in particular on:
 - 1) the act dated July 3, 2018 – Regulations introducing the act - Law on Higher Education and Science (Journal of Laws 2018 item 1669, with subsequent amendments),
 - 2) the act dated July 20, 2018 - Law on Higher Education and Science (Journal of Laws 2018 item 1668, with subsequent amendments),
 - 3) the act dated December 22, 2015 on Integrated Qualifications System (Journal of Laws 2018 item 2153, with subsequent amendments),
 - 4) regulation of the Minister of Science and Higher Education dated November 14, 2018 on description of second-cycle learning outcomes for qualifications on the levels 6-8 of Polish Qualifications Framework (Journal of Laws item 2218),
 - 5) regulation of the Minister of Science and Higher Education dated March 6, 2019 on data processed in the Integrated Information System on Higher Education and Science POL-on (Journal of Laws item 496),
 - 6) regulation of the Minister of Science and Higher Education dated September 21, 2018 on PhD diplomas, habilitation diplomas and a PhD student ID (Journal of Laws item 1837),
 - 7) framework doctoral training program (Poznan University of Technology Senate's Resolution no. 160/2016-2020 dated May 29, 2019),
 - 8) Individual training programs and research plans.
3. Training in the Doctoral School is free of charge.
4. Training in the Doctoral School is carried out in English.

5. The Doctoral School is opened, transformed and closed by the Rector.
6. The Doctoral School at the University is supervised by the Rector.

II. UNDERTAKING DOCTORAL STUDIES

§ 2

1. Admission to the Doctoral School takes place within open competition described in admissions regulations to the Doctoral School (Poznan University of Technology Senate's Resolution no. 161/2016-2020 dated May 29, 2019).
2. A person admitted to the Doctoral School begins education and acquires PhD student rights at the moment of oath taking.
3. Text of the oath mentioned in item 2 is specified in the Attachment no. 1.

III. FRAMEWORK DOCTORAL TRAINING PROGRAM

§ 3

1. The framework doctoral training program in the Doctoral School is determined by the Senate. This requires consultation with the PhD students' government. In case of ineffective expiry of the deadline stated in the statute, the requirement concerning consultation is regarded as fulfilled.
2. Framework doctoral training program aims at obtaining learning outcomes taking into account general characteristics of learning outcomes for qualifications on the level 8 of the Polish Qualifications Framework (PQF) in terms of knowledge, skills and social competencies.
3. Training in the Doctoral School enables to:
 - 1) implement individual study program that includes obligatory classes, elective classes, trainings and internships,
 - 2) implement individual research plan including carrying out research, also outside the unit,
 - 3) undertake scientific cooperation in research teams, also including international ones,
 - 4) prepare and possess in one's achievements at least:
 - a) 1 scientific article published in a scientific magazine or in reviewed conference materials, which in the year of article's publication in the final version were on the list which was prepared according to the regulations stated in the art. 267 item 2 point 2b) of the Act or
 - b) 1 scientific monography published by the publishing house, which in the year of monography publication in the final version was on the list which was prepared according to the regulations stated in the article 267 item 2 point 2a) of the Act or a chapter in such monography or
 - c) artistic work of great significance.
 - 5) participate in scientific community society in the country and internationally.

4. Completing obligatory and elective classes as well as trainings and internships enables a PhD student to obtain number of the ECTS points stated in the framework doctoral training program.
5. Classes included in the framework doctoral training program can be carried out by a PhD student at the University as well as, to some extent, in other institutions that train PhD students in the country and outside of Poland. Recognition of PhD student's achievements outside the University is carried out according to ECTS system. It is possible to recognize part of the individual training program after having submitted a written statement from the host institution.
6. In order to evaluate the level of knowledge, competencies and skills, the following scale is used: very good (5.0), good plus (4.5), good (4.0), satisfactory plus (3.5), satisfactory (3.0), unsatisfactory (2.0).
7. Format of recording course of doctoral training is stated in the Attachment no. 2 to the Framework doctoral training program.
8. The unit where a PhD student carries out research related to a PhD thesis is responsible for providing a PhD student with a possibility of pursuing an internship.
9. In case of discontinuing a PhD training for PhD students in one of the disciplines, the University enables PhD students that prepare PhD thesis in this discipline to continue their training in another doctoral school in Poland.
10. In case there is no such doctoral school that provides the training in this discipline, the University covers the cost of doctoral training in extramural mode to those students who lost an opportunity to finish the doctoral training this way.

IV. COURSE OF DOCTORAL TRAINING

§ 4

1. Training of PhD students in the Doctoral School:
 - 1) is conducted in the full-time mode and lasts 8 semesters,
 - 2) is carried out based on individual training program and individual research plan,
 - 3) prepares to obtain the PhD degree,
 - 4) concludes with submitting a PhD thesis.
2. PhD thesis presents general knowledge of a PhD student in a discipline or disciplines and the ability to conduct independent research or artistic work.
3. The objective of a PhD thesis is original scientific problem solving, original solution in terms of implementing one's own research into economic and social area or original artistic achievement.
4. A PhD thesis may be a written paper, including scientific monography, a set of published and thematically combined scientific articles; project, design, technological, implementation or artistic work, as well as independent and separate part of team work.

5. Submitting a PhD thesis requires attaching positive evaluation of a PhD thesis supervisor or supervisors.
6. Submitting a PhD thesis is done in a mode and based on regulations set forth by the particular Discipline Board. The Head of the Discipline Board provides information about submitting a PhD thesis to the Director.

§ 5

1. An academic year is the evaluation period.
2. Annual report of the course of implementing individual training program and results and progress of work included in the individual research plan for the previous academic year, including a PhD thesis supervisor's or supervisors' evaluation, is submitted by a PhD student to the Discipline Coordinator by the end of September of each academic year based on the rules set forth by the Director. The template of the report is determined in the Attachment no. 2.
3. PhD thesis supervisor or Discipline Coordinator may apply for a commission evaluation of a PhD student work progress during the training in the Doctoral School, but no earlier than after completing first year of the doctoral training.
4. A request for conducting commission evaluation of a PhD student work progress, mentioned in item 3, is submitted by the PhD thesis supervisor or Coordinator to the Director.
5. In special circumstances, a request for commission evaluation of a PhD student work progress, mentioned in point 3, may be submitted by the Director.
6. For the evaluation mentioned in item 3, the regulations concerning mid-term evaluation are applicable, excluding disclosure of the evaluation result and its justification.

§ 6

Director, in justified situations, especially in case of:

- 1) unexpected random occurrences;
- 2) temporary inability to continue training caused by illness;
- 3) possessing a disability certificate;
- 4) necessity to provide personal care to an ill family member;
- 5) necessity to provide personal care to a child up to four years old or a child with a disability certificate;
- 6) necessity to carry out long-lasting research;

may, upon a request from the PhD student supported by the PhD thesis supervisor, extend the deadline to submit a PhD thesis, stated in the individual research plan, for a maximum total of 2 years.

§ 7

1. The request for extension of deadline to submit a PhD thesis mentioned in § 6 includes:
 - 1) PhD student data: name, surname, student ID and indication of year (semester) of studies;
 - 2) justification together with determination of expected time to submit the PhD thesis.
2. The request should include also:
 - 1) document justifying extension of deadline to submit the PhD thesis in cases mentioned in § 6 item 1, points 1)-5) or
 - 2) PhD thesis supervisor's or supervisors' opinion or modified individual research plan in case mentioned in § 6 item 1, point 6).
3. A request to extend the deadline to submit the PhD thesis should be submitted to the Director no later than one month prior to the expected PhD thesis submission indicated in the individual research plan.

§ 8

Director, upon a request of the PhD student, suspends the training for the time equivalent to the duration of maternity leave, time off on terms of maternity leave, paternity leave or parental leave as stated in the Act dated June 26, 1974 – Labor Code (Journal of Laws 2018 item 917 with subsequent amendments) hereinafter referred to as LC.

§ 9

The requests mentioned in § 7 and § 8 are considered by the Director within 14 days from their submission.

§ 10

1. PhD student is withdrawn from the list of students in case of:
 - 1) Negative result of mid-term evaluation;
 - 2) Non-submission of a PhD thesis by the deadline stated in the individual research plan;
 - 3) Resignation from training.
2. PhD student may be withdrawn from the list of students in case of:
 - 1) Unsatisfactory progress in the preparation of the PhD thesis;
 - 2) Non-compliance with rules resulting from the Regulations, individual doctoral training program and individual research plan;
 - 3) Negative evaluation carried out upon the request of the PhD thesis supervisor, Coordinator or Director.
3. Withdrawal from the list of PhD students is carried out by means of administrative decision. The decision is made by the Director. A PhD student may appeal for reconsideration of such decision.

§ 11

1. The Doctoral School keeps record of a PhD student doctoral training.
2. Documents in the course of doctoral training are:
 - 1) doctoral training program sheet that constitutes the Attachment no. 2 to the framework doctoral training program;
 - 2) a PhD student personal file;
 - 3) a PhD student individual research plan and training plan;
 - 4) mid-term evaluation result;
 - 5) a PhD student annual report.
3. Documenting course of training is conducted in written and electronic form.
4. The University introduces PhD students' data to the system mentioned in art. 342 item 1 of the Act.

V. INDIVIDUAL DOCTORAL TRAINING PROGRAM AND RESEARCH PLAN

§ 12

1. A PhD student, in agreement with PhD thesis supervisor or supervisors, develops individual doctoral training program and research plan and submits them to the Director within 12 months from the commencement of the training.
2. In case of appointing an auxiliary PhD thesis supervisor, documents mentioned in item 1, are submitted after evaluation of an auxiliary PhD thesis supervisor.
3. Individual training program is developed based on the framework training program and should include practical training performed by conducting classes or participating in conducting classes in the amount of no more than 60 didactical hours annually and at least 2-month practical training in a chosen scientific/research/industrial unit.

§ 13

1. Implementing individual training program and research plan is subject to:
 - 1) ongoing supervision of a PhD thesis supervisor or supervisors or PhD thesis supervisor and auxiliary supervisor,
 - 2) mid-term evaluation.
2. Individual doctoral research plan determines particularly:
 - 1) PhD thesis arrangement schedule and expected time of PhD submission,
 - 2) plan to obtain minimal required achievements as stated in § 3 item 3 point 4) herein.
3. Individual research plan may determine:

- 1) preparation and submission of grant application to national or foreign institution that provides financial support for research or research-developmental activity by means of competition;
 - 2) performing at least 2-month scientific internship in a national or foreign unit;
 - 3) at least 2-week study visit to a national or foreign unit;
 - 4) method of publicizing research outcome;
 - 5) plan of participation in scientific conferences on national or international level;
 - 6) contribution in co-organizing scientific conferences on national and international level.
4. Individual doctoral training program and research plans include description of second-cycle learning outcomes for qualification on the level 8 of Polish Qualifications Framework.

VI. MID-TERM EVALUATION

§ 14

1. Mid-term evaluation, referred to in art. 202 items 2-4 of the Act, is carried out in the middle of the doctoral training determined in the framework doctoral training program.
2. Detailed procedure and schedule of the evaluation is determined by the Director.

§ 15

1. Mid-term evaluation of PhD students is carried out by the Commission for mid-term evaluation within each discipline.
2. Commission, mentioned in item 1 herein, is appointed by the Rector upon the motion of the Director.
3. The Commission, mentioned in item 1 herein, consists of at least 3 persons, including at least 1 assistant professor or professor within the discipline and who possess achievements in the research topic that concerns the PhD thesis, employed outside the University and at least 2 assistant professors or professors representing the discipline that concerns the PhD thesis, employed at the University.
4. PhD thesis supervisor and PhD thesis auxiliary supervisor cannot be members of the Commission.
5. Additionally, it is allowed for the representative of the PhD students to take part in the proceedings of the Commission, mentioned in item 1 herein, however, without the right to vote.
6. Composition of the Commission, mentioned in item 1 herein, is public.
7. A member of the Commission employed outside of the University is entitled to the remuneration in the amount of 20% of the professor's remuneration.

§ 16

1. Mid-term evaluation is carried out by the Commission based on:

- 1) written summary of professional accomplishments, where a PhD student presents report on the implementation of the individual research plan;
- 2) self-presentation of a PhD student and scientific discussion with a PhD student.
2. During the discussion mentioned in item 1 point 2), a PhD student will be asked questions about research objectives. During the discussion, PhD thesis supervisor will also be present.
3. Mid-term evaluation is also carried out towards implementation of the individual training program and research plan, especially concerning timeliness and quality of performing tasks resulting from the schedule of the preparation of the PhD thesis.
4. Mid-term evaluation can have either positive or negative result.
5. The Commission, no later than within one month from the date of conducting the mid-term evaluation, provides the Director with the result of mid-term evaluation together with its justification.
6. The result of mid-term evaluation with its justification is certified by each member of the Commission.
7. The result of mid-term evaluation together with its justification is public.

VII. PHD STUDENTS' RIGHTS AND RESPONSIBILITIES

§ 17

1. A PhD student commences the training and acquires the PhD students' rights at the moment of oath taking, which wording constitutes the Attachment no. 1.
2. A person can be a PhD student only in one Doctoral School at the same time.
3. A PhD student is obliged to:
 - 1) act in accordance with taken oath,
 - 2) familiarize with the Regulations and follow them,
 - 3) comply with internal laws issued by the Director,
 - 4) respect the binding regulations at the University,
 - 5) timely implement individual training program and research plan,
 - 6) participate in didactical and organizational classes, pass examinations, receive credits, perform practical training in the form of conducting classes or participating in conducting classes in the amount of 60 hours annually and meet other requirements set forth in the Doctoral School.
 - 7) follow the PhD student Code of Ethics.
 - 8) respect industrial property rights and commercialization rules as well as regulations concerning use of research infrastructure applicable at the University units,
 - 9) submit the annual report,

- 10) submit a statement, for the purpose of scientific activity quality evaluation, that entitles the University to report scientific achievements within the discipline that the PhD thesis is being prepared,
 - 11) possess electronic ID or scientist ID consistent with international standards, including ORCID ID.
 - 12) report scientific achievements that were accomplished in connection with training in the Doctoral School for the purpose of scientific activity quality evaluation,
 - 13) notify without delay the Doctoral School administration and unit in which the PhD student prepares PhD thesis, about changes in personal data, address and also about the changes of other data required by the units.
4. A PhD student has the right to:
- 1) Possess a PhD student ID,
 - 2) receive a PhD scholarship as stated in the rules set forth in the article 209 of the Act,
 - 3) holiday breaks, that should be taken during the period off the didactical classes determined in the individual research plan, for no longer than 8 weeks a year,
 - 4) suspend the training for the time equivalent to the duration of maternity leave, time off on terms of maternity leave, paternity leave and parental leave as stated in LC;
 - 5) extend the deadline to submit a PhD thesis for a maximum of 2 years – as stated in the Regulations;
 - 6) substantive supervision in terms of a PhD thesis preparation and in terms of research-scientific and didactical work from PhD thesis supervisor/supervisors and/or auxiliary supervisor;
 - 7) request, in justified situations, for a change of PhD thesis supervisor and/or auxiliary supervisor;
 - 8) use library system resources, computer programs, laboratories, research equipment to the extent that is necessary to implement individual training program and research plan and to prepare a PhD thesis;
 - 9) use University sports centers according to the same rules as for students;
 - 10) become members of PhD student organizations and societies, in particular scientific clubs, artistic and sports teams;
 - 11) support in preparation of grant applications;
 - 12) conduct scientific internships;
 - 13) apply for scholarships and awards mentioned in the Act;
 - 14) submit PhD thesis earlier than the deadline for completing the training as stated in the individual doctoral training program provided that a PhD student implements training program and achieves all learning outcomes;
 - 15) obligatory retirement, pension and health insurance.

§ 18

1. A PhD student who does not possess PhD degree receives PhD scholarship according to the regulations stated in article 209 of the Act.
2. The total period of receiving PhD scholarship in the Doctoral School cannot exceed 4 years subject to article 209, item 3 of the Act.
3. The amount of monthly PhD scholarship amounts to at least:
 - 1) 37% of professor's remuneration – until the month in which mid-term evaluation takes place;
 - 2) 57% of professor's remuneration – after the month in which mid-term evaluation takes place.
4. The amount of PhD scholarship may be dependent on PhD student's achievements.
5. At the time of doctoral training suspension in order to establish the amount of PhD scholarship, the regulations concerning establishing the amount of maternity allowance are applicable, however, the basis of the allowance amount is equivalent to the amount of PhD scholarship mentioned in item 3, that is binding on the date of submitting the request for suspension.
6. A PhD student with disability certificate, disability degree certificate or certificate mentioned in article 5 and article 62 of the Act dated August 27, 1997 on professional and social rehabilitation and employment of disabled persons (Journal of Laws 2018, item 511, with subsequent amendments) receives a PhD scholarship in the amount 30% higher than the amount mentioned in item 3, point 1).
7. A PhD student mentioned in item 6 is obligated to submit, without delay, appropriate certificate to the Doctoral School administration.
8. A PhD student who submitted PhD thesis prior to the deadline of completing the training indicated in the individual training program, receives the PhD scholarship until the date when the training is completed, however, no longer than for the period of 6 months.
9. The withdrawal of a PhD student from the list of students results in suspension of the benefits mentioned in item 3. Benefits payment is suspended on the first day of the month following the month when the withdrawal decision becomes final.

§ 19

A PhD student cannot be employed as an academic teacher or scientific worker. This restriction does not concern a PhD student who:

- 1) is employed in order to implement research project mentioned in article 119, item 2 points 2 and 3 of the Act,
- 2) is employed after mid-term evaluation with a positive result, however, in case of more than half-time employment, the amount of PhD scholarship amounts to 40% of monthly PhD scholarship mentioned in §18 item 3 point 2) of the Regulations,
- 3) is not entitled to a PhD scholarship.

§ 20

1. The training period in the Doctoral School of a PhD student who received the PhD degree as a result of completing the Doctoral School, however, no longer than for the duration of 4 years, is included in the work period that is connected with employee benefits.
2. A PhD student who did not complete training in the Doctoral School due to:
 - 1) undertaking employment as an academic teacher or scientific worker,
 - 2) discontinuation of training of PhD students in particular discipline- period of training in this school, no longer than 4 years, is included in the work period that is connected with employee benefits, as long as PhD degree was conferred to the PhD student in question.

§ 21

A PhD student can apply for:

- 1) accommodation in the University dormitory or food in student cafeteria.
- 2) accommodation for spouse or child in the University dormitory
- according to the regulations of student benefits.
- 3) student loan, provided that:
 - a) the loan can be granted to a PhD student who is under 35 years old,
 - b) the loan is granted for the period of training at the Doctoral School once only, for no more than 4 years.

§ 22

1. University authorities take measures to ensure equal rights to implement individual training program at the Doctoral School by disabled PhD students, taking into account the extent and nature of their disability, as well as the character of the Doctoral School by adjusting classes to the individual abilities of disabled PhD students.
2. Disabled PhD students may apply for adjusting the form, dates and duration of tests and examinations to their justified needs. The mode and range compliant with their individual possibilities are determined by the Director in consultation with Rector's proxy for disabled persons.
3. In case of difficulties in studying that result from disability, in order to equal educational opportunities, disabled PhD student may benefit from the help of disabled person's assistant during classes and examinations.
4. During classes and examinations disabled PhD student may use specialized equipment that enables him/her to fully participate in the doctoral training, after prior consent given by Rector's proxy for disabled persons.

§ 23

1. PhD students at the University form PhD students' government.
2. Articles 106 and 110 items 2-9 of the Act are applicable accordingly to the PhD students' government.
3. PhD students have the right to become members of PhD students' organizations at the University.

§ 24

1. A PhD student is subject to disciplinary responsibility for violating laws binding at the University and if committed an act against PhD student dignity. The regulations of article 307 item 2, articles 308-320 of the Act and regulations issued based on article 321 of the Act are applicable accordingly to PhD students' disciplinary responsibility.
2. Disciplinary Committee that decides on PhD student's case consists of head of the Committee who is an academic teacher accompanied by PhD students and academic teachers equally in number.

VIII. APPOINTMENT AND OBLIGATIONS OF A PHD THESIS SUPERVISOR

§ 25

1. Within 3 months from the day of commencing the doctoral training, a PhD student is being assigned PhD thesis supervisor or supervisors or a supervisor and an auxiliary supervisor.
2. A PhD thesis supervisor or supervisors or supervisor and auxiliary supervisor are appointed by the Discipline Board taking into consideration declaration of a potential PhD thesis supervisor submitted at the time of admissions.
3. PhD thesis supervisor can be a person who:
 - 1) was conferred a title of assistant professor or professor,
 - 2) is under 65 years old,
 - 3) does not meet requirement 1) above and is employed at the foreign university or scientific institution and appropriate Discipline Board recognizes that he/she possesses significant achievements in the scientific area that concern particular PhD thesis.
 - 4) does not meet requirement 2) but supervises scientific projects, grants or other programs that enable to cover PhD scholarship and research and declares the possibility of conducting it in the particular unit.
4. Auxiliary PhD thesis supervisor may be a person who was conferred PhD title.
5. Scientific Board of the Doctoral School has a right to establish maximum number of PhD students whose PhD thesis supervisor may be one research-didactical or research worker.
6. Becoming a PhD thesis supervisor is confirmed in writing.

§ 26

1. A PhD thesis supervisor cannot be a person who for the last 5 years:
 - 1) was a PhD thesis supervisor of 4 PhD students who were withdrawn from the list of PhD students due to negative result of mid-term evaluation or
 - 2) supervised PhD thesis of at least two students applying for the PhD title who did not receive positive review mentioned in article 191 item 1 of the Act or
 - 3) had no achievements related to the proposed research topic of the PhD thesis.

§ 27

The obligations of PhD thesis supervisors are, in particular:

- 1) to provide a PhD student with substantive and methodical assistance in scientific work and to enable a PhD student to take part in unit's research,
- 2) consultations, evaluation of scientific development of PhD student and progress of PhD thesis,
- 3) to enable research activity and organizational assistance related to it,
- 4) to provide methodical guidance and assistance in gaining didactical experience,
- 5) to support activity in obtaining grants and PhD student mobility and to inform the Doctoral School administration about the consent for PhD student departure for internship, scholarship or practical training,
- 6) to review request of a PhD student concerning participation in domestic and international seminars, conferences and scientific symposiums,
- 7) to review PhD student annual reports,
- 8) to review applications for extension of the deadline to submit PhD thesis,
- 9) to apply to the Director for withdrawal from the list of PhD students,
- 10) scientific assistance on PhD thesis preparation,
- 11) to arrange with PhD student individual research plan according to article 202 item 1 of the Act,
- 12) current supervision of implementation of individual research plan,
- 13) participation in a PhD student mid-term evaluation on the basis set forth in the Regulations,
- 14) scientific assistance on PhD student within research laboratory;
- 15) responsibility for scientific development of a PhD student and ensuring high quality of a PhD thesis.

IX. MANAGEMENT OF THE DOCTORAL SCHOOL

§ 28

1. The Doctoral School is managed by the Director.
2. A Director can be an academic teacher with at least assistant professor degree, employed at the University as a primary place of work and possessing significant achievements from the last 5 years.
3. Vice-Director is appointed and called off, out of coordinators representing disciplines, by the Rector upon the motion from the Director.
4. Responsibilities of the Vice-Director are determined by the Director.
5. Appointment of the Director and Vice-Director is granted for 4 years in accordance with the Rector's term of office. The same person can be appointed no more than twice for the consecutive terms of office. Incomplete term of office is not included in the number of these terms.
6. Director's responsibilities are, in particular, to:
 - 1) represent the Doctoral School and the University at the scope determined by the Rector;
 - 2) supervise the Doctoral School admissions process, including recommendations for Rector of members of Competition Committees within certain scientific disciplines,
 - 3) supervise PhD students' training, including implementation of framework doctoral training program;
 - 4) monitor the Doctoral School training quality and quality of scientific supervision, including preparation of the Doctoral School for evaluation;
 - 5) issue administrative decisions related to PhD students' training within the scope determined by the Rector;
 - 6) dispose of the financial resources within granted subvention and authorization, according to the rules set by the Rector;
 - 7) recommend to the Rector members of mid-term evaluation Committee in agreement with the Head of the appropriate Discipline Board;
 - 8) supervise the mid-term evaluation method;
 - 9) resolve issues related to doctoral training;
 - 10) cooperate with Heads of the Discipline Boards within the scope related to doctoral training and process of appointment of PhD thesis supervisor or supervisors;
 - 11) cooperate with socio-economic environment in terms of doctoral training;
 - 12) support grant activity and national and international mobility of PhD students;
 - 13) take care of living and housing matters of PhD students;
 - 14) coordinate the Doctoral School Scientific Board activity;
 - 15) cooperate with PhD students' government;

- 16) present to the Senate project of the Doctoral School Regulations, after prior consultation with the Doctoral School Scientific Board;
 - 17) present to the Senate project concerning framework doctoral training program and the Doctoral School admissions regulations, after prior consultation with the Doctoral School Scientific Board;
7. The Director is responsible for the Doctoral School financial management.

X. THE DOCTORAL SCHOOL SCIENTIFIC BOARD

§ 29

1. The Doctoral School Scientific Board operates in the Doctoral School.
2. The Doctoral School Scientific Board is a consultative-advisory body, appointed for the term of office of the Director.

§ 30

The Scientific Board consists of:

- 1) Director – as the Head;
- 2) One representative of each discipline (Coordinator within the discipline) indicated by the Head of the Discipline Board. A representative can be a person who is at least assistant professor;
- 3) Two representatives of PhD students selected according to the Regulations of PhD students' government.

§ 31

Assignments of the Doctoral School Scientific Board are, in particular:

- 1) preparation and monitoring of development strategy and operating procedures of the Doctoral School;
- 2) preparation of learning outcomes verification method for qualifications on the level 8 of the Polish Qualifications Framework;
- 3) responsibility for ensuring high quality of doctoral training process and PhD thesis preparation;
- 4) responsibility for high quality of the Doctoral School admission process, especially consultation on admissions terms and conditions;
- 5) consultation on issues concerning doctoral training, including training programs and qualifications of academic teachers conducting training in the Doctoral School;
- 6) consultation on issues concerning guidelines and regulations for preparation of individual research plan of PhD students;

- 7) consultation on issues concerning regulations of carrying out mid-term evaluation;
- 8) consultation on issue regarding the Regulations.

XI. THE DOCTORAL SCHOOL ADMINISTRATIVE SERVICE

§ 32

1. The Doctoral School administration is managed by the Director.
2. Responsibilities of the Doctoral School administration are as follows:
 - 1) coordination of formal issues concerning operating and closing the Doctoral School,
 - 2) preparation of Senate's resolutions and Rector's acts regulating operation of the Doctoral School,
 - 3) record-keeping of the Doctoral School, including the Scientific Board, as well as preparing reports and statistics,
 - 4) paper and electronic record-keeping of doctoral training process at the Doctoral School,
 - 5) the Doctoral School's admissions process preparation,
 - 6) registration and monitoring of scholarships,
 - 7) preparation of classes schedule specified in framework doctoral training program,
 - 8) preparation of agreements for teachers employed outside the University and for teachers who are not academic teachers that conduct classes at the Doctoral School,
 - 9) preparation of administrative decisions and other documents concerning doctoral training,
 - 10) preparation of solving current problems,
 - 11) issuing of PhD student ID.
3. The Doctoral School documentation includes:
 - 1) files regarding creation, organization and functioning of the Doctoral School,
 - 2) the Doctoral School participants records,
 - 3) doctoral training process data mentioned in §11 item 2 of the Regulations.

XII. WORK HEALTH AND SAFETY WITHIN THE DOCTORAL SCHOOL

§ 33

1. First year PhD students are required to participate in health and safety training organized and paid for by the Doctoral School. The training is conducted by the University health and safety inspector.
2. The training mentioned in item 1 should be conducted prior to the practical training carried out in the form of conducting classes by a PhD student. Completing the training is confirmed with a certificate.

XIII. FINAL PROVISIONS

§ 34

1. The Regulations come into effect on the date of the acceptance by the Senate and are binding starting from the academic year 2019/2020.
2. In case of unsettled issues, generally applicable regulations concerning doctoral schools are binding.

OATH

Being fully aware of the responsibilities of a PhD student at the Poznan University Doctoral School,
I do solemnly swear:

- persistently widen and develop my knowledge and skills,
- protect the dignity of a PhD student and good reputation of my University,
- respect the principles of academic community coexistence and binding regulations at the University.

POZNAN UNIVERSITY OF TECHNOLOGY DOCTORAL SCHOOL
PHD STUDENT REPORT
for the academic year/.....

| | |
|--|------------------------|
| Names and surname: | Discipline: |
| Student ID: | Year of studies: |
| Contact tel. no.: | PhD thesis supervisor: |
| PhD student e-mail account: (in e-doktorant system) | Faculty: |

1. Conducting or participation in conducting classes *

| No. | Subject | Field of study | Year of study | Type of classes | No. of hours | Didactical supervision |
|-----|--------------|----------------|---------------|-----------------|--------------|------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| --- | Total | --- | --- | --- | | --- |

2. Participation in national/international conferences or scientific seminars *

| No. | Title and authors of the presentation | Type of the presentation as a speaker (speech/poster) | Event organizer or conference title | Date |
|-----|---------------------------------------|---|-------------------------------------|------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

3. Percentage of implementation of individual training program and grades arithmetic average of courses completed within the training program *

| Percentage of implementation of individual training program [%] | Grades arithmetic average of courses within the training program |
|---|--|
| | |

4. Scientific publications (including these submitted for publications and with DOI) *

| No. | Publication title | Magazine, number, year, pages (or DOI) | Authors | MNiSW (ministerial) points | Impact Factor | PhD student participation [%]** |
|-----|-------------------|--|---------|----------------------------|---------------|---------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| --- | Total | --- | --- | | | |

**in case of undefined participation of a PhD student, participation is equal to (1/number of authors)*100%

5. Participation in projects, R+D activities, etc.*

| No. | Project/work title | Period of participation | Head of the project/work | Type of participation and responsibilities of a PhD student |
|-----|--------------------|-------------------------|--------------------------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

6. Patent applications, patents, utility models and copyrights*

| No. | Authors | Date | Title | Type |
|-----|---------|------|-------|------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

7. National or international internships and practical trainings*

| No. | Country | Host institution | Internship/training supervisor | Length of stay |
|-----|---------|------------------|--------------------------------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

8. Estimated percentage of compliance of conducted research and individual research plan - %*

PhD student:

Date and signature

PhD thesis supervisor opinion:

.....

PhD thesis supervisor:

Date and signature