

## Regulations of the Doctoral School of Poznan University of Technology

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### Terms used in the Regulations:

**Doctoral student** – a person studying at the Doctoral School and engaged in research work in a selected discipline and at a specific University Unit,

**Director** – director of the Doctoral School of the Poznan University of Technology,

**University Unit** – faculty of the Poznan University of Technology,

**Coordinator** – a coordinator of the Doctoral School within a chosen discipline, a person supervising doctoral students who carry out research work in a specific discipline; member of the Scientific Board,

**Chair of the Discipline Council** – the head of the Discipline Council,

**Discipline Council** – a body entitled to confer academic degrees in a particular discipline,

**Scientific Board** – consultative and advisory body in the Doctoral School,

**Rector** – rector of the Poznan University of Technology,

**Senate** – Academic Senate of the Poznan University of Technology,

**Doctoral School** – the Doctoral School of the Poznan University of Technology (established by Ordinance No. 8 of the Rector of Poznan University of Technology of May 28, 2019 (RO/V/8/2019),

**University** – the Poznan University of Technology,

**Act** – the Act of Law dated July 20, 2018, on Higher Education and Science (Journal of Laws 2022, item 574, as amended).

## **I. GENERAL PROVISIONS**

### **§ 1**

1. Education of doctoral students at the University prepares them to obtain a doctoral degree and takes place at the Doctoral School. The Rector determines the scientific disciplines in which the education of doctoral students is conducted.
2. Education at the Doctoral School is conducted on the basis of applicable regulations, in particular:
  - 1) the Act of Law of 3 July 2018 - Introductory provisions of the Act of Law on Higher Education and Science (Journal of Laws 2018, item 1669, as amended),
  - 2) the Act of Law of 20 July 2018, on Higher Education and Science (Journal of Laws 2022, item 574, as amended),
  - 3) Ordinance of the Minister of Science and Higher Education of November 14, 2018 on the description of second cycle learning outcomes for qualifications at the levels 6-8 of Polish Qualifications Framework (Journal of Laws 2018, item 2218),
  - 4) The Doctoral training program (The Curriculum), based on a resolution passed by the Senate,
  - 5) Individual training programs and individual research plans.
3. Education at the Doctoral School is free of charge.
4. Education at the Doctoral School is carried out in English.
5. The Doctoral School is established, transformed and closed by the Rector.
6. The activity of the Doctoral School run at the University is supervised by the Rector.

## **II. RECRUITMENT TO THE DOCTORAL SCHOOL**

### **§ 2**

1. Recruitment to the Doctoral School takes place by means of a competition. Detailed rules and procedures of recruitment to the Doctoral School are established by the Senate.
2. A person entered on the register of doctoral students begins education and acquires the rights of a doctoral student at the moment of taking the oath.
3. The text of the oath, referred to in sec. 2, is set out in Annex 1.

## **III. CURRICULUM AT THE DOCTORAL SCHOOL**

### **§ 3**

1. The Doctoral training program (The Curriculum) of the Doctoral School is established by the Senate in consultation with the PhD Students' Union. If the consultations are ineffective in the period specified in the statute, the requirement to seek an opinion shall be deemed to have been met.
2. Realization of the Curriculum leads to the achievement of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PQF) in terms of knowledge, skills and social competences.
3. Education at the Doctoral School creates opportunities for:
  - 1) implementation of an individual training program, including obligatory and elective courses, an internship and professional practical trainings,
  - 2) implementation of an individual research plan, including carrying out of scientific research in collaboration with a supervisor or supervisors,
  - 3) scientific cooperation in research teams,
  - 4) preparation and accomplishment of at least one of the following:
    - a) 1 scientific article published in a scientific journal or in reviewed conference proceedings which, in the year of the article's publication in its final form were included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 sec. 2 point 2 (b) of the Act, or

- b) 1 scientific monograph issued by the publishing house which, in the year of the monograph publication in its final form, was included on the list drawn up in accordance with the provisions issued pursuant to Art. 267 sec. 2 point 2 (a) of the Act, or a chapter in such monograph, or
  - c) a work of art of considerable importance;
- 5) participation in the life of the scientific community.
- 4. The total number of hours of obligatory and elective courses ensure that the doctoral student gets the ECTS credits defined in the Curriculum.
- 5. The courses which are included in the Curriculum may be taken up and completed by a doctoral student both at the University and - to some extent - in other institutions educating doctoral students in the country and abroad. It is possible to pass some of the courses or a part of the individual training program following the rules specified in the Curriculum.
- 6. The Director of the Doctoral School, at a written request of a doctoral student supported by their supervisor, may recognize the completion of a part of the individual training program by the doctoral student during a research internship in other research units in the country and abroad, upon presentation of a written certificate from the host institution.
- 7. A doctoral student is obliged to document the achievement of all learning outcomes and the fulfillment of other conditions specified in the Curriculum of the Doctoral School before submitting the doctoral dissertation.
- 8. The assessment of the level of knowledge, skills and social competence is carried out on the basis of the following assessment scale: very good (5.0), good plus (4.5), good (4.0), satisfactory plus (3.5), satisfactory (3.0), unsatisfactory (2.0) or non-graded pass (zal).
- 9. The University Unit in which doctoral students carry out their research work towards preparation of doctoral dissertations is obliged to provide doctoral students with the opportunity to complete their professional practical training and individual research plan, in particular access to the resources included in § 17 sec. 3 point 8.
- 10. In the event of cessation of conducting doctoral education in a given discipline, the University shall ensure that doctoral students preparing their doctoral dissertation in that discipline may continue their education at another doctoral school in that discipline in Poland.
- 11. In the absence of a doctoral school providing education in a given discipline, the University in which the education has been discontinued shall bear the costs of the proceedings for the award of a degree of doctor in extramural mode.

#### **IV. EDUCATION AT THE DOCTORAL SCHOOL**

##### **§ 4**

1. Education of doctoral students in the Doctoral School:
  - 1) 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 submission of a doctoral dissertation.
2. The doctoral dissertation demonstrates the general knowledge of a doctoral student in a discipline or disciplines and the ability to conduct research or artistic work independently.
3. The subject matter of the doctoral dissertation shall be an original solution to a scientific problem or an original solution in the application of results of own scientific research in the economic or social sphere, or an original artistic achievement.
4. The doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, an original design, construction or technology, implementation or artistic work, as well as an independent and separate part of a collective work.
5. Submission of a doctoral dissertation, in hard copy and an electronic form, to the administration of the Doctoral School, requires a positive opinion of the supervisor or supervisors.

##### **§ 5**

1. The credit period is the semester and the report period is the academic year.
2. Annual report of realization of individual training program and results and progress of work included in the individual research plan for the academic year, including an opinion of supervisor or supervisors, should be

submitted by a doctoral student, in hard copy and electronic forms, to the administration of the Doctoral School by the end of September of each academic year. The specimen report is set out in Annex 2.

3. Supervisor or Coordinator may apply for a commission assessment of a doctoral student's work progress during education at the Doctoral School, but not earlier than after completion of their first year of education at the Doctoral School.
4. A request for a commission assessment of the doctoral student work progress, referred to in sec. 3, is submitted by the supervisor or Coordinator to the Director.
5. In special cases, the commission assessment of progress of a doctoral student's work referred to in sec. 3, is ordered by the Director.
6. To carry out the assessment referred to in sec. 3, the regulations concerning mid-term assessment are applicable, except for those related to public knowledge of the result of the assessment and its justification.

## § 6

The Director, in justified situations, especially in case of:

- 1) occurrence of unpredictable contingencies,
- 2) temporary inability to receive education due to illness,
- 3) possession of a certificate of a degree of disability,
- 4) need for personal care of a sick family member,
- 5) need to provide personal care of a child up to four years old or a child with a confirmed disability,
- 6) need for long-term scientific research,

may, at the request of the doctoral student supported by the supervisor or supervisors, extend the deadline for submission of a doctoral dissertation, stated in the individual research plan, by a maximum total of 2 years.

## § 7

1. The request for extension of the deadline for submitting the doctoral dissertation referred to in § 6 should include:
  - 1) doctoral student's personal data: name, surname, ID number and indication of the year (semester) of education,
  - 2) substantiation of the request and specification of the expected time of submitting the doctoral dissertation,
  - 3) modified individual research plan.
2. The application should be accompanied by:
  - 1) a document justifying the extension of deadline for submitting the doctoral dissertation in the cases referred to in § 6, points 1-5,
  - 2) supervisor's or supervisors' opinion in the case referred to in § 6, point 6.
3. The request to extend the deadline for submission of the doctoral dissertation, referred to in § 6, point 6, should be presented to the Director no later than three months prior to the expected doctoral dissertation submission indicated in the individual research plan.

## § 8

1. The Director, at the request of a doctoral student, suspends education for a period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave, as defined in the Act of 26 June 1974 – Labor Code.
2. In justified cases (e.g. due to a long-term illness), at the request of the doctoral student, the Director may express consent for a break in education for a period corresponding to the duration of the reported reason. The decision on the impact of the break in education on the dates of statutory activities in the education process, such as the presentation of an individual research plan (Art. 202 sec. 1 of the Act) or mid-term assessment (Art. 202 sec. 2 of the Act) is taken by the Director.

## § 9

The applications referred to in § 7 and § 8 shall be considered by the Director within 14 days from their submission.

## § 10

1. A doctoral student shall be removed from the register of doctoral students in case of:
  - 1) a negative result of the mid-term assessment,
  - 2) failure to submit a doctoral dissertation within the deadline specified in the individual research plan,
  - 3) opting out of further education.
2. A doctoral student may be removed from the register of doctoral students in case of:
  - 1) unsatisfactory progress in the preparation of their doctoral dissertation,
  - 2) non-compliance with obligations resulting from the Regulations, implementation of the Curriculum and individual research plan.
3. Removal from the register of doctoral students shall be effected by the way of an administrative decision. The decision shall be subject to a motion for reconsideration.
4. Administration of the Doctoral School should inform the Chair of the appropriate Discipline Council and Coordinator about the removal of doctoral students from the register of doctoral students.

## § 11

1. The Doctoral School keeps record of doctoral students' education.
2. Documentation of the course of doctoral student's education at the Doctoral School is kept in their individual personal file, which includes:
  - 1) documents required from candidate to the Doctoral School at the recruitment stage including:
    - a) an application for admission,
    - b) a copy of the Master's degree diploma (a graduate of second-cycle or long-cycle studies) certified for compliance with the original by the university employee,
    - c) curriculum vitae containing personal data and the course of previous education and/or employment,
    - d) a cover letter,
    - e) a declaration of choosing research topic from the available list and potential supervisor,
    - f) description of the proposed individual research plan proving the candidate's ability to realize chosen research topic,
    - g) other documents required from a candidate whose doctoral scholarship is financed in a frame of project/program,
  - 2) documents confirming the admission to the Doctoral School:
    - a) the oath signed by doctoral student,
    - b) confirmation of the receipt of doctoral student ID,
    - c) copy of the admission certificate to the Doctoral School issued individually at doctoral student's request,
  - 3) documents related to the course of education at the Doctoral School:
    - a) information on the appointment of supervisor or supervisors, or supervisor and auxiliary supervisor,
    - b) sheets documenting the course of doctoral education,
    - c) individual research plan,
    - d) documents related to mid-term assessment, in particular mid-term evaluation result with its justification,
    - e) annual reports provided by a doctoral student,
    - f) submitted doctoral dissertation together with positive opinion of supervisor or supervisors,
  - 4) other documents related to doctoral student submitted or issued during education at the Doctoral School.
3. Documentation of the course of education is carried out in hard copy and electronic forms.
4. The University enters doctoral students' data into the system referred to in Art. 342 sec. 1 of the Act.

## **V. INDIVIDUAL RESEARCH PLAN AND INDIVIDUAL TRAINING PROGRAM**

### **§ 12**

1. A doctoral student, in consultation with the supervisor or supervisors, shall draw up an individual research plan, which is submitted to the Director and administration of the Doctoral School in hard copy and an electronic form within 12 months of the date of the commencement of education.
2. In case of appointing an auxiliary supervisor, the document referred to in sec. 1, is submitted after the provision of opinion of an auxiliary supervisor.
3. The realization of the individual research plan shall be subject to:
  - 1) ongoing supervision of a supervisor or supervisors, or supervisor and auxiliary supervisor,
  - 2) mid-term evaluation.
4. Individual research plan includes description of the second-cycle learning outcomes for qualification at the level 8 of Polish Qualifications Framework.
5. The individual research plan of doctoral student specifies in particular:
  - 1) a schedule for the preparation of the doctoral dissertation and planned date of its submission,
  - 2) a plan to obtain minimal required achievements as stated in § 3 sec. 3 point 4 herein.
6. The individual research plan of a doctoral student may include:
  - 1) preparation and submission of a grant application to a national or foreign agency financing scientific activity or research and development through a competition,
  - 2) completion of at least 2-month-long scientific internship in a domestic or foreign unit,
  - 3) at least 2-week-long study visit to a domestic or foreign unit,
  - 4) method of dissemination of research outcomes,
  - 5) plan of participation in scientific conferences on national or international level,
  - 6) contribution in co-organizing scientific conferences on national and international level.
7. In justified cases, after mid-term assessment, one-time modification of individual research plan agreed with the supervisor or supervisors and approved by the auxiliary supervisor (if applicable) as well as accepted by the appropriated Coordinator within the discipline is possible.

### **§ 13**

Based on the Curriculum, the doctoral student prepares the individual training program approved by the supervisor or supervisors, which consists of:

- 1) obligatory and elective courses, including interdisciplinary ones,
- 2) professional practical training performed by conducting classes or participation in conducting classes in the amount not exceeding 60 teaching hours annually and
- 3) at least 2-month-long, practical internship in a chosen scientific/research or industrial unit.

## **VI. MID-TERM ASSESSMENT**

### **§ 14**

1. Mid-term assessment, referred to in Art. 202 sec. 2-4 of the Act, shall be carried out in the middle of the period of education specified in the Curriculum.
2. In the event of suspension of the doctoral student training referred to in Art. 204 sec. 3 of the Act or as a result of unforeseen incidents, the date of the mid-term evaluation is set individually in time enabling it to be carried out in the middle of the doctoral student's education.
3. Details of the manner in which the work of Commissions, referred to in § 15 sec. 1, is organized, submission of documents by doctoral students and schedule of the mid-term assessment is determined by the Director.
4. When carrying out the mid-term assessment, a means of electronic communication can be used.

### **§ 15**

1. Mid-term evaluation shall be conducted by the Commission for mid-term assessment which is appointed individually for each doctoral student within a given discipline, hereinafter referred to as the Commission.

2. The respective Commission composed of 3 persons, including at least 1 person holding the postdoctoral degree or the title of professor in the scientific discipline and having research achievements within the research topic in which a doctoral dissertation is prepared, employed outside the University and 2 persons holding the postdoctoral degree or the title of professor and having research achievements within the scientific discipline in which a doctoral dissertation is prepared.
3. Supervisor and auxiliary supervisor must not be members of the Commission.
4. Additionally, a representative of the doctoral students, appointed by the PhD Students' Union is allowed to take part in the proceedings of the Commission, however, without the right to vote.
5. The proposal of the composition of the Commission, agreed with the Chair of the Discipline Council and/or members of appropriate Discipline Council, is provided by the Coordinator within the discipline to the Director of the Doctoral School.
6. The Commission is appointed by the Rector upon the Director's request, the Rector also appoints the head of the respective Commission.
7. Composition of the Commission is non-confidential.
8. A member of the Commission who is employed outside of the University shall be entitled to a salary amounting to 20% of a professor's salary.

## **§ 16**

1. Mid-term assessment is carried out by the Commission on the basis of:
  - 1) a mid-term report, in which the doctoral student presents the implementation of the individual research plan,
  - 2) doctoral student's presentation of scientific achievements related to realization of doctoral dissertation,
  - 3) scientific discussion with the doctoral student.
2. During the scientific discussion referred to in sec. 1 point 3, a doctoral student will be asked questions regarding the implementation of their research objectives and individual research plan.
3. The mid-term assessment covers the implementation of an individual research plan by the doctoral student, in particular the timeliness and quality of the performance of tasks arising from the schedule of preparation of the doctoral dissertation.
4. Mid-term assessment can have either positive or negative result.
5. The Commission agrees upon the result of mid-term assessment by simple majority of votes and collectively gives justification for the result. The result of mid-term assessment together with its justification signed by the head of the Commission is passed on to the Director.
6. Administration of the Doctoral School informs the Chair of the appropriate Discipline Council and Coordinator about the result of mid-term assessment.
7. The result of mid-term assessment, together with its justification, shall be public.

## **VII. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS**

## **§ 17**

1. One person may be a doctoral student only at one doctoral school at any given time.
2. In particular a doctoral student is obliged to:
  - 1) act in accordance with the taken oath,
  - 2) read, respect and follow the binding regulations at the Doctoral School and the University,
  - 3) timely implement individual training program and individual research plan,
  - 4) participate in teaching and organizational classes, pass examinations, receive credits, perform professional practical training (in the form of conducting classes or participation in conducting classes in the amount of 60 hours per year) and realization of the 2-month-long internship and meet other requirements set forth in the frame of the Doctoral School,
  - 5) act in accordance with the Doctoral Student's Code of Ethics,
  - 6) comply with industrial property rights and the principles of commercialization as well as the principles in force concerning use of the research infrastructure at the University's Units,
  - 7) submit the annual report,

- 8) submit a statement, for the purposes of evaluating the quality of scientific activity, authorizing the University to give evidence of scientific achievements within the discipline in which the doctoral dissertation is being prepared,
  - 9) possess electronic ID or scientist ID consistent with international standards, including ORCID,
  - 10) report scientific achievements that were accomplished in connection with education in the Doctoral School for the purpose of scientific activity quality evaluation,
  - 11) immediately notify the administration of the Doctoral School and the University Units where the doctoral student is working towards the doctoral dissertation of a change of name and address, taking up employment as an academic teacher or researcher, as well as of the change of other data required by the University's Units which may have an impact on withholding or suspending the payment of the scholarship.
3. A doctoral student has the right to:
- 1) hold a doctoral student ID,
  - 2) receive doctoral scholarship on the principles specified in Art. 209 of the Act,
  - 3) holiday breaks, within the period agreed with supervisor or supervisors, not exceeding 8 weeks per year,
  - 4) suspension of education for a period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave as set out in the Labor Code,
  - 5) postpone the date of submission of the doctoral dissertation, but not longer than by 2 years - on the terms specified in the Regulations,
  - 6) substantive supervision in terms of a doctoral dissertation preparation and in terms of research and scientific work as well as teaching classes, from supervisor/supervisors and/or auxiliary supervisor,
  - 7) request, in justified cases, for a change of supervisor and/or auxiliary supervisor;
  - 8) use library and information system resources, computer programs, databases, laboratories, research equipment and apparatus, and other infrastructure to the extent that is necessary to implement individual training program and individual research plan and to prepare a doctoral dissertation,
  - 9) use the University sports centers on the same footing as students,
  - 10) join doctoral students' organizations or associations, in particular, scientific and artistic and sports teams,
  - 11) be supported in the preparation of grant applications,
  - 12) complete scientific internships,
  - 13) apply for scholarships and prizes provided for in the Act,
  - 14) submit doctoral dissertation earlier than the date of completion of education provided for in the individual research plan,
  - 15) compulsory retirement, disability, accident and health insurance.

## § 18

1. A doctoral student who does not hold a degree of doctor shall receive a doctoral scholarship on the principles set out in Art. 209 of the Act.
2. A doctoral scholarship shall not be awarded to a doctoral student receiving remuneration in the amount of at least 150% of the amount of the doctoral scholarship to which he/she is entitled in accordance with sec. 4 due to employment in connection with the implementation of the research project referred to in Art. 119 sec. 2 points 2 and 3 of the Act, by the University in which the doctoral student is educated during this employment.
3. The total period of receiving the doctoral scholarship at the Doctoral School shall not exceed 4 years subject to Art. 209 sec. 3 of the Act.
4. The amount of a monthly doctoral scholarship is set by the Rector. According to Art. 209 sec. 4 of the Act it shall be at least:
  - 1) 37% of professor's salary – up to the month in which mid-term assessment was conducted,
  - 2) 57% of professor's salary – after the month in which mid-term assessment was conducted.
5. The amount of the doctoral scholarship may depend on the doctoral student's achievements. The decision is made by the Rector who decides about the amount of the scholarship.
6. During the period of suspension of education, in order to determine of the amount of doctoral scholarship, the provisions concerning the determination of the amount of the maternity allowance shall apply except the basis for the amount of the allowance shall be the monthly doctoral scholarship referred to in sec. 4, applicable on the date of the application for suspension.



7. A doctoral student who has a disability certificate, a certificate on the degree of disability, or a certificate referred to in Art. 5 and Art. 62 of the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Disabled Persons (i.e. Journal of Laws 2018, item 511, as amended) shall receive a doctoral scholarship in the amount increased by 30% of the amount indicated in sec. 4, point 1.
8. A doctoral student referred to in sec. 7 is obliged to immediately provide a proper certificate to the administration of the Doctoral School.
9. A doctoral student who submits their doctoral dissertation earlier than the date of completion of education provided in the Curriculum on condition that the Doctoral School Curriculum is completed and the learning outcomes are achieved at level 8 of the Polish Qualifications Framework, shall receive the doctoral scholarship until the date of expiry of the deadline for the completion of education, but no longer than for 6 months.
10. The removal of a doctoral student from the register of doctoral students results in suspension of the benefits referred to in sec. 1. Payment of benefits is withheld on the first day of the month following the month in which the decision of student's removal has become final.

## § 19

A doctoral student may not be employed as an academic teacher or researcher. The aforementioned shall not apply to the employment of a doctoral student:

- 1) for the purpose of implementation of the research project referred to in Art. 119 sec. 2 points 2 and 3 of the Act,
- 2) after a mid-term assessment with a positive result, except in the case of employment for more than half of the full-time equivalent, the scholarship shall amount to 40% of the monthly scholarship referred to in § 18 sec. 4 point 2 of the Regulations,
- 3) who is not entitled to a doctoral scholarship.

## § 20

1. For a doctoral student who has obtained the degree of doctor as a result of graduation from the Doctoral School, the period of education at that Doctoral School, not exceeding 4 years, shall be included in the period of work on which employee entitlements depend.
2. For a doctoral student who has not completed education at the Doctoral School due to:
  - 1) taking up employment as an academic teacher or researcher,
  - 2) discontinuation of education for doctoral students in a given discipline,
    - the period of education at this Doctoral School, not exceeding 4 years, shall be included in the period of work on which employee entitlements depend, provided that they have obtained a PhD degree.

## § 21

A doctoral student may apply for:

- 1) accommodation in the student dormitory of the University or catering in the student canteen of the University,
- 2) accommodation for a spouse or a child in a student dormitory of the University
  - under the conditions and in the mode laid down in the regulations concerning student benefits.
- 3) a student loan, except that:
  - a) the loan can be granted to a doctoral student who is under the age of 35,
  - b) the loan shall be granted only once in the period of education at the Doctoral School, for no longer than 4 years.

## § 22

1. University authorities take measures to ensure equal rights to implement individual training program at the Doctoral School by doctoral students with disabilities, taking into account the degree and nature of disability and the specificity of the Doctoral School by adapting classes to individual capabilities of doctoral students.
2. Doctoral students with disabilities may apply for adjusting the form, dates and duration of credits and exams to their justified needs. The mode and scope of adaptation in accordance with their individual capabilities are specified by the Director in consultation with Rector's proxy for persons with disabilities.

3. In the event of difficulties in studying resulting from disability, in order to equalize educational opportunities, a doctoral student with disabilities may use the help of assistant during classes and exams.
4. During classes and exams, a doctoral student with disabilities may use specialist equipment enabling him/her to participate fully in the Curriculum, after obtaining the consent given by the Rector's proxy for persons with disabilities.

### **§ 23**

1. Doctoral students shall establish a PhD Students' Union at the University.
2. The provisions of Art. 106 and Art. 110 sec. 2-9 of the Act apply accordingly to PhD Students' Union.
3. Doctoral students shall have the right to form doctoral student organizations at the University.

### **§ 24**

1. A doctoral student shall be subject to disciplinary liability for any breach of regulation applicable at the University and for any act which offends the dignity of the doctoral student. The provisions of Art. 307 sec. 2, Art. 308 to 320 of the Act and provisions adopted on the basis of Art. 321 of the Act shall apply accordingly to the disciplinary liability of doctoral students.
2. The disciplinary commission to decide on a doctoral student shall be composed of the chair of the adjudicating panel, who shall be an academic teacher, and an equal number of doctoral students and academic teachers.

## **VIII. ASSIGNMENT, CHANGE OF A SUPERVISOR, SUPERVISORS OR AUXILIARY SUPERVISOR. OBLIGATIONS OF A SUPERVISOR**

### **§ 25**

1. Within 3 months of taking up education, doctoral students shall be assigned a supervisor or supervisors.
2. A supervisor or supervisors or supervisor and auxiliary supervisor are assigned by the Discipline Council taking into consideration the declaration of a potential supervisor submitted during the recruitment process and doctoral student's request.
3. A doctoral student shall submit a request for the assignment of a supervisor, supervisors or supervisor and auxiliary supervisor to the appropriate Discipline Council. The application is accompanied by a declaration of acceptance to perform the function of a supervisor or auxiliary supervisor, and in the case of a candidate for a supervisor, also a declaration that the circumstances referred to in § 26 of the Regulations have not occurred.
4. In the case of a supervisor or auxiliary supervisor who is not an employee of the University, the application referred to in sec. 3, shall also include information about the research activity of the candidate for the supervisor.
5. A supervisor can be a person who:
  - 1) holds a postdoctoral degree or the title of professor,
  - 2) has had significant scientific achievements in the last 5 years, including scientific publications in journals recognized in a given discipline and/or implemented original design, construction or technological solutions or those in the field of art,
  - 3) is active in an international environment, including research mobility,
  - 4) has experience in managing or documented participation in research projects obtained through national or international competitions,
  - 5) does not meet the requirement 1) above and is employed at the foreign university or scientific institution and the appropriate Discipline Council has recognized that he/she has significant achievements in the field of scientific issues covered by the doctoral dissertation and meets the conditions 2) and 4).
6. One research and teaching staff member or researcher can be a supervisor of no more than 3 doctoral students for whom a subsidy is the source of funding for a doctoral scholarship.
7. Auxiliary supervisor may be a person who holds a degree of doctor and has scientific achievements related to the research topic of the doctoral dissertation.
8. Change of a supervisor or supervisors, or supervisor and auxiliary supervisor shall be carried out by the appropriate Discipline Council, by way of resolution, at the justified request of a doctoral student or a supervisor.

9. If the supervisor is changed at the supervisor's request submitted less than 6 months before the mid-term assessment, the negative result of this assessment shall be included in the criterion referred to in Art. 190 sec. 6, point 1 of the Act, in relation to this supervisor.
10. The provisions of the preceding sections shall apply accordingly to the change of the supervisor, supervisors or supervisor and auxiliary supervisor.
11. The Chair of the Discipline Council is obliged to inform the Director about the assignment or change of supervisor or supervisors, or supervisor and auxiliary supervisor.

## **§ 26**

1. A supervisor shall not be a person who in the last 5 years:
  - 1) has been a supervisor of 4 doctoral students who were removed from the register of doctoral students due to a negative result of mid-term assessment, or
  - 2) has supervised the preparation of a dissertation by at least 2 persons applying for the degree of doctor who did not receive the positive reviews as referred to in Art. 191 sec. 1 of the Act, or
  - 3) has been a supervisor of 2 doctoral students in a frame of Applied Doctorate Program who received a negative assessment result of annual or final report required by the appropriate minister, or
  - 4) does not have scientific achievements concerning the proposed research topic of the doctoral dissertation.

## **§ 27**

The obligations of supervisor include, in particular:

- 1) providing doctoral student with substantive and methodical assistance in scientific work and enabling them participation in the research work of the University Unit,
- 2) holding consultations, assessment of the scientific development of the doctoral student and the progress of the doctoral dissertation,
- 3) providing a basic research workshop and assistance in its organization and access to the necessary infrastructure and knowledge resources,
- 4) providing methodological guidance and assistance in gaining teaching experience,
- 5) supporting the activity in the field of raising funds for the research required to implement individual research plan and the mobility of the doctoral student as well as notifying the administration of the Doctoral School about granting permission for a doctoral student to leave for an internship, scholarship or practical training,
- 6) giving opinions on doctoral student applications regarding participation in national and international seminars, conferences and scientific symposia,
- 7) giving opinions on annual doctoral reports,
- 8) giving opinions on requests for the extension of the date of submission of doctoral dissertation,
- 9) applying to the Director for removal from the register of doctoral students,
- 10) providing scientific supervision over the preparation of the doctoral dissertation,
- 11) agreeing an individual research plan, according to Art. 202 sec. 1 of the Act as well as an individual training program with a doctoral student,
- 12) exercising ongoing supervision over the implementation of the individual research plan and individual training program,
- 13) providing scientific supervision of a doctoral student in a frame of a Research workshop,
- 14) taking on the responsibility for scientific development of a doctoral student and ensuring high quality of a doctoral dissertation preparation,
- 15) increasing professional competences in particular those related to exercising the function of supervisor.

## **IX. MANAGEMENT OF THE DOCTORAL SCHOOL**

## **§ 28**

1. The Doctoral School is managed by the Director.

2. The Director may be an academic teacher holding a postdoctoral degree or a title of professor, employed at the University as a primary place of work and having significant scientific achievements from the last 5 years.
3. The Deputy Director chosen out of Coordinators representing disciplines, is appointed and dismissed by the Rector on the request of the Director.
4. Responsibilities of the Deputy Director are determined by the Director.
5. The appointment of the Director and the Deputy Director shall be for a period of four years, in accordance with the term of office of the Rector. The same person can be appointed as Director or Deputy Director no more than twice for the consecutive terms of office. Incomplete term of office is not included in the number of these terms.
6. Appointment of a person to perform the function of the Director must be agreed with the PhD Students' Union.
7. The Director's responsibilities include in particular:
  - 1) representing the Doctoral School and the University in the scope determined by the Rector,
  - 2) supervising the recruitment process for the Doctoral School, including recommendation of the composition of Competition Commissions to the Rector within specific scientific disciplines in agreement with the Chair of an appropriate Discipline Council,
  - 3) supervising the education process of doctoral students,
  - 4) monitoring the quality of education at the Doctoral School and the quality of scientific supervision, including introducing activities leading to the improvement of the quality of education and preparation of the Doctoral School for evaluation,
  - 5) in collaboration with the relevant Coordinator and the Chair of the Discipline Council, undertaking activities aimed at resolving any conflicts between the doctoral student and the supervisor,
  - 6) issuing administrative decisions related to the education of doctoral students,
  - 7) disposing of funds under the subsidy granted and authorization granted, in accordance with the principles set out by the Rector,
  - 8) recommending to the Rector the composition of the Commission for mid-term assessment,
  - 9) supervising the manner in which mid-term assessment is conducted,
  - 10) making decisions related to the education of doctoral students,
  - 11) cooperating with relevant Chairs of the Discipline Councils within the scope related to doctoral education and process of assigning or changing of supervisor or supervisors,
  - 12) cooperating with socio-economic environment in terms of doctoral training,
  - 13) supporting grant activity and national and international mobility of doctoral students,
  - 14) taking care of the welfare of doctoral students,
  - 15) recommending to the Rector person for the position of the Deputy Director and the composition of the Scientific Board of the Doctoral School and coordinating the work of the Scientific Board,
  - 16) cooperating with PhD Students' Union,
  - 17) presenting the Senate, after consulting the Scientific Board of the Doctoral School, with a draft of the Regulations of the Doctoral School,
  - 18) presenting to the Senate, after obtaining the opinion of the Scientific Board of the Doctoral School, a project concerning the Curriculum and the rules of recruitment to the Doctoral School,
  - 19) coordinating activities related to the evaluation of the quality of education at the Doctoral School.
8. The Director is responsible for the financial management of the Doctoral School.

## **X. THE SCIENTIFIC BOARD OF THE DOCTORAL SCHOOL**

### **§ 29**

1. The Scientific Board of the Doctoral School operates in the Doctoral School.
2. The Scientific Board of the Doctoral School is a consultative and advisory body, appointed by the Rector on request of the Director for their term of office.

### **§ 30**

The Scientific Board consists of:

- 1) Director – as Chair,

- 2) one representative of each discipline (Coordinator within the discipline) indicated by the Chair of the Discipline Council. A representative can be a person who holds a postdoctoral degree or a title of professor,
- 3) two representatives of doctoral students elected according to the Regulations of PhD Students' Union.

### **§ 31**

1. Responsibilities of the Scientific Board of the Doctoral School include in particular:
  - 1) developing and monitoring the implementation of the development strategy and principles of the Doctoral School,
  - 2) developing a method to verify learning outcomes for qualifications at level 8 of the Polish Qualifications Framework,
  - 3) ensuring high quality of doctoral students' education and preparation of doctoral dissertations,
  - 4) developing tools for assessing the quality of education, analyzing the results and defining improvement actions,
  - 5) ensuring high quality of the recruitment process for the Doctoral School, in particular expressing opinions on the principles and criteria of recruitment,
  - 6) expressing an opinion on issues concerning doctoral education, including improving curricula and on the qualifications of persons conducting education at the Doctoral School,
  - 7) expressing opinions on the guidelines and principles of preparing the individual research plan of doctoral students,
  - 8) expressing an opinion on the documents concerning the mid-term assessment,
  - 9) expressing an opinion on the Regulations,
  - 10) developing methods of using the results of the monitoring of graduates' professional careers, conducted at the University level,
  - 11) adopting Resolutions regarding the implementation of tasks and competences of the Scientific Board.
2. In addition, responsibilities of Coordinators include in particular:
  - 1) caring for doctoral students pursuing research topics within a specific discipline, including conducting a doctoral seminar or appointing an appropriate person from the discipline to conduct it,
  - 2) proposing, in agreement with the Chair of the Discipline Council, elective lectures representative for a given discipline,
  - 3) applying for a commission assessment of the doctoral students work progress in accordance with § 5 sec. 3 of the Regulations,
  - 4) providing the Director of the Doctoral School with the list of persons proposed for individual Commissions for the mid-term assessment,
  - 5) providing, for the purposes of recruitment to the Doctoral School, research topics approved by the Chair of the Discipline Council, proposed by potential supervisors, meeting the conditions set out in § 25 sec. 5-6 and § 26 of the Regulations,
  - 6) cooperation with the administration of the Doctoral School in the preparation of applications for project financing, including the Applied Doctorate Program,
  - 7) coordinating cooperation between the Chair of the Discipline Council, the Discipline Council and the Doctoral School.

## **XI. THE DOCTORAL SCHOOL ADMINISTRATIVE SERVICES**

### **§ 32**

1. Administration of the Doctoral School reports to the Director.
2. The administrative duties of the Doctoral School include, in particular:
  - 1) coordinating formal matters related to the establishment and closing of the Doctoral School,
  - 2) preparation of Senate's resolutions and the Rector's ordinances regulating the activity of the Doctoral School,
  - 3) keeping records of the Doctoral School, including the Scientific Board, as well as preparing reports and statistics,
  - 4) keeping hard copy and electronic documentation of doctoral students' education at the Doctoral School,
  - 5) preparation of the recruitment process for the Doctoral School,

- 6) preparation of mid-term assessment process,
  - 7) preparation of lists, registration and monitoring of payment of scholarships,
  - 8) preparation of applications of projects in a frame of Applied Doctorate Program in collaboration with Coordinators, and keeping documentation and providing financial service for the projects,
  - 9) developing a schedule of classes specified in the Curriculum,
  - 10) drafting contracts for lecturers from outside the University and for non-academic teachers conducting classes at the Doctoral School,
  - 11) preparing documents including administrative decisions and others related to the education of doctoral students,
  - 12) working out solutions to ongoing problems,
  - 13) issuing IDs to doctoral students.
3. The Doctoral School documentation includes:
- 1) files regarding the establishment, organization and functioning of the Doctoral School,
  - 2) records of the doctoral students,
  - 3) data on the course of education of doctoral students listed in § 11 sec. 2 of the Regulations,
  - 4) documentation on the evaluation of the quality of education at the Doctoral School.

## **XII. HEALTH AND SAFETY IN THE DOCTORAL SCHOOL**

### **§ 33**

1. First year doctoral students are required to participate in a health and safety training organized by the Doctoral School.
2. The training referred to in sec. 1 should be conducted before the commencement of professional practical training.

## **XIII. FINAL PROVISIONS**

### **§ 34**

1. The Regulations come into force as of the beginning of the academic year 2022/2023.
2. In matters not covered by the Regulations, generally applicable provisions regarding doctoral schools shall apply.