

**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 implementing research topics in a selected discipline and a specific Unit,

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

**Act** – the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2018 item 1668, as amended)

**University** – Poznan University of Technology,

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

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

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

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

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

**Board of Discipline** – a body with the competence to confer a degree in a particular discipline,

**Chairperson of the Board of Discipline** – the head of the Board of Discipline,

**Coordinator** – a coordinator of the Doctoral School within a chosen discipline, a person supervising doctoral students who implement research topics within a specific discipline.

## I. GENERAL PROVISIONS

### § 1

1. Education at the Doctoral School prepares to obtain a doctoral degree and is conducted at the University in the following disciplines:
  - 1) architecture and urban planning,
  - 2) automation, electronic and electrical engineering,
  - 3) information and communication technology,
  - 4) civil engineering and transport,
  - 5) materials engineering,
  - 6) mechanical engineering,
  - 7) environmental engineering, mining and energy,
  - 8) chemical sciences,
  - 9) management and quality studies.
2. Education at the Doctoral School is conducted on the basis of applicable regulations, in particular:
  - 1) the Act of 3 July 2018 - Introductory provisions of the Act - Law on Higher Education and Science (Journal of Laws, item 1669, as amended),
  - 2) the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018 item 1668, as amended),
  - 3) the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws 2018 item 2153, as amended),
  - 4) Ordinance of the Minister of Science and Higher Education of November 14, 2018 on the description of second cycle learning outcomes for qualifications on the levels 6-8 of Polish Qualifications Framework (Journal of Laws item 2218),
  - 5) Ordinance of the Minister of Science and Higher Education of March 6, 2019 on data processed in the Integrated Information System on Higher Education and Science POL-on (Journal of Laws item 496),
  - 6) Ordinance of the Minister of Science and Higher Education of September 21, 2018 on doctoral diplomas, habilitation diplomas and doctoral student ID (Journal of Laws item 1837),
  - 7) Framework doctoral education program (Poznan University of Technology Senate's Resolution No. 207/2016-2020 of December 18, 2019),
  - 8) individual education programs and 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 liquidated by the Rector.
6. The activity of the Doctoral School run at the University is supervised by the Rector.

## II. UNDERTAKING DOCTORAL STUDIES

### § 2

1. Recruitment to the Doctoral School takes place by means of an open competition described in the rules of recruitment to the Doctoral School (Resolution No. 206/ 2016-2020 of the Academic Senate of the Poznan University of Technology of December 18, 2019).
2. A person entered on the list of doctoral students begins education and acquires the rights of a doctoral student at the moment of oath taking.
3. Text of the oath referred to in item 2 is set out in the Annex 1.

## III. FRAMEWORK DOCTORAL EDUCATION PROGRAM

### § 3

1. The framework education program at the Doctoral School is established by the Senate. Determining the program requires consultation with the doctoral students' government. In the event of the ineffective expiry of the period specified in the statute, the requirement to seek an opinion shall be deemed to have been met.
2. The framework education program leads to the achievement of learning outcomes that take into account the general characteristics 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 education program, including compulsory and optional classes, training and internships,
  - 2) implementation of an individual research plan, including conducting scientific research, also outside the Unit,
  - 3) scientific cooperation in research teams, including international ones,
  - 4) preparing and having accomplished 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 included in the list drawn up in accordance with the provisions issued on the basis of art. 267 item 2 point 2b) of the Act or
    - b) 1 scientific monograph published by the publishing house, which in the year of monograph publication in its final form would be included in the list drawn up in accordance with the provisions issued pursuant to article 267 item 2 point 2a) of the Act or a chapter in such monograph or
    - c) artistic work of significant importance,
  - 5) participation in the life of the scientific community in the country and abroad.
4. The amount of compulsory, optional, trainings and internships provides the doctoral student with ECTS points specified in the framework education program.
5. Classes resulting from the Framework Education Program can be implemented by a doctoral student both at the University and - to some extent - in other institutions providing doctoral students in the country and abroad. Recognition of doctoral student's achievements outside the University is carried out in accordance with the rules in force in the 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 assess the level of knowledge, competence and skills, the following assessment 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. The method of documenting the course of education is set out in Annex 2 to the Framework Doctoral Education Program.
8. Providing doctoral students with the opportunity to complete their professional practice is the task of the Unit in which doctoral students conduct research related to the implementation of a doctoral dissertation.
9. In the event of cessation of doctoral student training in a given discipline, the University provides doctoral students preparing dissertations in this discipline with the possibility of continuing their education in another doctoral school in Poland.
10. If there is no a doctoral school providing education in a given discipline, the University covers the cost of proceedings in the matter of granting a doctoral degree in extramural mode to students who have lost the possibility of completing their education.

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

##### **§ 4**

1. Training of doctoral students in the Doctoral School:
  - 1) is conducted in the full-time mode and lasts 8 semesters,
  - 2) is carried out based on individual education program and individual research plan,
  - 3) prepares to obtain the PhD degree,
  - 4) concludes with submitting a PhD dissertation.
2. PhD dissertation presents general knowledge of a doctoral student in a discipline or disciplines and the ability to conduct independent research or artistic work.
3. The subject of the PhD dissertation is an original solution to a scientific problem, an original solution for the application of results in own scientific research in the economic or social sphere, or an original artistic accomplishment.

4. A PhD dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, design, construction, technology, implementation or artistic work, as well as an independent and separate part of collective work. Submitting a PhD dissertation requires a positive evaluation of a PhD dissertation supervisor or supervisors.
5. Submitting a PhD dissertation is done in a mode and based on regulations set forth by the particular Discipline Board. The Chairperson of the Discipline Board provides information about submitting a PhD dissertation to the Director.

## § 5

1. The credit period is the academic year.
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 dissertation supervisor's or supervisors' evaluation, is submitted by a PhD student to the Discipline Coordinator and in an electronic form to the administration of Doctoral School by the end of September of each academic year based on terms specified by the Director. The specimen report is set out in Annex 2.
3. PhD dissertation supervisor or Discipline Coordinator may apply for a commission assessment of a doctoral student's work progress during education in the Doctoral School, but no earlier than after completing the first year of the doctoral training.
4. An application for a commission assessment of the doctoral student's work progress referred to in item 3, is submitted by the PhD dissertation supervisor or Coordinator to the Director.
5. In special cases, the commission assessment of progress of a doctoral student's work referred to in point 3, may be requested by the Director.
6. To carry out the assessment referred to in item 3, the regulations concerning mid-term assessment are applicable, except for the transparency of the result of the assessment and its justification.

## § 6

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

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

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

## § 7

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

## § 8

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 (Journal of Laws 2018 item 917 as amended) hereinafter referred to as LC.

### § 9

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

### § 10

1. A doctoral student is removed from the list of students in case of:
  - 1) negative result of mid-term assessment,
  - 2) failure to submit a doctoral dissertation within the time limit specified in the individual research plan,
  - 3) giving up education.
2. PhD student may be removed from the list of students in case of:
  - 1) unsatisfactory progress in the preparation of the PhD dissertation,
  - 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 dissertation supervisor, Coordinator or Director.
3. Striking doctoral students off the list is carried out by means of administrative decision. A doctoral student may appeal Director's decision.

### § 11

1. The Doctoral School keeps record of a 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 to the Doctoral School,
    - b) a copy of the Master's degree diploma (a graduate of 2nd cycle or uniform studies) or diploma, referred to in art. 326 item 3 point 2 or art. 327 item 2 of the Act, which entitles its holder to undertake doctoral studies in the country of issue, 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 available list and potential PhD dissertation supervisor,
    - f) description of proposed individual research plan proving candidate's ability to realise chosen research topic,
  - 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 issued individually at doctoral student's request,
  - 3) documents related to the course of education at Doctoral School:
    - a) information on the appointment of PhD dissertation supervisor or supervisors, or PhD dissertation supervisor and auxiliary supervisor,
    - b) doctoral education program sheets,
    - c) individual research plan and education program of doctoral student,
    - d) mid-term evaluation result,
    - e) annual reports provided by doctoral student,
    - f) confirmation of submission of doctoral dissertation.
3. Documenting the course of education is carried out in paper and electronic form.
4. The University enters doctoral students' data into the system referred to in art. 342 item 1 of the Act.

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

### **§ 12**

1. A doctoral student, in agreement with the PhD dissertation 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 dissertation supervisor, documents referred to in item 1, are submitted after evaluation of an auxiliary PhD dissertation supervisor.
3. Individual training program is developed based on the framework education program and should include practical training performed by conducting classes or participating in conducting classes in the amount not exceeding 60 teaching hours annually and at least 2-month practical training in a chosen scientific/research/industrial unit.

### **§ 13**

1. The implementation of an individual education program and research plan is subject to:
  - 1) ongoing supervision of a PhD dissertation supervisor or supervisors or PhD dissertation supervisor and auxiliary supervisor,
  - 2) mid-term evaluation.
2. The individual doctoral research plan specifies in particular:
  - 1) schedule of preparation of the doctoral dissertation and planned date of its submission,
  - 2) plan to obtain minimal required achievements as stated in § 3 item 3 point 4) herein.
3. The individual research plan of a doctoral student may specify:
  - 1) preparing and submitting a grant application to a national or foreign agency financing scientific activity or research and development through a competition,
  - 2) at least 2-month scientific internship in a domestic or foreign unit,
  - 3) at least 2-week study visit to a domestic 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 the second-cycle learning outcomes for qualification on the level 8 of Polish Qualifications Framework.
5. In justified cases, after a mid-term assessment, one-time modification of individual research plan is possible.

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

### **§ 14**

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

### **§ 15**

1. Mid-term evaluation of doctoral students is carried out by the Commissions for mid-term assessment within each discipline.
2. The Commission, referred to in item 1 herein, is appointed by the Rector upon the motion of the Director.
3. The Commission, referred to in item 1 herein, consists of 3 persons, including at least 1 assistant professor or professor possessing research achievements the discipline in which a doctoral dissertation is being prepared, employed outside the University and at least 2 persons with the postdoctoral degree or the title of professor and representing a specific discipline in which a doctoral dissertation is being prepared, employed at the University.
4. PhD dissertation supervisor and PhD dissertation auxiliary supervisor cannot be members of the Commission.
5. Additionally, it is allowed for the representative of the PhD students, appointed by the Doctoral Council, to take part in the proceedings of the Commission, referred to in item 1 herein, however, without the right to vote.

6. Composition of the Commission, referred to 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 assessment is carried out by the Commission on the basis of:
  - 1) a written 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 item 1 point 2), a doctoral student will be asked questions about their research objectives.
3. The mid-term assessment also covers the implementation by the doctoral student of an individual education program and research plan, 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, no later than within one month from the date of conducting the mid-term assessment, provides the Director with the result of mid-term assessment together with its justification.
6. The result of mid-term assessment with its justification is certified by each member of the Commission.
7. The result of mid-term assessment together with its justification is public.

## VII. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

### § 17

1. A doctoral student commences the training and acquires the doctoral students' rights at the moment of taking the oath, the content of which is set out in Annex 1.
2. A person can be a doctoral student only in one Doctoral School at the same time.
3. A doctoral student is obliged to:
  - 1) proceed in accordance with taken oath,
  - 2) read the Regulations and follow them,
  - 3) comply with acts of internal law issued by the Director,
  - 4) respect the binding regulations at the University,
  - 5) timely implement individual training program and research plan,
  - 6) participate in didactic 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 per year and meet other requirements set forth in the Doctoral School,
  - 7) proceed in accordance with the Doctoral Student's Code of Ethics,
  - 8) comply with industrial property rights and the principles of commercialization as well as the principles of using the research infrastructure in force at the University's units,
  - 9) submit the annual report,
  - 10) submit a statement, for the purposes of evaluating the quality of scientific activity, authorizing the University to show scientific achievements within the discipline in which the doctoral dissertation 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 education in the Doctoral School for the purpose of scientific activity quality evaluation,
  - 13) to immediately notify the doctoral school administration and the Unit where the doctoral student is preparing the doctoral dissertation about a change of name and address, taking up employment as an academic teacher or researcher, as well as about the change of other data required by the Unit.
4. A doctoral student has the right to:
  - 1) holding a doctoral student ID,
  - 2) receiving doctoral scholarship on the principles specified in art. 209 of the Act,
  - 3) holiday breaks which should be used during the non-teaching period provided for in the individual research plan, not exceeding 8 weeks a 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 LC,
- 5) postponing 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 PhD dissertation preparation and in terms of research and scientific work as well as teaching classes, from PhD dissertation supervisor/supervisors and/or auxiliary supervisor,
- 7) requesting, in justified cases, for a change of PhD dissertation supervisor and/or auxiliary supervisor;
- 8) using 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 dissertation,
- 9) using the University sports centers on the same footing as students,
- 10) associate in doctoral students' organizations or associations, in particular in scientific and artistic and sports teams,
- 11) support in the preparation of grant applications,
- 12) completing scientific internships,
- 13) applying for scholarships and prizes provided for in the Act,
- 14) submitting PhD dissertation earlier than date of completion of education provided for in the individual education program, subject to the completion of the education program and achievement of all learning outcomes,
- 15) compulsory retirement, disability, accident and health insurance.

#### § 18

1. A doctoral student who does not have a doctoral degree receives a doctoral scholarship on the principles set out in art. 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 is at least:
  - 1) 37% of professor's remuneration – up to the month in which mid-term assessment was carried out,
  - 2) 57% of professor's remuneration – after the month in which mid-term assessment was carried out.
4. The amount of doctoral scholarship may depend on the doctoral student's achievements.
5. During the suspension of education, to determine the amount of doctoral scholarship, the provisions regarding the determination of maternity allowance shall apply, however, the basis of the allowance amount is equivalent to the amount of PhD scholarship referred to in item 3, that is binding on the date of submitting the request for suspension.
6. A doctoral student holding a disability certificate, a certificate of a degree of disability or a decision referred to in art. 5 and article 62 of the Act of August 27, 1997 on vocational and social rehabilitation and employment of disabled people (Journal of Laws 2018, item 511, as amended) receives a PhD scholarship in the amount 30% higher than the amount referred to in item 3, point 1).
7. A doctoral student referred to in item 6 is obliged to immediately provide a proper decision to the administration of the Doctoral School.
8. A PhD student who submitted PhD dissertation prior to the deadline of completing the training indicated in the individual education 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 deletion of a doctoral student from the list of students results in suspension of the benefits referred to in item 3. Payment of benefits is withheld on the first day of the month following the month in which the decision to cancel has become final.

#### § 19

A doctoral student may not 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 the research project referred to in article 119, item 2 points 2 and 3 of the Act,

- 2) is employed after mid-term assessment with a positive result, however, in the case of employment exceeding the full-time equivalent, the scholarship is 40% of the monthly scholarship referred to in §18 item 3 point 2) of the Regulations,
- 3) who is not eligible for a doctoral scholarship.

## **§ 20**

1. The training period in the Doctoral School of a doctoral student who received the PhD degree as a result of completing the Doctoral School, is included in the period of work on which employee rights depend, however, no longer than for the duration of 4 years.
2. A doctoral student who does not complete education in the Doctoral School due to:
  - 1) taking up employment as an academic teacher or researcher,
  - 2) discontinuation of doctoral training in a given discipline- a period of education at this school, no longer than 4 years, is included in the period of work on which employee rights depend, provided that they obtain a doctoral degree.

## **§ 21**

A doctoral student may apply for:

- 1) accommodation in the student's dormitory or meals in the University's student canteen,
- 2) accommodation for a spouse or child in the University dormitory
- on the principles and in the manner specified in the regulations on student benefits.
- 3) student loan, provided that:
  - a) the loan can be granted to a PhD student who is under 35 years of age,
  - b) the loan is granted for the period of training at the Doctoral School only once, not longer than for 4 years.

## **§ 22**

1. University authorities take measures to ensure equal rights to implement individual education program at the Doctoral School by disabled doctoral students, taking into account the degree and nature of disability and the specificity of the Doctoral School by adapting classes to individual capabilities of disabled doctoral students.
2. Disabled doctoral students may apply for adjusting the form, dates and duration of credits and examinations 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 disabled persons.
3. In the event of difficulties in studying resulting from disability, in order to equalize educational opportunities, a disabled doctoral student may use the assistance of a disabled person's assistant during classes and exams.
4. During classes and examinations, a disabled doctoral student may use specialist equipment enabling him to participate fully in the education program, after obtaining the consent given by the Rector's proxy for disabled persons.

## **§ 23**

1. Doctoral students at the University form doctoral students' government.
2. Articles 106 and 110 items 2-9 of the Act are applicable accordingly to the doctoral students' government.
3. Doctoral students have the right to associate in doctoral student organizations at the University.

## **§ 24**

1. A doctoral student is subject to disciplinary liability for violation of the provisions in force at the University and for an act that violates the dignity of a doctoral student. The provisions of article 307 item 2, articles 308-320 of the Act and regulations issued based on article 321 of the Act apply accordingly to the disciplinary liability of doctoral students.
2. Discipline Board that decides on PhD student's case consists of the Chairperson of the Committee who is an academic teacher accompanied by PhD students and academic teachers in equal numbers.

## VIII. APPOINTMENT AND OBLIGATIONS OF A PHD DISSERTATION SUPERVISOR

### § 25

1. Within 3 months from the day of commencing the doctoral training, PhD dissertation supervisor or supervisors or a supervisor and an auxiliary supervisor shall be appointed for a doctoral student.
2. A PhD dissertation supervisor or supervisors or supervisor and auxiliary supervisor are appointed by the Discipline Board taking into consideration the declaration of a potential PhD dissertation supervisor submitted during the recruitment process.
3. A PhD dissertation supervisor can be a person who:
  - 1) holds the degree of assistant professor or professor,
  - 2) is under 65 years of age,
  - 3) does not meet the requirement 1) above and is employed at the foreign university or scientific institution and the competent Discipline Board has recognized that he/she has significant achievements in the field of scientific issues covered by the doctoral dissertation,
  - 4) does not meet the requirement 2) but manages scientific projects, grants or other programs enabling the financing of a doctoral scholarship and doctoral student examination, and declares that it is possible to conduct them in a specific Unit.
4. Auxiliary PhD dissertation supervisor may be a person who holds a PhD degree.
5. According to the Regulations concerning granting PhD degree at University, changes of PhD dissertation supervisor or supervisors, or PhD dissertation supervisor and auxiliary supervisor shall be carried out by the appropriate Discipline Board at the legitimate request of a doctoral student.
6. The chairman of the Discipline Board sends Director information about the appointment or change of PhD dissertation supervisor or supervisors, or PhD dissertation supervisor and auxiliary supervisor.
7. The Scientific Council of the Doctoral School has the right to determine the maximum number of doctoral students whose promoter may be one research and teaching or research employee.

### § 26

1. A PhD dissertation supervisor cannot be a person who in the last 5 years:
  - 1) was a PhD dissertation supervisor of 4 doctoral students who were struck off from the list of doctoral students due to negative result of mid-term assessment or
  - 2) supervised the preparation of the dissertation by at least 2 persons applying for the doctoral degree who did not receive the positive reviews referred to in art. 191 item 1 of the Act or
  - 3) does not have scientific achievements related to the proposed research topic of the doctoral dissertation.

### § 27

The obligations of PhD dissertation supervisors 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 Unit,
- 2) holding consultations, assessing 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,
- 4) providing methodological guidance and assistance in gaining teaching experience,
- 5) supporting the activity in the field of obtaining grants and the mobility of the doctoral student as well as notifying the Doctoral School administration 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 applications for the extension of the date of submission of doctoral dissertation,
- 9) applying to the Director for striking off from the list of doctoral students,
- 10) providing scientific supervision over the preparation of the doctoral dissertation,
- 11) arranging an individual research plan, according to article 202 item 1 of the Act as well as an individual education program with a doctoral student,

- 12) exercising ongoing supervision over the implementation of the individual research plan and education program,
- 13) providing scientific supervision of a doctoral student as part of a Research Laboratory,
- 14) taking on the responsibility for scientific development of a doctoral student and ensuring high quality of a PhD dissertation.

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

### **§ 28**

1. The Doctoral School is managed by the Director.
2. The Director may be an academic teacher with at least assistant professor degree, employed at the University as a primary place of work and having significant scientific achievements from the last 5 years.
3. The Vice-Director chosen out of coordinators representing disciplines, is appointed and dismissed by the Rector upon the motion from the Director.
4. Responsibilities of the Vice-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. The Director's responsibilities include in particular:
  - 1) representing the Doctoral School and University in the scope determined by the Rector,
  - 2) supervising the recruitment process for the Doctoral School, including recommending the composition of Competition Commissions to the Rector within specific scientific disciplines,
  - 3) supervising the education of doctoral students, including the implementation of the Framework Education Program,
  - 4) monitoring the quality of education at the Doctoral School and the quality of scientific care, including preparation of the Doctoral School for evaluation,
  - 5) issuing administrative decisions related to the education of doctoral students to the extent specified by the Rector,
  - 6) disposing of funds under the subsidy granted and authorization granted, in accordance with the principles set out by the Rector,
  - 7) recommending to the Rector the composition of the Mid-term Assessment Committee in consultation with the Chairman of the relevant Disciplinary Board,
  - 8) supervising the manner of conducting mid-term assessment,
  - 9) making decisions related to the education of doctoral students,
  - 10) cooperating with Chairpersons of the Discipline Boards within the scope related to doctoral training and process of appointing of PhD dissertation supervisor or supervisors,
  - 11) cooperating with socio-economic environment in terms of doctoral training,
  - 12) supporting grant activity and national and international mobility of doctoral students,
  - 13) taking care of living and housing matters of doctoral students,
  - 14) coordinating the work of the Scientific Board of the Doctoral School,
  - 15) cooperating with PhD students' government,
  - 16) presenting the Senate, after consulting the Scientific Board of the Doctoral School, with a draft of the Doctoral School Regulations,
  - 17) presenting to the Senate, after obtaining the opinion of the Scientific Board of the Doctoral School, a project concerning the Framework Education Program and the rules of recruitment to the Doctoral School.
7. The Director is responsible for the financial management of the Doctoral School.

## **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 and advisory body, appointed for the term of office of the Director.

### **§ 30**

The Scientific Board consists of:

- 1) Director – as Chairman,
- 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 holds at least the degree of assistant professor,
- 3) two representatives of doctoral students elected according to the Regulations of doctoral students' government.

### **§ 31**

The tasks 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) ensuring high quality of the recruitment process for the Doctoral School, in particular expressing opinions on the principles of recruitment,
- 5) consultations on issues concerning doctoral training, including training programs and on the qualifications of academic teachers conducting education at the Doctoral School,
- 6) expressing opinions on the guidelines and principles of preparing the individual research plan of doctoral students,
- 7) expressing an opinion on the principles of conducting mid-term assessment,
- 8) expressing an opinion on the Regulations.

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

### **§ 32**

1. Administration of the Doctoral School reports to the Director.
2. Responsibilities of the Doctoral School administration are as follows:
  - 1) coordinating formal matters related to the creation and liquidation 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 paper and electronic documentation of doctoral students' training at the Doctoral School,
  - 5) preparation of the recruitment process for the Doctoral School,
  - 6) registration and monitoring of scholarships,
  - 7) developing a schedule of activities specified in the Framework Education Program,
  - 8) drafting contracts for lecturers from outside the University and for non-academic teachers conducting classes at the Doctoral School,
  - 9) preparing administrative decisions and other letters related to the education of doctoral students,
  - 10) working out solutions to ongoing problems,
  - 11) issuing ID cards 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 item 2 of the Regulations.

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

### **§ 33**

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

## **XIII. FINAL PROVISIONS**

### **§ 34**

1. The regulations come into force on the day they are adopted by the Senate and are effective from the academic year 2019/2020.
2. In matters not covered by the Regulations, generally applicable provisions regarding doctoral schools shall apply.