

Annex nr. 1 to Rector's Ordinance No. 27/2019

of May 29, 2019

## **Regulations of the Doctoral School**

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## Subject of the regulations

### §1

University of Agriculture them. Hugo Kołłątaj in Kraków, hereinafter referred to as the University, is the entity running the doctoral school established on the basis of the Act of 20 July 2018 Law on Higher Education and Science and the University's statute.

### §2

1. At the University, doctoral students study at the Doctoral School of the University of Agriculture them. Hugo Kołłątaj in Kraków, hereinafter referred to as the doctoral school.
2. The doctoral school is created by the Rector.
3. Whenever the regulations refer to:
  - 1) Act - it shall be understood as the Act of 20 July 2018 Law on Higher Education and science, which determines the principles of educating doctoral students and the conditions for awarding the degree doctor;
  - 2) University - means the University of Agriculture. Hugo Kołłątaj in Krakow;
  - 3) statute - shall mean the Statute of the Agricultural University of Hugo Kołłątaj in Kraków, which defines the rules for the organization and operation of the University, including the rules for organizing education and conducting research;
  - 4) Rector - it is understood as a one-person body of the University, in the scope of which is the management of the University and issuing administrative orders and decisions, including those concerning doctoral students;
  - 5) Senacie - it is understood as a collegiate body of the University which is the highest representation of its community, within the scope of which the competence lies in adopting resolutions, including those concerning the education of the doctoral students;
  - 6) semester - shall mean the stage of education included in the organization of the academic year, ending with the obligation to obtain all credits and exams specified in the education program for this stage and the settlement of tasks included in the implementation during this period, including in an individual research plan;
  - 7) university IT system - it is understood as an IT system used, inter alia, for the management and documentation of education at the doctoral school.

4. The Rector's tasks specified in the regulations may be performed at the University by the vice-rector who performs a managerial function, and whose responsibilities include the matters of educating doctoral students.

### §3

1. The regulations of the doctoral school define the rules for the organization of doctoral student education and the rules of running a doctoral school.
2. The regulations of the doctoral school define in particular:
  - 1) organizational structure and scope of competence of the bodies of the doctoral school;
  - 2) the principles of undertaking education and resignation from education at the doctoral school;
  - 3) the procedure of appointing and changing the supervisor, supervisors or auxiliary supervisor;
  - 4) the method of establishing and approving an individual research plan and the manner of conducting a mid-term evaluation of its implementation, including the procedure for appointing and operating the committees carrying out such an evaluation;
  - 5) procedures and criteria for assessing progress in the preparation of a doctoral dissertation;
  - 6) rules for obtaining credits for subjects provided for in the education program, including didactic practice, provided that the obligation to implement them results from this program;
  - 7) conditions for extending the deadline for submitting a doctoral dissertation;
  - 8) method of documenting the course of education.
3. The doctoral school regulations define the rights and obligations of the doctoral student, including the rules for granting leaves.
4. The University's doctoral students form the doctoral students' self-government. The representative of all doctoral students of the University is the competent body of the doctoral students' self-government, hereinafter referred to as the doctoral students' self-government, which operates in accordance with the Act, statute and regulations.

## **Goals and tasks**

### **§4**

1. The doctoral school enables PhD students interdisciplinary education and obtaining high research competences and achieving scientific independence in a specific scientific discipline, in accordance with the powers of the University.

1) In the field of agricultural sciences in the scientific discipline:

- a) forest science;
- b) agriculture and horticulture;
- c) food and nutrition technology;
- d) zootechnics and fishing.

2) In the field of engineering and technical sciences in a scientific discipline:

- a) civil engineering and transportation;
- b) Mechanical engineering;
- c) environmental engineering, mining and energy.

3) In the field of social sciences in the scientific discipline of economics and finance.

2. The education of doctoral students at the doctoral school lasts eight semesters. It is conducted on the basis of an educational program and an individual research plan and ends with the submission of a doctoral dissertation.

### **§5**

1. The doctoral school prepares the doctoral student for research and development work. It provides the doctoral student with the opportunity to develop their own, creative initiatives. In particular, it creates conditions for:

- 1) implementation of an interdisciplinary educational program, including compulsory and optional classes;
- 2) conducting independent research in accordance with an individual research plan;
- 3) preparation of scientific publications by the doctoral student;

- 4) preparation of a doctoral dissertation under the supervision of the supervisor or supervisors or the supervisor and the auxiliary supervisor.
2. Education at the doctoral school enables doctoral students to obtain learning outcomes appropriate for the full qualification at level 8 of the Polish Qualifications Framework referred to in the provisions on the Integrated Qualifications System, in the form of:
  - 1) advanced knowledge, significantly influencing the development of the field related to the area of scientific research, including the latest scientific achievements;
  - 2) skills related to the methodology and methodology of conducting scientific research, as well as the analysis and creative synthesis of scientific achievements, in order to identify and solve research problems and create new elements of these achievements;
  - 3) social competences relating to scientific and research activities and the social role of a scientist, including taking up challenges in the professional and public sphere taking into account their ethical dimension.
3. The doctoral school supports the development of the doctoral student and in this area:
  - 1) is open to cooperation with other doctoral schools and allows doctoral students to participate in classes included in the education programs of these schools;
  - 2) undertakes activities for the exchange of scientific ideas and cooperation in research teams, including international ones;
  - 3) creates conditions for participation in the life of the scientific community in Poland and abroad.

## §6

In the event of discontinuation of doctoral studies in a given discipline, the University provides doctoral students preparing a doctoral dissertation in this discipline with the possibility of continuing education in another doctoral school in this discipline, and for those who have lost the possibility of completing their education - the costs of proceedings for granting the doctoral degree in an extramural mode.

## **Organizational structure**

### **§7**

1. The doctoral school is a university-wide unit.
2. The doctoral school is managed by the director of the doctoral school.
3. The Doctoral School Council operates in the doctoral school.
4. The director and the council of a doctoral school are appointed by the Rector in accordance with the procedure specified in the statute.

### **§8**

1. The director of the doctoral school performs a managerial function at the University and his responsibilities include the matters of doctoral students related to education at this school.
2. The director of the doctoral school, in particular:
  - 1) presides over the board of the doctoral school;
  - 2) represents the unit at the University;
  - 3) submits applications to the competent authorities of the University in all matters relating to the unit;
  - 4) supervises the implementation of the education program at the doctoral school;
  - 5) submits applications to the competent authorities of the University regarding the taking up of activities related to the appointment and change of the supervisor and auxiliary supervisor, as well as the assessment of the advancement of research and doctoral dissertation carried out by doctoral students.
3. The director organizes the work of the doctoral school and in this area:
  - 1) ensures proper working conditions in the unit, in particular in accordance with the principles of health and safety at work;
  - 2) takes care of the proper and rational use of the entity's property, including by creating the possibility of using the entity's infrastructure and property;
  - 3) performs other activities provided for by law, the provisions of the statute as well as resolutions and orders of the University's bodies.

4. After consulting the body specified in the statute and the opinion of the doctoral students' self-government, the Director of the doctoral school submits to the Senate conclusions on the establishment and closure and changes to the doctoral school curriculum.
5. After consulting the doctoral school council, the director of the doctoral school is obliged to:
  - 1) submit annual reports on the activities of the doctoral school to the Rector;
  - 2) in consultation with the doctoral students' self-government, submit to the Senate a motion to amend the regulations of the doctoral school;
  - 3) presenting to the Senate the rules of recruitment to the doctoral school;
  - 4) preparation for the evaluation of a doctoral school.
6. The director is responsible for the financial management of the doctoral school and in this respect is obliged to implement the University's material and financial plan.

## §9

- 1.The doctoral school council exercises content-related supervision over the education of doctoral students. It is the Rector's consultative body in the field of tasks carried out by the doctoral school.
2. The tasks of the Council include in particular:
  - 1) development of a draft educational program at the doctoral school;
  - 2) defining the guidelines for the mid-term evaluation process as well as the procedure and criteria for the appointment of the promoter or promoters;
  - 3) defining guidelines for assessing the progress in the preparation of the doctoral dissertation and the implementation of the education program;
  - 4) giving opinions on the regulations of the doctoral school;
  - 5) issuing opinions on reports of the director of a doctoral school;
  - 6) giving opinions on organizational changes in the doctoral school;
  - 7) substantive supervision over the doctoral studies carried out so far, in the period from October 1, 2019 to December 31, 2023, unless the provisions of the Articles of Association provide otherwise.
3. The doctoral school council gives opinions on commissioning classes to academic teachers and other persons teaching at the doctoral school.

4. The doctoral school council initiates and undertakes activities to ensure high-quality education at the doctoral school. It performs, in particular, evaluation of the classes and learning outcomes achieved by PhD students.
5. The principles of assessing the effectiveness of the education quality assurance system at the University are set out in the provisions on the University's education quality system.

## §10

1. The administrative and organizational support for the doctoral school is provided by the secretariat.
2. In particular, the secretariat carries out tasks related to documenting the course of education at the doctoral school.

## **Undertaking education**

## §11

1. Recruitment to the doctoral school takes place by way of a competition, on the terms specified by the Senate. The results of the competition are public.
2. Admission to the doctoral school takes place through entry into the list of doctoral students.
3. Refusal to admit to a doctoral school takes place by way of an administrative decision. The decision is subject to an application for reconsideration of the case.
4. The commencement of education and the acquisition of the rights of a doctoral student takes place at the moment of taking the oath. The oath is defined in the statute.
5. Failure to take the oath is tantamount to resignation from undertaking education at the doctoral school.
6. You can only be a doctoral student in one doctoral school.
7. There are no fees for educating doctoral students.
8. The doctoral student's education ends with the submission of a doctoral dissertation.

## §12

1. At the doctoral school of the University, education may be undertaken by:
  - 1) PhD students of other doctoral schools - on the basis of an agreement concluded between the University and the entity running the school, on the terms specified in this agreement;
  - 2) foreign doctoral students, including as part of international exchange, on the basis of:
    - a) minister's decision,
    - b) international agreements, including agreements concluded by the University, on the terms specified in these agreements,
    - c) decisions of the NAWA director with regard to its scholarship holders;
    - d) decisions of the NCN director to award funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding through a competition,
    - e) Rector's administrative decision.
  2. The agreement referred to in paragraph 1. 1 point 1 is not required in the case of undertaking education by a doctoral student of another doctoral school of the University.

## **PhD student rights and obligations**

## §13

1. The doctoral student is obliged to follow the wording of the oath, these regulations and other generally applicable laws and internal regulations in force at the University.
2. The doctoral student is obliged to comply with the principles of scientific ethics.
3. All rights and obligations of the doctoral student shall expire on the date of removal from the list of doctoral students.
4. For violation of the regulations in force at the University and for acts that violate the dignity of the doctoral student, the doctoral student bears disciplinary liability, as defined in separate regulations.

## §14

1. A PhD student has the right to:

- 1) acquiring knowledge as part of interdisciplinary education and developing one's own scientific interests, also outside the University;
- 2) scientific care and research as well as participation in research work carried out at the University;
- 3) participation in domestic and foreign conferences related to the implementation of an individual research plan and doctoral dissertation;
- 4) use of teaching rooms, sports facilities, University equipment and resources as well as assistance from academic teachers and University bodies;
- 5) associate in university doctoral student organizations on the terms set out in separate regulations;
- 6) social insurance and general health insurance, on the terms set out in separate regulations;
- 7) receiving awards and distinctions;
- 8) receiving a doctoral scholarship;
- 9) extension of education at the doctoral school;
- 10) access to the content of personal data concerning him and administered by the University, correcting and modifying these data and using other rights resulting from the provisions on the protection of personal data.

2. A doctoral student has the right to submit applications regarding education at a doctoral school to the Director of this school, including those concerning the change of the supervisor and the auxiliary supervisor and the change of the date of submission of the doctoral dissertation.

3. With the consent of the Director of the doctoral school, a doctoral student may:

- 1) carry out parts of the doctoral dissertation outside the University;
- 2) do domestic and foreign research internships. The opinion of the promoter or promoters is required to obtain consent.

4. A doctoral student is entitled to participate in classes carried out at the University and not covered by the doctoral school education program, after obtaining the consent of the teacher conducting these classes and information provided to the supervisor or supervisors.

5. The organizational unit of the University competent for the conducted research provides the doctoral student with support in independent research work throughout the entire period of education at the doctoral school, including during the doctoral student's stay abroad.

## §15

1. A doctoral student may apply for accommodation in a student dormitory or for meals in the student canteen of the University, on the terms and in the manner specified in the Regulations on benefits for students. On the same principles, a doctoral student may apply for accommodation a spouse or a child in a student dormitory of the University.
2. A doctoral student may obtain a student loan on the terms specified in the Act and other generally applicable regulations.

## §16

1. A doctoral student admitted to a doctoral school is required to have an identifier of authors and co-authors of scientific publications - ORCID (Open Researcher and Contributor ID).
  2. The doctoral student's duties include in particular:
    - 1) implementation of the education program and individual research plan;
    - 2) participation in activities included in the educational program;
    - 3) developing an individual research plan in agreement with the supervisor or promoters and submitting it to the secretary's office of the doctoral school within the required time;
    - 4) conducting own scientific research;
    - 5) submission of complete reports and applications within the required deadline;
    - 6) participation or participation in scientific and research works of the unit in which an individual research plan and doctoral dissertation are implemented;
    - 7) participation in scientific seminars at the unit where the individual research plan is implemented;
    - 8) participation in scientific seminars organized at the University, concerning issues relevant to the scientific discipline in which the doctoral dissertation is conducted;
    - 9) preparation and submission of a doctoral dissertation.
  3. During the training period, the doctoral student is obliged to prepare at least:
    - 1) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference,
- or

- 2) jone scientific monograph or chapter in such a monograph, published by a publishing house,  
- which in the year of publication in their final form were included in the list drawn up  
in accordance with the provisions set out in the Act.
4. The doctoral student is obliged to notify the Director of the doctoral school in writing about the  
change of personal data collected in the university IT system within 1 month of the change.

## §17

1. The doctoral student has the right to rest breaks and leaves.
2. Rest breaks of no more than eight weeks per year should be used during the period free from  
classes, and their dates agreed with the supervisor or supervisors. Information about the dates of  
holiday breaks is forwarded to the secretariat of the doctoral school.
3. At the request of the doctoral student, the director of the doctoral school suspends education for  
the duration of the maternity leave, leave on the terms of maternity leave, paternity leave  
and parental leave, specified in separate regulations.
4. A doctoral student may not be employed as an academic teacher or researcher, subject to the  
conditions specified in the Act.

## §18

1. In connection with the implementation of the individual research plan referred to in §16 sec. 2  
points
  - 1) the doctoral student is obliged to perform the tasks specified by the head of the unit in which the  
research is carried out.
  2. Each absenteeism of a doctoral student:
    - 2) in the classes specified in the education program referred to in 5 21-25, should be reported  
to the Director of the doctoral school;
    - 3) related to the implementation of the individual research plan referred to in § 33 and 34  
and other tasks, referred to in paragraph. 1 should be reported to the supervisor and the head of  
the relevant organizational unit of the University.
  3. Inability to perform classes due to illness should be documented with an appropriate medical  
certificate, submitted within 7 days from the date of the absence.

4. In a situation of prolonged, persistent absence, the doctoral student is obliged to effectively notify the Director of the doctoral school about the inability to participate in classes within 14 calendar days from the first day of absence.

### **PhD scholarship**

#### **§19**

1. A doctoral student without a doctoral degree receives a doctoral scholarship, the total period of which at the doctoral school cannot exceed 4 years.
2. The doctoral scholarship is paid by the University.
3. Until the period referred to in para. 1, does not include:
  - 1) the suspension period referred to in 517 para. 3;
  - 2) the period of education at the doctoral school of persons who have lost the possibility of completing their education, referred to in 6.
4. The amount of the monthly doctoral scholarship is determined by the Rector.
5. The amount of the doctoral scholarship may depend on the doctoral student's achievements.

#### **§20**

1. During the period of suspension of education, the provisions on determining the maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, however the allowance calculation basis shall be understood as the amount of the monthly doctoral scholarship referred to in the Act, which is available on the day of submitting the application for suspension.
2. A doctoral student with a disability certificate, a disability degree certificate or a certificate referred to in the provisions on vocational and social rehabilitation and employment of disabled persons receives a doctoral scholarship in the amount increased by 30% of the amount indicated in the act.
3. A doctoral student who submits his doctoral dissertation earlier than the date of completion of education provided for in the curriculum, receives a doctoral scholarship until the date on which the deadline for completing education expires, but not longer than for 6 months, subject to the total period of receipt referred to in § 19 paragraph 1.

## **Educational program**

### **§ 21**

1. The doctoral school educates doctoral students on the basis of the education program established by the Senate. 2. The curriculum specifies in particular:
  - 1) learning outcomes referred to in § 5 it. 2, corresponding to the scientific disciplines within which the education of doctoral students is conducted;
  - 2) subjects, workshops and seminars as well as other classes and activities, the completion of which enables the achievement of the assumed learning outcomes, including classes expanding knowledge and skills:
    - a) in the field of a specific scientific discipline, enabling the implementation of research as well as the application and creative development of research methods, techniques and tools necessary to solve problems or perform research tasks specific to this discipline;
    - b) in the field of other scientific disciplines, enabling creative identification and innovative solving of complex problems or performing research tasks, including cooperation in interdisciplinary teams.
3. The educational program is conducted in Polish. The program includes classes conducted in English, on the terms appropriate for classes conducted in Polish.
4. The curriculum may also provide for apprenticeships in the form of conducting classes or participating in their conducting, in the amount not exceeding 60 teaching hours per year.
5. The determination of the curriculum at a doctoral school requires consultation with the doctoral students' self-government. In the event of ineffective expiry of the period specified in the statute, the requirement to obtain an opinion is deemed to be fulfilled.

### **§22**

1. The curriculum enables the doctoral student to highly individualize education. The program includes classes:
  - 1) obligatory of a general nature, addressed mainly to PhD students of a given year;
  - 2) optional specialist classes in which the participation of the doctoral student depends on the subject matter and scope as well as the level of advancement in the implementation of an individual research plan.
2. Specialized classes:

- 1) should lead to the growth of key competences specific to a given scientific discipline, therefore their performance should be entrusted to scientists with recognized international scientific achievements;
- 2) they should be carried out using a variety of teaching methods and organization of classes, in particular lectures, seminars, research and methodological workshops, including those concerning the use of specialized research methods and tools.
3. The doctoral student selects specialist classes in agreement with the supervisor or supervisors, at least 1 month before the start of a given semester of classes.
4. The schedule for the implementation of specialist classes is approved by the Director of the doctoral school.

## §23

1. In the curriculum, all forms of classes carried out by the doctoral student, referred to in § 22 it. 1, ECTS credits are assigned.
2. The curriculum defines the annual ECTS credits that a doctoral student should obtain for homogeneous groups of classes, in particular:
  - 1) compulsory classes;
  - 2) scientific conferences and seminars;
  - 3) university seminars - interdisciplinary and specialized;
  - 4) specialist workshops, including those conducted by specialists from abroad and specialists with practical experience.
3. The dimension of ECTS credits should take into account the scope of the doctoral student's activity, including the form of presenting his / her own achievements.
4. ECTS credits are not assigned to internships carried out in the form of conducting classes or participating in their conducting.
5. As part of the classes referred to in para. 2 point 1, classes carried out as part of international exchange may be included, and the classes referred to in para. 2 points 2-4 - research internship, including foreign one.

## §24

1. Compulsory classes are credited by academic teachers and other persons commissioned by the Director of the doctoral school to conduct these classes by entering the annotation "passed" (passed) or "failed" (not passed) in the documentation of the course of education.
2. To account for the doctoral student's active participation in specialist classes, including those conducted abroad, it is required to submit an appropriate certificate or certificate.
3. If the curriculum provides for apprenticeships in the form of conducting or participating in classes, the completion of such classes is confirmed by the relevant dean.

## **Organization of education**

## §25

1. The academic year begins on October 1st and ends on September 30th of the following calendar year.
2. The academic year is divided into two semesters: winter and summer. The winter semester period includes the winter semester break lasting at least 1 week, and the summer semester period - the summer semester break lasting at least 1 month.
3. The Rector determines the general organization of the academic year, applicable to the entire University and applicable to all levels and forms of education, along with the dates of the beginning and end of the semesters. The organization of the academic year is announced to the academic community no later than 3 months before the beginning of the next year.
4. In the doctoral school, classes in the first semester start with the winter semester.

## §26

1. In a doctoral school, the credit period is a semester.
2. Director of the doctoral school:
  - 1) on the basis of the education program, prepares timetables for the implementation of compulsory classes for a given year of doctoral student education, referred to in § 5 22 it. 1 point 1, at least 1 month before the beginning of a given semester;
  - 2) approves the individual plans for the implementation of specialist classes referred to in § 22 section 1 point 2, in the manner referred to in § 22 subpara. 3 and 4, and corrects them during the semester, at the request of the doctoral student approved by the supervisor or supervisors.

3. The classes referred to in paragraph 1. 2 should be completed and credited by the doctoral student within the time limit appropriate to the end of a given semester, specified in the organization of the academic year referred to in 525 para. 3.
4. The doctoral student is obliged to submit a report on the implementation of the education program to the secretary's office of the doctoral school at least 14 days before the end of the relevant semester, together with copies of the necessary attachments referred to in § 24.
5. The semester settlement of classes credited and completed by doctoral students is made by the Director of the doctoral school.
6. The lack of a semester settlement of classes may constitute the basis for initiating proceedings to remove a doctoral student from the list of doctoral students. The proceedings are initiated by the director of the doctoral school.

### **Supervisor and auxiliary supervisor**

#### **§27**

1. Within three months from the date of commencement of education at the doctoral school, the doctoral student shall be appointed a supervisor by the University's body indicated in the statute, within the scope of which is the procedure for awarding the doctoral degree. The supervisor is appointed at the request of the doctoral student submitted to the secretary's office of the doctoral school.
2. The application should be submitted at least one month before the expiry of the period referred to in paragraph 1. In the application, the doctoral student indicates an academic teacher who, in his / her opinion, may act as a supervisor.
3. The application contains a justification in which the doctoral student specifies in particular:
  - 1) proposed topic and purpose of the doctoral dissertation;
  - 2) an outline of research issues and the scope of necessary research;
  - 3) predicted results and the possibility of using them to multiply the achievements of the discipline.
4. Submitting an application by a doctoral student also requires the opinion of the head of the relevant organizational unit of the University in the scope regarding the possibility of carrying out the research referred to in sec. 3 point 2.
5. After formal verification, the director of the doctoral school immediately sends the application to the chairman of the body referred to in para. 1.

6. Failure to submit the application within the time limit referred to in para. 2 may constitute the basis for initiating proceedings to remove a doctoral student from the list of doctoral students. The proceedings are initiated by the director of the doctoral school.

## §28

1. A doctoral student may pursue an interdisciplinary doctoral dissertation, the research issues of which and the scope of necessary research exceed the area of one scientific discipline.
2. In the case of an interdisciplinary hearing referred to in para. 1, for the appointment of promoters, it is necessary to indicate two disciplines to which the research issues relate. A doctoral student submits two separate applications in the manner referred to in § 5 27 it. 1-4. The justification contains information about the authority to which a separate application was submitted.

## §29

1. The supervisor may be a person with the degree of habilitated doctor or the title of professor, who has achievements in the field of scientific issues covered by the doctoral dissertation.
2. The promoter may be a person who does not meet the conditions specified in sec. 1, which is an employee of a foreign university or scientific institution, if the authority referred to in s 27 para. 1, considers that the person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
3. An academic teacher may not avoid performing the function of a supervisor without justifiable reason.

## §30

A person may not become a promoter who has: within the last 5 years:

- 1) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation,  
or
- 2) supervised the preparation of the dissertation by at least 2 applicants for the doctoral degree who did not receive positive reviews of the doctoral dissertation, preventing admission to its defense.

## §31

1. The scope of the implementation of the individual research plan referred to in § 33 may constitute the basis for appointing an auxiliary supervisor.
2. The appointment of an auxiliary supervisor takes place at the request of the doctoral student submitted to the secretary's office of the doctoral school, within 14 days after obtaining a positive evaluation of the evaluation committee referred to in § 33 it. 9.
3. The application contains an indication of an academic teacher who, in the opinion of the doctoral student, may act as an auxiliary supervisor and a positive opinion of the supervisor.
4. After formal verification, the director of the doctoral school immediately sends the application to the chairman of the body referred to in § 27 it. 1. The auxiliary supervisor should be appointed within 1 month from the date of submitting the application.

## §32

1. The auxiliary supervisor may be a person with a doctoral degree, and the requirements specified in p. 29 sec. 3.
2. An auxiliary supervisor is not appointed in the case of an interdisciplinary doctoral dissertation referred to in §28 sec. 1.

## **Individual research plan**

## §33

1. In consultation with the supervisor or supervisors, the doctoral student develops an individual research plan, containing in particular:
  - 1) the schedule and scope of the research;
  - 2) schedule of preparation and submission of the doctoral dissertation.
2. A doctoral student shall submit an individual research plan to the secretary's office of the doctoral school at least one month before the end of the first year of study.
3. The individual research plan is presented by the doctoral student of the evaluation committee within 12 months from the date of commencement of education.

4. The evaluation committee is appointed by the University body referred to in § 27 sec. 1, at the request of the Director of the doctoral school submitted to the chairman of this body, at least 1 month before the deadline referred to in para. 3.
5. The evaluation committee shall be composed of five members, including at least two members of the body referred to in para. 4.
6. In the case of an interdisciplinary doctoral dissertation referred to in § 28 para. 1, the evaluation committee shall be composed of seven members, including:
  - 1) Director of the doctoral school as chairman
  - 2) 3 persons each selected by the competent authority, including at least two persons who are members of this authority.
7. The promoter or promoters take part in the evaluation committee meeting as an observer.
8. The requirements specified in §29 apply to the selection of members of the evaluation committee.
9. The evaluation committee decides on the evaluation of an individual research plan by simple majority. The assessment can be positive or negative. The minutes of the committee meeting are prepared and signed by all members of the committee.
10. Positive evaluation of the commission constitutes the basis for approval of the individual research plan by the chairman of the body referred to in para. 4. The information is immediately forwarded to the Director of the doctoral school.
11. A negative assessment may constitute the basis for initiating proceedings to remove a doctoral student from the list of doctoral students. At the request of the chairman of the body referred to in para. 4, the proceedings are initiated by the director of the doctoral school.

#### §34

1. The individual research plan may be modified after the mid-term evaluation referred to in § 35. The modification of the plan is carried out by the doctoral student in agreement with the supervisor or supervisors, or the supervisor and supervisor auxiliary.
2. The modification may concern changes in the scope and timing of the conducted research and changes in the schedule of the doctoral dissertation.
3. In justified cases, a change in the scope and date of the research included in the individual research plan may be made prior to the mid-term evaluation referred to in §35.
4. Each modification of the plan requires the approval of the chairman of the body referred to in § 5 27 sec. 1. For this purpose, he or she may seek the opinion of an independent expert with the

degree of habilitated doctor or the title of professor in the discipline in which the doctoral dissertation is being prepared. Information about the modification of the plan is immediately communicated to the Director of the doctoral school.

### **Mid-term evaluation and evaluation of progress**

#### **§35**

1. The implementation of an individual research plan is subject to a mid-term evaluation carried out by an evaluation committee appointed by the body specified in the statute, referred to in § 27, 1.
2. The mid-term evaluation is carried out after the end of the fourth semester of education and must be completed within the next 3 months.
3. For the purposes of its implementation, the doctoral student prepares a report on the implementation of the individual research plan, which he submits to the secretary's office of the doctoral school within 1 month after the end of the fourth semester of education. The appendix to the report is the opinion of the supervisor or promoters.
4. The report may contain a justification for the necessary modification of the individual research plan and changes in the schedule of the doctoral dissertation.
5. After the formal verification of the report, the Director of the doctoral school sends the application for a mid-term evaluation to the chairman of the body referred to in § 1, within 14 days after receiving the report.
6. Failure to submit a report within the time limit referred to in para. 3 shall constitute the basis for initiating proceedings to remove a doctoral student from the list of doctoral students. The proceedings are initiated by the director of the doctoral school.

#### **§36**

1. The composition of the evaluation committee referred to in § 25 para. 1, consists of 3 persons, including at least one with the degree of habilitated doctor or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the University.
2. The promoter and auxiliary supervisor cannot be a member of the evaluation committee.
3. The mid-term evaluation ends with a positive or negative result. A protocol is drawn up from the evaluation committee meeting, which is signed by all committee members, and the evaluation result with justification is made public.

4. Information on the mid-term evaluation is published in the integrated information system on science and higher education POL-on. 5. A negative assessment is the basis for initiating proceedings to remove a doctoral student from the list of doctoral students. At the request of the chairman of the body referred to in para. 1, the proceedings are initiated by the director of the doctoral school.

### §37

1. Following the mid-term evaluation referred to in § 36 subpara. 3, progress is assessed every semester:
  - 1) in the implementation of an individual research plan;
  - 2) in the preparation of a doctoral dissertation, subject to para. 2. The guidelines and rules for conducting assessments are determined by the doctoral school council.
2. The first assessment of progress in the preparation of the doctoral dissertation is made within 1 year after the mid-term evaluation.
3. The guidelines for carrying out progress assessments and the rules for drawing up reports necessary to carry them out, should be known for at least 1 semester before such an assessment is carried out.
4. The reports referred to in para. 3, the doctoral student shall be submitted to the secretary's office of the doctoral school at least 14 days before the end of the relevant semester.
5. The progress assessment can be positive or negative. A negative assessment may constitute the basis for initiating proceedings to remove a doctoral student from the list of doctoral students. The proceedings are initiated by the director of the doctoral school.

### **Change of supervisor**

### §38

1. In justified cases, preventing the implementation of an individual research plan and doctoral dissertation, the doctoral student may apply to the Director of the doctoral school with a request to change the supervisor and change the auxiliary supervisor.
2. In the application, the doctoral student indicates an academic teacher who, in his opinion, may act as a supervisor or auxiliary supervisor in the further stage of education in doctoral school.

- 3.In cases preventing the implementation of scientific care, the supervisor or auxiliary supervisor may submit an application for resignation from the function performed. The application addressed to the Director of the doctoral school shall indicate the justified reasons for the resignation and the academic teacher who has the achievements enabling him to undertake further scientific care.
4. After examining the case, the director of the doctoral school immediately sends the application to the chairman of the body referred to in § 27 para. 1, appropriate for the appointment of the supervisor or auxiliary supervisor.
5. The supervisor or auxiliary supervisor should be appointed within 1 month from the date of submission of the application referred to in section 1. In justified cases, the Rector may extend this period to 3 months.

### **Suspension, extension and withdrawal from education**

#### **§39**

1. Suspension of the education referred to in §17 para. 3, is the basis for changing the schedule of classes carried out by the doctoral student and changing the deadline for submitting the required reports and applications, as well as changing the schedule for the implementation of an individual research plan and doctoral dissertation.
2. The basis for changing the schedule of classes carried out by the doctoral student may also include:
  - 1) random factors, including long-term illness of a doctoral student or a member of his family, documented with an appropriate medical certificate;
  - 2) completing a research internship, including foreign one, lasting more than three months.
3. In justified cases, including those resulting from random reasons, the doctoral student may also apply for a change in the number of professional internships carried out in the form of conducting classes or participating in their conducting.
4. At the request of the doctoral student, the changes referred to in para. 1-3, is made by the Director of the doctoral school, after consulting:
  - 1) for the classes referred to in para. 1 and 2 - the supervisor or promoters;
  - 2) for the classes referred to in para. 3 - head of the relevant organizational unit. An opinion is not required with regard to changes in the schedule of compulsory classes.

5. The doctoral student is obliged to submit the application referred to in para. 5, together with the justification, at least 14 days before the end of the actual semester.
6. A change in the schedule for the implementation of an individual research plan and doctoral dissertation is made in the manner referred to in § 34.

#### §40

1. The changes referred to in § 39 subpara. 1 and 2, constitute the basis for extending education at the doctoral school and changing the date of submitting the doctoral dissertation, subject to para. 4.
2. The basis for extending education at the doctoral school may be the justified need to repeat the research or conduct additional research, as well as the change of the supervisor referred to in §38.
3. At the request of the doctoral student, the extension of education is made by the Director of the doctoral school, after consulting the supervisor or supervisors. In this regard, the director of a doctoral school may apply for an opinion to the chairman of the body referred to in §27 para. 1.
4. The deadline for submitting the doctoral dissertation may be extended by a maximum of 2 years.

#### §41

1. A doctoral student may resign from education at a doctoral school.
2. Resignation from education is confirmed on the basis of the doctoral student's written declaration of resignation and no claims to the results of the conducted research.
3. The appendix to the doctoral student's statement is the opinion of the supervisor or supervisors about the correct settlement of the doctoral student's obligations towards the unit in which they were research carried out.
4. After submitting the resignation, the doctoral student is removed from the list of doctoral students. After submitting the resignation, the doctoral student is removed from the list of doctoral students.

#### §42

1. The doctoral student's education ends with the submission of a doctoral dissertation at the secretary's office of the doctoral school.

2. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, as well as an independent and a separate part of a collective work.
3. A doctoral dissertation may also be a work that is not a written work, in particular: design, construction, technology and implementation work.
4. The collection of published scientific articles referred to in para. 2, should contain at least one publication referred to in § 16 subpara. 3 point 1.
5. The doctoral dissertation is accompanied by an abstract in English, and to the doctoral dissertation in a foreign language also an abstract in Polish.
6. Before being sent for review, the doctoral dissertation is checked with the use of the Unified Anti-plagiarism System. The procedure of verification is specified in a separate ordinance of the Rector.

#### §43

1. The date of submission of the dissertation is specified in the individual research plan referred to in § 33 section 1 point 2. 2. The attachments to the hearing are as follows:
  - 1) a doctoral student's request to initiate a doctoral dissertation, addressed to the chairman of the body referred to in § 5 27 sec. 1;
  - 2) opinion of the promoter or supervisors in terms of meeting the formal and substantiva requirements of the submitted doctoral dissertation;
  - 3) documents confirming the fulfillment of the requirements necessary to award the doctoral degree, referred to in the Act and the relevant resolution of the Senate.
3. After formal verification, the director of the doctoral school immediately sends the doctor al student's application to the chairman of the body specified in the application

#### §44

1. The procedure for awarding the doctoral degree is governed by separate regulations. The proceedings are conducted by the authority referred to in §27 para. 1, and the activities falling within the scope of the procedure for awarding the doctoral degree may be performed by a committee appointed by this body.
2. In the procedure for awarding the doctoral degree, 3 reviewers are appointed from among persons who are not employees of the University.

3. Reviewers prepare reviews of the doctoral dissertation within 2 months from the date of its delivery.
4. A person who has received positive reviews from at least 2 reviewers and meets the requirements set out in the Act may be admitted to defend a doctoral dissertation.
5. The chairman of the body, no later than 30 days before the scheduled date of defense of the doctoral dissertation, provides the BIP University with a doctoral dissertation that is a written dissertation along with its summary or a description of a doctoral dissertation that is not a written dissertation and reviews.
6. In the case of a doctoral dissertation, the content of which is protected, only reviews are made available, excluding confidential content.

#### §45

1. At the University, the academic degree is awarded by the authority referred to in §27 sec. 1, by way of an administrative decision. The decision is signed by the chairman of this body.
2. The decision to refuse to award the doctoral degree may be appealed against to the Scientific Excellence Council referred to in the Act.
3. In the event that a person applying for a doctoral degree has claimed authorship of a significant fragment or other elements of someone else's work or a scientific finding, the decision on granting the degree is declared invalid by the Senate.

### **Deletions**

#### §46

1. Failure by a doctoral student to fulfill the obligations set out in the regulations of the doctoral school, in particular with regard to the timely submission of reports and applications, may be the basis for removal from the list of doctoral students.
2. A doctoral student is deleted from the list of doctoral students in the case of:
  - 1) a negative result of the mid-term evaluation referred to in § 36 subpara. 5;
  - 2) failure to submit the doctoral dissertation within the time limit specified in the individual research plan;
  - 3) resignation from the education referred to in § 41.

3. A doctoral student may be removed from the list of doctoral students in the event of failure to fulfill the obligations of implementing the education program, due to the lack of the semester settlement of classes referred to in § 26 it. 6.
4. A doctoral student may also be removed from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in the preparation of a doctoral dissertation;
  - 2) failure to comply with the obligations to implement an individual research plan; on the basis of the progress assessment referred to in § 37 subpara. 5.
5. Removal from the list of doctoral students takes place by way of an administrative decision. The decision is subject to an application for reconsideration of the case.

## **Education documentation**

### **§47**

1. Documentation of the doctoral student's education at the doctoral school is kept with the use of the university's IT system and recorded in the doctoral student's index.
2. The documentation referred to in paragraph 1. 1, is collected in the IT system and stored in the doctoral student's personal file kept by the secretary's office of the doctoral school, from the moment the candidate joins the recruitment process at the doctoral school.
3. Data are entered into the IT system on an ongoing basis. The Director of the doctoral school is responsible for the completeness, correctness and timeliness of the data entered into the IT system.
4. For timely submission to the Director of the doctoral school of documentation related to the course of proceedings conducted by the authority referred to in § 27 para. 1, corresponds to the chairman of this body.
5. The secretary's office of the doctoral school is obliged to assign the doctoral student an album number from the central pool, enter the appropriate code of the education program at the doctoral school, order the printing of the Electronic PhD Student ID and data migration from USOS to the POL-on system.

## §48

1. After the candidate qualifies for the doctoral school, the secretariat of the doctoral school enters the data into the university's IT system, and then immediately enters the data into the POL-on system. These data include:
  - 1) names and surname;
  - 2) PESEL number, and in its absence - the number of the document confirming the identity and the name of the country that issued it;
  - 3) electronic identifier of a researcher in line with international standards, for which a doctoral student admitted to the doctoral school must apply up to 14 days from the commencement of education.
  - 4) citizenship, and in the case of foreigners:
    - a) name of the country of birth,
    - b) information about admission to the doctoral school and undergoing education there,
    - c) information about having a Pole's Card;
  - 5) year of birth;
  - 6) sex;
  - 7) information on the amount of the doctoral scholarship;
  - 8) the date of commencement of education at the doctoral school, the date and period of suspension, the date of completing education at the doctoral school or the date of removal from the list of doctoral students.
2. In case of consent to extend the period of submitting the doctoral dissertation, this information is entered into the university IT system and the POL-on system.
3. The secretary's office of the doctoral school is obliged to provide the relevant administrative unit of the University with the list of doctoral students obliged to complete professional internships in a given academic year, in the form of teaching, by October 15 of each academic year. The unit verifies the above data with the teaching load plans of individual organizational units.
4. A detailed list of documents collected in the doctoral student's file referred to in §47 para. 2, is set out in Annex 1 to these Regulations.

## **Appeals and final provisions**

### **§49**

1. Decisions issued by the Director of the doctoral school may be appealed against by the Rector.
2. The administrative decisions issued by the Rector are subject to an application for reconsideration of the case.
3. The application referred to in paragraph 1. 1 and 2, in writing, must be submitted within 14 calendar days from the date of receipt of the decision, and when the decision was announced orally - from the date of its announcement.
4. The Rector makes a decision within 1 month from the date of receipt of the request. The Rector's decision may lead to:
  - 1) uphold the contested decision;
  - 2) repeal the contested decision and adopt a new decision.
5. The Rector's decision together with the justification is communicated to the party to the proceedings in writing.
6. The provisions of the Code of Administrative Procedure shall apply accordingly to matters relating to the course of education, settled in the form of administrative decisions, and not regulated by these regulations, unless the law provides otherwise.

### **§50**

The regulations of the doctoral school have been in force since October 1, 2019, and their amendment requires a resolution of the Senate.

Vice-Rector for Teaching and Student Affairs

dr hab. Sylwester Tabor, prof. UR